



Proposed Policy Number and Title: 115 <i>Minors on Campus and at University-sponsored Events</i> ((TEMPORARY EMERGENCY))		
Existing Policy Number and Title: 115 <i>Minors on Campus and at University-sponsored Events</i> (TEMPORARY EMERGENCY)		
Approval Process*		
<input type="checkbox"/> Regular	<input checked="" type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Revision	<input checked="" type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date: December 3, 2016	Bundled with Policy 601 <i>Classroom Management</i>
*See UVU Policy #101 <i>Policy Governing Policies</i> for process details.		

Draft Number and Date: <u>11/19/2015 DRAFT—TEMP EMERGENCY</u>		
President’s Council Sponsor:	<u>Val Peterson</u>	Ext. _____
Policy Steward:	<u>Robin Ebmeyer</u>	Ext. _____

POLICY APPROVAL PROCESS DATES

<p>Policy Drafting and Revision Entrance Date: <u>11/12/2015</u></p> <p>University Entities Review Entrance Date: <u>Not Applicable</u></p> <p>University Community Review Entrance Date: <u>Not Applicable</u> Open Feedback: <u>Not Applicable</u> Close Feedback: <u>Not Applicable</u></p> <p>Board of Trustees Review Entrance Date: <u>11/19/2015</u> Approval Date: _____</p>	<p align="center">POST APPROVAL PROCESS</p> <p>Verify:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Policy Number <input type="checkbox"/> Section <input type="checkbox"/> Title <input type="checkbox"/> BOT approval <input type="checkbox"/> Approval date <input type="checkbox"/> Effective date <input type="checkbox"/> Proper format of Policy Manual posting <input type="checkbox"/> TOPS Pipeline and Archives update <p>Policy Office personnel who verified and posted this policy to the University Policy Manual</p> <p>Name: _____</p> <p>Date posted and verified: <u>MM/DD/YYYY</u></p>
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POLICY TITLE	Minors on Campus and at University-sponsored Events	Policy Number	115
Section	Governance, Organization, and General Information	Approval Date	
Subsection	Governance and Organization	Effective Date	
Responsible Office	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 participating 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** *Family Educational Rights and Privacy Act (FERPA)*
- 2.4** *Title IX of the Education Amendments of 1972*
- 2.5** *Utah Code 62a-4a-101, 402, 403, 408, 411 Utah Mandatory Reporting Requirements*
- 2.6** *Utah Code 76-5-401 Sexual Offenses*
- 2.7** *Utah Code 76-5b-201 Sexual Exploitation Act*
- 2.8** *Utah Code 78A-6-105 Definitions*
- 2.9** *UVU Policy 333 Criminal Background Checks*
- 2.10** *UVU Policy 541 Student Rights and Responsibilities Code*



2.11 UVU Policy 601 *Classroom Management*

2.12 UVU Policy 635 *Faculty Rights and Professional Responsibilities*

3.0 DEFINITIONS

3.1 Abuse: For the purposes of this policy, physical, emotional, or sexual abuse, or neglect, of a minor; non-accidental harm of a minor or threatened harm of a minor; or sexual exploitation of a minor.

3.2 Authorized adult: Individuals, 18 years of age or older, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee or have access to 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. This definition does not include individuals who are functioning exclusively in a participant capacity in a program, such as campers attending an athletic camp even though such participants may be 18 years of age or older.

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

3.4 Minor: Any person less than 18 years of age who is not enrolled or accepted for enrollment at the University. Students who are concurrently enrolled or dually enrolled in university programs while also enrolled in elementary, middle and/or high school are not included in this policy.

3.5 Enrolled minor: Any person less than 18 years of age who is enrolled or accepted for enrollment at the University or who is currently enrolled or dually enrolled in university programs while also enrolled in elementary, middle and/or high school.

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

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



3.8 Program(s): Programs, services, and activities specifically designed for minors as the participants that are offered on or off campus by UVU or by non-UVU groups using UVU facilities. This includes but is not limited to instruction, student activities, workshops, sports camps, academic camps, conferences, pre-enrollment visits, or similar activities. This does not include regularly scheduled UVU courses or single performances or events open to the general public that are not targeted toward minors (such as varsity athletic competitions, plays, concerts).

3.9 Sponsoring unit: The academic or administrative unit of UVU that offers a program or gives approval for use of the facilities.

3.10 Statement of Acknowledgment 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.

3.11 University facilities: Facilities owned/leased by UVU.

3.12 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.

4.0 POLICY STATEMENTS

4.1 Utah Valley University complies with all applicable federal, state, or local 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 This policy applies to all members of the university community, including all employees (e.g., faculty and staff), interns, and students, and also to all volunteers, contractors, vendors, authorized adults, minors, enrolled minors, and other individuals who use university premises. The University requires all such persons to adhere to and act in accordance with this policy. Failure to comply with the requirements set forth in this policy may lead to disciplinary action and/or revocation of permission to use university premises. Programs that fail to comply with this policy will be subject to sanction, up to and including suspension of a program.

4.3 In keeping with UVU's commitment to the protection of minors, and in compliance with applicable laws, any employee, student, or volunteer of UVU who witnesses or has reasonable cause to suspect any abuse of a minor occurring at UVU facilities or during university-sponsored programs/activities is required to report such conduct to UVU Police immediately or other law enforcement agencies as applicable.



4.4 UVU employees who fail to comply with this policy will be subject to discipline, up to and including termination of employment. Non-minor students who fail to comply with this policy will be subject to university sanction, up to and including suspension and expulsion. Minors who violate this policy will be subject to sanction, up to and including removal from a program or the University. Programs that fail to comply with this policy will be subject to sanction, up to and including suspension of a program.

4.5 UVU requires that leaders of any university-sponsored or co-sponsored program/activity who bring minors to university facilities:

- 1) Complete UVU's certification acknowledging the need to comply with this policy and to provide appropriate training in supervising minors to its authorized adults, and
- 2) Have an adequate number of authorized adults supervising minor program participants for the type of activity sponsored. Some of the factors to consider in determining "adequate number" are the number and age of participants, the activity(ies) involved, the type of housing if applicable, and the age and experience of the counselors.

4.6 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 the prevention of the abuse of minors, on recognizing signs of abuse, and on appropriate and required reporting of incidents of improper conduct involving minors.

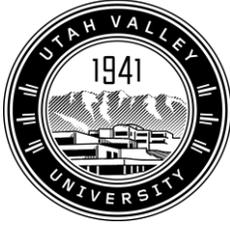
4.7 All supervised minors participating in a university program/activity or an independent program/activity using university facilities are permitted in the general-use facilities (athletic fields, public spaces, academic buildings, food services areas, etc.) but may be restricted from certain areas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

5.0 PROCEDURES

5.1 Background Checks and Statement of Acknowledgment

5.1.1 Entities leasing or renting university facilities shall, in the University's facilities use agreement, review and sign statements that acknowledge their responsibilities and liabilities for the protection of minors they supervise in their programs.

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 UVU's *Statement of Acknowledgment Form* to the appropriate UVU program director before their interaction with minors begins. The program director is responsible to obtain these signed forms and to maintain and archive them.



5.1.3 Background checks (criminal and sexual offender) 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 Based on the results of a background check, the Associate Vice President of Human Resources or his or her designee shall, in consultation with UVU's General Counsel as needed, 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.

5.1.5 Each authorized adult shall self-report to the program director if, prior to or during the course of the authorized adult's service to the program, the authorized adult has any criminal charge pending, is arrested, criminally charged, or convicted for any offense involving child abuse or neglect, sexual offenses, sexual exploitation, domestic violence or other acts of violence or has been served with a restraining order or stalking injunction. The report must be made prior to beginning service in the program or within 72 hours of the arrest, charge, or notification of pending charge.

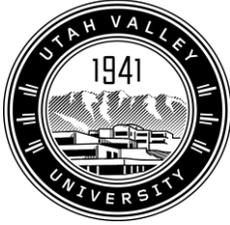
5.2 Mandatory Training for Authorized Adults

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 through the University's Office of Human Resources or Risk Management.

5.2.2 Outside organizations, vendors, licensees, or others who are given permission to come onto UVU's campus or to use UVU 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.

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) Instruction on accessing emergency services on and off campus.



3) Instruction on reporting requirements if a program participant discloses any type of assault or abuse (at any time previously or during the program), or if 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, including via email, text messages, social networking websites, or other forms of social media, at any time except and unless (a) there is an educational or programmatic purpose and (b) the content of the communications is consistent with the mission of the program and the University. If there are concerns about whether the message content meets both of these criteria, the dean or vice president over the program should be consulted.
- 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. If restraint is necessary to protect a minor from self-harm or protect other minors from harm, all incidents must be documented and disclosed to the program administrator and the minor's parent/guardian;
- 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 and then only if the authorized adult is not alone in the vehicle with one minor;
- 6) Engage in rough or sexually provocative games, including horseplay with, or in the presence of, any minor;
- 7) Allow any inappropriate touching, including between minors;
- 8) Swear or use sexually based language, use or respond to sexual innuendo, or make sexually suggestive comments towards, or in the presence, of any minor;
- 9) Personally consume or provide alcohol or illegal drugs to any minor. Authorized adults shall not use or provide prescription drugs or any medication to any minor unless specifically authorized in writing by the parent or legal guardian;



10) Make sexual material (except for course-appropriate biology/anatomy material needed for the program) 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;

11) Shower, bathe, or undress with, or in the presence of, any minors;

12) Tell minors “this is just between the two of us” or use similar language that encourages minors to keep secrets from their parent or legal guardian.

13) Leave a minor or minors under the supervision of a person who is not an authorized adult—for example, with a guest presenter, during a field trip, etc.

5.3.2 All incidents involving inappropriate conduct, whether or not required by law or other university policy to protect a minor or others from harm, must be documented and disclosed promptly to the program director and the minor’s parent/guardian.

5.3.3 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 Utah state law includes a mandatory reporting obligation that requires any person who “has reason to believe” that a minor has been subjected to abuse or neglect, including sexual abuse, to immediately notify the Utah state office of Child and Family Services or a law enforcement agency (Utah Code Ann. § 62A-4a-403).

5.4.2 Reports of alleged minor abuse shall be made to UVU Police or other law enforcement agencies as applicable. 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, UVU Police shall promptly notify the Vice President of Finance and Administration and the General Counsel of the incident. The Vice President of Finance and Administration and/or the General Counsel shall inform the President, who, through periodic reporting, shall inform the Board of Trustees.

5.5 Communication and Notification

5.5.1 To report misconduct of any type or to prevent imminent danger, the following numbers should be called:

1) From a campus telephone: 5555



2) From a cell phone: 801-863-5555

3) From any phone: 911

5.5.2 A third-party telephone hotline and website have been established to allow 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. Alternatively, reports can be made anonymously and confidentiality via UVU's ethics website, which can be found at <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 minors' parents or legal guardians.

2) Maintain a list of all participants, which shall include each participant's name, gender, age, address, and phone number(s) of parents or legal guardians, as well as emergency contact information.

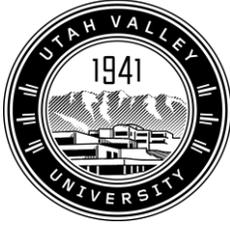
3) Provide information to parents or legal guardians detailing the manner in which the participant can be contacted during the program.

5.6 Medical Treatment, Administration of Medicines, and Emergency Services

5.6.1 The sponsoring unit/program will obtain a university *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 from the Director of Emergency and Risk Management.

5.6.2 Parents and/or guardians are expected to make arrangements with program leadership for the administration of any medicine that the participant cannot self-administer. The participant's parents and/or guardians 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 the 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). Program participants are prohibited from distributing any self-administered prescriptions they carry to any other program participant.

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

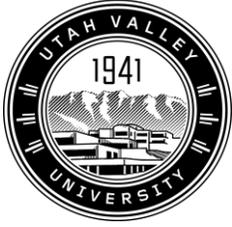
5.6.6 The sponsoring unit will arrange for medical care, including emergency medical services, appropriate for the nature of program activities.

5.6.7 The sponsoring unit will notify EMS and parents or legal guardians 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. The following must be included in the program rules:

- 1) The possession or use of alcohol and other drugs, fireworks, guns, and other weapons is prohibited.
- 2) The operation of a motor vehicle by minors is prohibited while minors are attending and participating in the program.
- 3) Rules and procedures governing when and under what circumstances participants may leave university property during the program.
- 4) No violence, including sexual abuse or harassment, will be tolerated.
- 5) Hazing of any kind is prohibited. Bullying including verbal, physical, and cyberbullying is prohibited.
- 6) No theft of property regardless of owner will be tolerated.
- 7) No use of tobacco or e-cigarette products (smoking is prohibited in all university buildings) will be tolerated.
- 8) Misuse or damage of university property is prohibited. Costs resulting from damage or misuse of university property will be assessed against those participants who are responsible for the damage or misuse.



9) The inappropriate use of camera, imaging, and digital devices is prohibited including use of such devices in showers, restrooms or other areas where privacy is reasonably expected by participants.

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

5.8 Assumption of Risk in Programs by Participants/Legal Guardians

5.8.1 Authorized adults will obtain signed university *Media, Photo, and Video Release Forms, Medical Forms, and/or Assumption of Risk Forms* from participants 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 required by law.

5.9 Minors in the Workplace

5.9.1 To reduce the potential for accidents and incidents in which minors either harm themselves or inadvertently create a hazard for others, the University addresses and complies with all applicable health, safety, environmental regulations and laws.

5.9.2 Minors are not allowed in the workplace on a regular basis. With advance approval from supervisors, and only on an exceptional basis, UVU employees may bring their 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 will not be left alone at any time or left with other employees.
- 4) Ensure the minor will 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) Violate any university policies.
- 4) Play in stairwells unattended.
- 5) 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 host-employee should contact UVU 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 or restrooms or in public common areas. Adults who bring minors to campus 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 Code*.

5.11 Parents/guardians are responsible for their children's safety and behavior in the library, including in the Family Study Room. Minors should be supervised at all times. Library staff cannot oversee unescorted or unsupervised children, nor be responsible for their safety. If an unsupervised child comes to the attention of library personnel, UVU Police will be contacted.



5.12 Enrolled Minors

5.12.1 This section describes the obligations of faculty, staff, and others in working with enrolled minors to provide for the enrolled minors' protection, to fulfill the University's obligations as mandated by law, and to provide the best possible educational experience for all enrolled minors.

5.12.2 In accordance with the *Family Educational Rights and Privacy Act (FERPA)*, the following student information is designated as directory information:

- 1) Student name
- 2) Electronic mail address
- 3) Photograph
- 4) Date of birth
- 5) Major/field of study
- 6) Grade level
- 7) Enrollment status (e.g., undergraduate or graduate, full-time or part-time)
- 8) Dates of attendance

5.12.3 Directory information of enrolled minors may be disclosed to faculty, staff, or other university employees who will have significant interaction with the enrolled minor for the purpose of identifying the student as an enrolled minor.

5.12.4 A parent or eligible student has the right to refuse to let the University designate any or all of these types of information about the student as directory information within 30 days of the minor's acceptance for enrollment at the University by filing written notice with the Office of Academic Affairs.

5.12.5 Faculty members who are notified or become aware that they have enrolled minors in their classes and organizations they supervise or advise, via directory information or otherwise, are expected to exercise sound professional judgment and best practices and to comply with all applicable laws and university policies in their interactions with enrolled minors. Examples of sound professional judgment and best practices include but are not limited to not dating or having a romantic relationship with enrolled minors, avoiding one-on-one meetings behind closed doors with enrolled minors, and not interacting socially or on social media outside of class or UVU organization activities with enrolled minors.



5.12.6 In keeping with the University’s commitment to the protection of minors, and in compliance with applicable state and federal laws, any faculty, staff, or other employee of Utah Valley University who witnesses or has reasonable cause to suspect any abuse of an enrolled minor occurring at university facilities or during university-sponsored programs, activities, or courses is required to report such conduct to the University Police Department immediately or other law enforcement agencies as applicable. For the definition of abuse, see section 3.1 and Policy 162 *Sexual Misconduct*.

5.12.7 This policy does not replace the requirements for reporting child abuse or neglect pursuant to state or federal statutory reporting requirements and to otherwise comply with UVU Policy 162 *Sexual Misconduct* and UVU Policy 407 *Clery Act: Campus Safety and Security*.

5.12.8 Failure to comply with this policy may lead to disciplinary action, up to and including termination.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity



POLICY TITLE	Minors on Campus and at University-sponsored Events	Policy Number	115
Section	Governance, Organization, and General Information	Approval Date	December 4, 2014
Subsection	Governance and Organization	Effective Date	December 4, 2014
Responsible Office	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.~~

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3.0 DEFINITIONS

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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.~~

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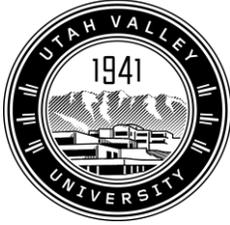
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~~**4.3** Utah Valley University requires that leaders of any university sponsored or co-sponsored program/activity bringing minors to university facilities to~~

- ~~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.~~

~~**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.
- 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.

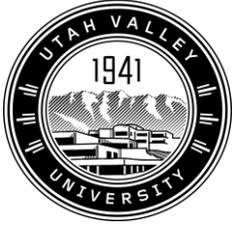
5.6.4 Prescription medications that are self-administered may be carried by the participant during program activities (examples include but are not limited to personal "epi" pens and asthma inhalers).

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

~~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.~~

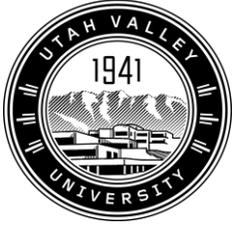
5.10 Minors in the Classroom

~~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*.~~

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity



UTAH VALLEY UNIVERSITY
Policies and Procedures