

**UTAH VALLEY UNIVERSITY**  
Policies and Procedures

Proposed Policy Number and Title: 115 <i>Minors on Campus and at University-sponsored Events</i> (TEMPORARY EMERGENCY)		
Existing Policy Number and Title:		
Approval Process*		
<input type="checkbox"/> Regular	<input checked="" type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input checked="" type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
Policy 159 <i>Restrictions for Children Visiting Campus</i> will be deleted when this policy is approved for the Policy Manual	Anticipated Expiration Date: December 4, 2015	
*See UVU Policy #101 <i>Policy Governing Policies</i> for process details.		

<b>Draft Number and Date:</b> <u>Temporary Emergency, Stage 2, Board of Trustees, 11/23/2014</u>
<b>President's Council Sponsor:</b> <u>Val Peterson</u> <b>Ext.</b> _____
<b>Policy Steward:</b> <u>Robin Ebmeyer</u> <b>Ext.</b> _____

**POLICY APPROVAL PROCESS DATES**

<p><b>Policy Drafting and Revision</b> Entrance Date: <u>12/13/2012</u></p> <p><b>University Entities Review</b> Entrance Date: <u>Not applicable</u></p> <p><b>University Community Review</b> Entrance Date: <u>Not applicable</u> Open Feedback: <u>Not applicable</u> Close Feedback: <u>Not applicable</u></p> <p><b>Board of Trustees Review</b> Entrance Date: <u>11/13/2014</u> Approval Date: <u>MM/DD/YYYY</u></p>	<p align="center"><b>POST APPROVAL PROCESS</b></p> <p>Verify:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Policy Number</li> <li><input type="checkbox"/> Section</li> <li><input type="checkbox"/> Title</li> <li><input type="checkbox"/> BOT approval</li> <li><input type="checkbox"/> Approval date</li> <li><input type="checkbox"/> Effective date</li> <li><input type="checkbox"/> Proper format of Policy Manual posting</li> <li><input type="checkbox"/> TOPS Pipeline and Archives update</li> </ul> <p><b>Policy Office personnel who verified and posted this policy to the University Policy Manual</b></p> <p><b>Name:</b> _____</p> <p><b>Date posted and verified:</b> <u>MM/DD/YYYY</u></p>
--	---



<b>POLICY TITLE</b>	Minors on Campus and at University-sponsored Events	<b>Policy Number</b>	115
<b>Section</b>	Governance, Organization, and General Information	<b>Approval Date</b>	
<b>Subsection</b>	Governance and Organization	<b>Effective Date</b>	
<b>Responsible Office</b>	Office of the Vice President of Finance and Administration		

### 1.0 PURPOSE

**1.1** Utah Valley University is committed to ensuring the safety and well-being of minors who are involved in our programs, services, or activities, or who visit our campuses. The purpose of this policy is to describe the obligations that administrators, faculty, staff, students, volunteers, and others working with minors must fulfill to provide for their protection, to fulfill our obligations as mandated by law, and to provide the best possible experience for any minor visiting our campuses or who participates in university-related programs.

### 2.0 REFERENCES

- 2.1** *The Child Abuse Prevention and Treatment Act (CAPTA) of 1974, reauthorized 2010*
- 2.2** *The Clery Act, 20 USC § 1092(f) and 34 CFR 668.46 (implementation)*
- 2.3** *Title IX of the Education Amendments of 1972*
- 2.4** *Utah Code 62a-4a-101, 402, 403, 408, 411 Utah Mandatory Reporting Requirements*
- 2.5** *Utah Code 76-5-401 Sexual Offenses*
- 2.6** *Utah Code 76-5b-201 Sexual Exploitation Act*
- 2.7** *Utah Code 78A-6-105 Definitions*
- 2.8** *UVU Policy 333 Criminal Background Checks*
- 2.9** *UVU Policy 541 Student Rights and Responsibilities Code*
- 2.10** *UVU Policy 635 Faculty Rights and Professional Responsibilities*
- 2.11** *UVU Policy 601 Classroom Management*



### 3.0 DEFINITIONS

**3.1 Authorized adult:** Individuals, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee minors in university-sponsored or co-sponsored programs/activities. This includes but is not limited to faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, independent contractors/consultants, and on-campus vendors. Authorized adults' roles may include positions such as counselors, chaperones, coaches, instructors, etc. This definition does not include temporary guest speakers, presenters, and other individuals who have no direct contact with program participants other than short-term activities supervised by an authorized adult.

**3.2 Direct contact:** Providing care, supervision, guidance or control of minors and/or routine interaction with minors.

**3.3 Minor:** Any person less than 18 years of age.

**3.4 One-on-one contact:** Personal, unsupervised interaction between any authorized adult and a participant without at least one other authorized adult, parent, or legal guardian present.

**3.5 Programs:** Programs, services, and activities offered on or off campus by UVU or by non-university groups using university facilities. This includes but is not limited to instruction, student activities, workshops, sport camps, academic camps, conferences, pre-enrollment visits, or similar activities.

**3.6 Sponsoring unit:** The academic or administrative unit of the University that offers a program or gives approval for use of the facilities.

**3.7 University facilities:** Facilities owned/leased by the University.

**3.8 Abuse:** For the purposes of this policy, defined as physical, emotional, sexual abuse or neglect of a minor, non-accidental harm of a child, threatened harm of a child, or sexual exploitation.

**3.9 University-sponsored or co-sponsored program/activity:** A program, at which UVU-affiliated employees are present and participate, that is sponsored by UVU exclusively or in partnership with an outside organization.

**3.10 Non-university sponsored programs/activities:** A program not sponsored by UVU that is held at a university facility through an authorized rental agreement.



**3.11 Statement of Acknowledgement Form:** A form to be completed by authorized adults not employed by UVU but assigned to work with minors in university-sponsored or co-sponsored events.

#### 4.0 POLICY STATEMENTS

**4.1** Utah Valley University complies with all state and federal laws concerning the protection of minors in university-sponsored and co-sponsored programs. In addition to this policy, some of these programs (such as daycare) may be subject to stricter state and federal laws and regulations. In these instances, those stricter laws prevail.

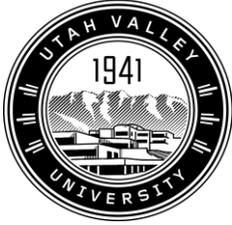
**4.2** In keeping with the University's commitment to the protection of minors and in compliance with applicable state and federal laws, any employee, student, or volunteer of Utah Valley University who witnesses or has reasonable cause to suspect any abuse of a minor occurring on university facilities or during university-sponsored programs/activities, is required to report such conduct to the University Police Department immediately.

**4.3** Utah Valley University requires that leaders of any university-sponsored or co-sponsored program/activity bringing minors to university facilities to

- 1) Provide evidence of appropriate training and experience in supervising minors for its authorized adults, and
- 2) Have an adequate number of authorized adults supervising program participants appropriate for the type of activity sponsored.

**4.4** University faculty, staff, students, or volunteers serving as authorized adults who supervise minors must be trained to prevent crimes against minors. They shall complete mandatory training at least every two years on the conduct requirements of this policy, on prevention of abuse of minors, on recognizing signs of abuse, and on appropriate and required reporting of incidents of improper conduct involving minors.

**4.5** All supervised minors participating in a university program/activity or an independent program/activity using university facilities are permitted in the general-use facilities (athletic fields, public spaces, academic buildings, food services areas, etc.) but may be restricted from certain areas of the facilities or from utilizing certain equipment to avoid inappropriate one-on-one contact or other dangerous situations.



## 5.0 PROCEDURES

### 5.1 Background Checks and Statement of Acknowledgement

**5.1.1** Entities leasing or renting university facilities shall, in the facilities use agreement, review and initial a paragraph that acknowledges their responsibilities and liabilities for the protection of minors they supervise in their program.

**5.1.2** Authorized adults not employed by UVU but assigned to work with minors in university-sponsored or co-sponsored events must sign and submit the *Statement of Acknowledgement Form* to the appropriate program director before their interaction with minors begins.

**5.1.3** Background checks for all authorized adults employed by UVU must be reviewed and approved by Human Resources prior to individuals being hired and/or assigned to work with minors.

**5.1.4** For a university-sponsored or co-sponsored program, at least one of the authorized adults who has direct contact with minors is required to be a UVU employee and to have a current background check on record with the University at the time of hire and/or beginning work with minors. All authorized adults are required to be with the participants during the execution of program activities.

**5.1.5** Based on the results of a background check, the Associate Vice President of Human Resources shall, in consultation with the appropriate university officials, determine whether an employee will not be permitted to participate in a program or activity covered by this policy. Results of background checks conducted under this policy shall be used only for the purposes of this policy. The University reserves the right to take appropriate disciplinary action up to and including termination in accordance with university policy for employees who may have previously falsified or failed to disclose information. Copies of background check reports will be retained by Human Resources.

### 5.2 Mandatory Training for Authorized Adults

**5.2.1** Authorized adults must be trained on the identification of crimes against minors and proper notification requirements. Training of UVU employees shall be provided by the University's Office of Human Resources.

**5.2.2** Outside organizations, vendors, licensees, or others who are given permission to come onto campus or to use university facilities for events or activities that will include participation of minors shall ensure that they have procedures in place for training, implementation of applicable background screening requirements, and proper procedures for reporting abuse of a minor.

Printed On:  
November 24, 2014



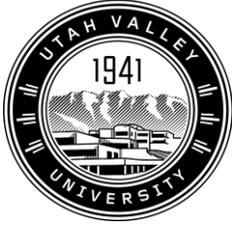
**5.2.3** Training for authorized adults shall include

- 1) Information about responsibilities, expectations, policies/procedures, enforcement, appropriate crisis/emergency responses, safety and security precautions, confidentiality issues involving minors, and basic university responsibility/liability.
- 2) Accessing emergency services on and off campus.
- 3) Reporting if a program participant discloses any type of assault or abuse (at any time previously or during the program), or an authorized adult has reason to suspect that the participant has been subject to such assault or abuse.

**5.3 Rules of Conduct for Authorized Adults**

**5.3.1** Authorized adults participating in programs covered by this policy shall not

- 1) Have one-on-one contact with minors. There must be two or more authorized adults present during activities where minors are present.
- 2) Have any direct electronic contact with minors without another authorized adult being included in the communication.
- 3) Engage in abusive conduct of any kind toward, or in the presence of, a minor
- 4) Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any minor.
- 5) Transport minors, other than the driver's own child(ren), to or from university-sponsored activities, except as specifically authorized in writing by the minors' parents or legal guardians.
- 7) Engage in rough or sexually provocative games, including horseplay.
- 8) Allow any inappropriate touching, including between minors.
- 9) Swear or use sexual-based language, use or respond to sexual innuendo, or make sexually suggestive comments.
- 10) Personally consume or provide alcohol or illegal drugs to any minor. Authorized adults will not use or provide prescription drugs or any medication to any minor unless specifically authorized in writing by the parent or legal guardian.



11) Make sexual material in any form, including printed and electronic, available to minors participating in programs covered by this policy or assist them in any way in gaining access to such materials.

12) Shower, bathe, or undress with, or in the presence of, minors.

**5.3.2** If an allegation of inappropriate conduct is made against an authorized adult participating in a program, he or she will discontinue any further participation in programs and activities covered by this policy until such allegation has been appropriately investigated and resolved.

#### **5.4 Reporting of Abuse and Code of Conduct Violations for Authorized Adults**

**5.4.1** Reports of alleged minor abuse shall be made to the University Police. Such reports should include the name of the victim and assailant (if known), other identifying information about the victim and assailant, the location of the activity, and the nature of the activity. Upon receiving such a report, along with initiating investigatory procedures, University Police shall promptly notify the Vice President of Finance and Administration of the incident. The Vice President of Finance and Administration shall inform the President, who through periodic reporting, informs the Board of Trustees.

#### **5.5 Communication and Notification**

**5.5.1** To report misconduct of any type or to prevent imminent danger

- 1) To call from a campus telephone: 5555
- 2) To call from a cell phone: 801-863-5555
- 3) To call from any phone: 911

**5.5.2** A third-party telephone hotline and website has been established that allows anyone to report misconduct anonymously. The hotline is available throughout the work week during office hours. After hours a message can be left and follow-up will occur on the next business day. The hotline number is 877-228-5401; a website is also available with information:

<http://www.uvu.edu/audit/concerns>

**5.5.3** In case of an emergency, including medical or behavioral problems, natural disaster, or other significant program disruptions, the University's sponsoring unit/program shall:

- 1) Establish an appropriate procedure for the notification of the minor's parent/legal guardian.
- 2) Maintain a list of all participants. This list shall include participant name, gender, age, address, and phone number(s) of parents or legal guardians, as well as emergency contact information.

Printed On:  
November 24, 2014



3) Provide information to parents or legal guardians detailing the manner in which the participant can be contacted during the program.

### **5.6 Medical Treatment, Administration of Medicines, and Emergency Services**

**5.6.1** The sponsoring unit/program will obtain a *Medical Information and Release Form* for each program participant if applicable. Program staff shall be responsible for reviewing all forms, securing the information on the forms, and for assessing needs of each program participant. *The Medical Information and Release Form* can be obtained by the sponsoring unit/program when applicable.

**5.6.2** Parents and/or guardians are expected to make arrangements for the administration of any medicine that the participant cannot self-administer. The participant's family will provide the medicine in its original pharmacy container labeled with the participant's name, medicine name, dosage, and timing of consumption. Over-the-counter medications must be provided in their manufacturers' container.

**5.6.3** As needed, the program staff will keep medicine in a secure location and will meet with the participant at the appropriate time for distribution.

**5.6.4** Prescription medications that are self-administered may be carried by the participant during program activities (examples include but are not limited to personal "epi" pens and asthma inhalers).

**5.6.5** Program staff should make reasonable efforts to have basic first-aid kits available as needed.

**5.6.6** The sponsoring unit will arrange for medical care appropriate for the nature of program activities including emergency medical service.

**5.6.7** The sponsoring unit will notify EMS and parents if emergency medical services are required.

### **5.7 Program Rules of Conduct for Participants**

**5.7.1** Program staff will develop and make available to participants the rules and disciplinary measures applicable to the program. These rules align with the University's Code of Conduct.

**5.7.2** Program participants and authorized adults must abide by all university regulations and may be removed from the program for non-compliance with rules.

### **5.8 Assumption of Risk in Programs by Participants/Legal Guardians**

Printed On:  
November 24, 2014



**5.8.1** Authorized adults will obtain from participants, *Media, Photo, and Video Release Forms*, *Medical Forms*, and/or *Assumption of Risk Forms* as part of the program registration process. These forms may be obtained from the sponsoring unit/program. All data gathered shall be confidential, is subject to records retention guidelines, and will not be disclosed, except as provided by law.

### **5.9 Minors in the Workplace**

**5.9.1** To reduce the potential for accidents and incidents in which children either harm themselves or inadvertently create a hazard for others, the University addresses and complies with health, safety, environmental, and regulatory requirements.

**5.9.2** Minors are not allowed in the workplace on a regular basis. Rarely and with supervisory approval (in advance), an employee may bring his or her minor to work in an emergency situation. In all cases of minors in the workplace, the University is not responsible for ensuring the minor is safe and well supervised. The employee is fully responsible for the safety and supervision of the minor for the entire visit.

**5.9.3** Supervisors and department heads may place additional restrictions on the presence of minors in the workplace consistent with the environment and the demands of the work being performed.

**5.9.4** Employees who bring a minor to the workplace must

- 1) Obtain permission *in advance* from their supervisor before bringing minors to work.
- 2) Provide line-of-sight supervision of the minor at all times.
- 3) Ensure the minor shall not be left alone at any time or left with other employees.
- 4) Ensure the minor shall not interrupt normal workplace activities.

**5.9.5** Minors shall not be allowed to

- 1) Perform work of any kind at any time as required by the U.S. Department of Labor.
- 2) Drive university-owned motorized vehicles, including golf carts.
- 3) Play in stairwells unattended.
- 4) Be present in the following high-risk areas:



- Laboratories, workshops, studios, power plants, garages, and food preparation areas.
- Any area, indoors or out, containing power tools or machinery with exposed moving parts.
- Any area where university vehicles such as snow machinery, grounds equipment, heavy-duty, or other motorized equipment are being used.
- Any other high-risk area, including but not limited to, rooftops and construction zones.

**5.9.6** In the unlikely event that a visiting minor becomes lost on campus, the employee should contact University Police at ext. 5555 or 911 for assistance in locating the minor.

### **5.10 Minors in the Classroom**

**5.10.1** Minors are not permitted in university classrooms or laboratories unless they are an integral part of instruction, are enrolled in the course, or are participating in a field trip or event.

**5.10.2** Adults who bring minors to campus shall not leave minors unattended in hallways and restrooms, or public, common areas. These adults are fully responsible for the safety and supervision of such minors while on campus.

**5.10.3** Instructors have the right to ask students who bring minors to leave the classroom. Students who violate this policy are subject to discipline per UVU Policy 541 *Student Rights and Responsibilities*.

<b>POLICY HISTORY</b>		
<b>Date of Last Action</b>	<b>Action Taken</b>	<b>Authorizing Entity</b>



# UTAH VALLEY UNIVERSITY

## Policies and Procedures