

# Programs Serving Minors on Campus

## Glossary

The following definitions apply specifically to the BOR and CSU policies and related procedures that govern programs that serve and include minors on CSU campuses.

### **Program Director/Responsible University Official**

Individuals paid or unpaid, who are authorized by Columbus State University officials to have direct contact with minors, including the supervision of minors. This includes, but is not limited to faculty, staff, volunteers, students, interns, and independent contractors/consultants.

### **Background Investigation**

A report including an individual's criminal history and sex offender registry.

### **Campus**

Includes all buildings, properties, facilities, and areas that are owned, leased, managed, operated, or controlled by Columbus State University.

### **Child Abuse**

Includes physical injury or death inflicted upon a child by a Program Director/Responsible University Official by other than accidental means provided, however, physical forms of discipline may be used as long as there is no physical injury to the child.

### **Child Neglect**

Child neglect includes neglect or exploitation of a child by a Program Director/Responsible University Official if said neglect or exploitation consists of a lack of supervision, abandonment, or intentional or unintentional disregard by a Program Director/Responsible University Official of a child's basic needs for food, shelter, medical care, or education as evidenced by repeated incidents or a single incident which places the child at substantial risk of harm.

### **Contact/Interaction with Minor(s)**

Contact that is direct and reasonably anticipated. The term does not include interaction that is merely incidental.

### **Incident Reporting**

CSU has multiple avenues to report all types of incidents or concerns. To report suspected child abuse or neglect and/or accident/safety incidents in programs utilizing CSU facilities and that involve unenrolled minors, the following procedures should be followed:

- **[CSU Mandated Reporting Procedures](#)**  
To report suspected child abuse or neglect in programs utilizing CSU facilities and that involve unenrolled minors. Reporting by Program Directors/Responsible University Officials is required by State of Georgia law within 24 hours.
- **[CSU Incident Reporting](#)**  
To report University-related incidents/accidents involving employees, students, visitors, and contractors and to submit an CSU Incident Report and Claim Form Accident Information – General Liability.

To report other types of incidents on CSU campuses the following additional avenues are available:

- **CSU University Police**

Emergencies: 706-507-8911

Non-Emergencies: 706-568-2022

Non-Emergency E-mail: [police@columbusstate.edu](mailto:police@columbusstate.edu)

- **Submit a Silent Witness Report (Report Anonymously)**

- **CSU Online Compliant Form**

This is the website to report incidents related to: an alleged incident(s) of discrimination, harassment (including sexual misconduct), or retaliation.

- **Create Care CSU Reporting**

Create Care CSU is a network made up of all members of the Columbus State University campus community, including you, that work together to promote a safe and successful environment. To share information about a person and observed behaviors and statements that generated the concern.

- **CSU Ethics and Compliance Reporting Hotline**

This is the website to report unethical behavior and policy violations related to: violence and assault; violations of the university policy and procedures; housing, auxiliary services (parking, transportation, bookstore, card services, culinary and hospitality, copy/print services, student health services, retail shopping, postal services), ADA/disability, student activities, university events, facilities, or any other related services; financial aid or registration, records and transcripts; and discrimination. You may choose to provide your contact information or to remain anonymous.

## **Mandated Reporting**

Reporting required by State of Georgia law for anyone who works or volunteers at a child serving agency, which includes CSU, to report suspected child abuse or neglect within 24 hours (O.C.G.A. § 19-7-5). At CSU, Program Directors/Responsible University Officials as defined above and in the **CSU Protection of Minors Policy** are considered mandated reporters.

Procedures and contact information to report suspected child abuse or neglect within 24 hours is available on this **Mandated Reporting web page** of this website.

Anyone who works or volunteers at a child serving agency who is required State of Georgia law (O.C.G.A. § 19-7-5) to report suspected abuse or neglect of minors to the appropriate authorities. At CSU, Program Directors/Responsible University Officials as defined above and in the **CSU Protection of Minors Policy** are considered mandated reporters.

## **Minor**

Any child under the age of 18 that is not enrolled as a student at CSU.

## **Youth Program**

Any academic, athletic, educational, leadership, or recreational program or activities serving one or more non-student minors, including, but not limited to, camps, clinics, conferences, workshops, tutoring, mentoring, group lessons, seminars, competitions, internships or experiential learning, conducting or viewing research, after-school programs, or other enrichment opportunities. Excluded from this definition are:

- any program or activity that is open to the general public and that is not part of a USG/CSU organized Youth Program (Please see Appendix A of the policy);
- a private or personal event (e.g., weddings, birthday parties);
- field trips sponsored and/or organized by schools, school districts, or other similar entities primarily for educational purposes which are supervised by staff from the minors' school/organization;
- Health Services provided by CSU's health clinic;
- undergraduate and graduate academic programs in which minors are enrolled for academic credit or who have been accepted for enrollment.

## **Program Director**

The primary CSU employee acting on behalf of the Sponsoring Unit who is responsible for the organization and execution of the program, including adherence to BOR and CSU policies. The Program Sponsor is also considered a Program Director/Responsible University Official for the purposes of this policy.

**Sponsoring Unit**

The academic, administrative or athletic unit of the University that offers a program or facilitates the use of university facilities.

**Third Party Activity**

Non-University Organization/Third Party: any individual, group, organization, or entity that is not directly affiliated with USG/CSU for which USG/CSU allows for the use of its facilities for the operation of a Youth Program

**University-Affiliated Activity**

Programs and activities that are organized, managed, sponsored, or controlled by CSU or its students, faculty, or staff in their official University capacities/roles.