

A. University System of Georgia Policy

- a. Board of Regents Policy 12.9: Programs Serving Minors. University System of Georgia (USG) institutions periodically conduct, sponsor or host programs designed to serve minors who are not enrolled as students, including but not limited to camps, clinics, after school programs and activities. Employees and volunteers associated with these programs who are reasonably anticipated to have direct contact or interaction with minor program participants must be appropriately pre-screened and trained. Institution presidents are responsible for establishing institution-level procedures to implement these requirements consistent with this policy and with any implementing procedures established by the Chancellor or the Chancellor's designee. Institution presidents shall submit a copy of their institutional procedures as directed by January 1, 2017. This policy will become effective for programs starting on or after May 1, 2017. This policy is located at <http://www.usg.edu/policymanual/section12/C2565>.

B. Purpose

- a. The College of Coastal Georgia (CCGA) is committed to the safety of all individuals in its community. The College has particular concern for those who are potentially vulnerable, including minor children, who require special attention and protection. This Handbook establishes guidelines for those in the college community who may work or interact with individuals under 18 years of age, with the goal of promoting the safety and wellbeing of minors.

C. Definitions

- a. *Authorized Adult*. An adult who has complied with the requirements to be present with Minors under this Policy and Handbook and who is responsible for either escorting, accompanying, or supervising Minor(s) participating in any program under this Policy and Handbook. In order to qualify as an Authorized Adult, an individual must comply with all applicable registration, background check, and training requirements implemented pursuant to this Policy and Handbook.
- b. *Certified Teacher*. An elementary or secondary school teacher, certified as such by their state, who is accompanying their students for a program on campus. Certified teachers under these circumstances are not subject to roster reporting, background checks, or required trainings although the programs their students are participating in are otherwise subject to the requirements of this policy
- c. *Parent(s) or Legal Guardian(s)*. Although a parent or legal guardian may supervise their own minor children and their guests who are Minors while visiting the campus or using campus facilities, a parent or legal guardian may not act as an Authorized Adult in a Program (including one in which his or her Minor participates) unless they are in compliance with the requirements outlined under this policy.
- d. *Minor(s)*. Persons under the age of eighteen (18). The College reserves the right to condition, restrict, or deny access to college facilities by Minors at its discretion. All Minors, including those participating in programs, shall be subject to all College

- regulations while on campus, and may be asked to leave the campus if unable to comply.
- e. *Covered Program.* Any program or activity in which Minors will be physically present and participating, offered by any academic or administrative unit of the college, or by non-college groups using college facilities, properties and any areas owned or controlled by the college. Covered Program includes but is not limited to all sport camps, workshops, academic camps, mentoring programs and academic competitions. Covered Program does not include single performances or events open to the general public that are not targeted toward Minors, but which Minors are permitted to attend (such as varsity athletic competitions, plays, concerts); general public events where parents/legal guardians are invited and are expected to accompany and provide supervision to minors in their care; visits and tours for prospective students organized by the Office of Admissions; unaccompanied visits by prospective CCGA students to regularly scheduled academic classes; academic or performance competitions where minors are chaperoned (notwithstanding adult to minor ratios specified later in this Handbook, teacher to student ratio should be no more than 25 to one) by certified teachers or their parents.
 - f. *Abuse or Neglect of Minors.* Infliction of physical or mental injury, sexual abuse or exploitation, or negligent treatment or maltreatment of a Minor. Sexual abuse includes engaging in or attempting to engage in a sexual act or sexual contact with a minor, causing or attempting to cause a Minor to engage in sexually explicit conduct, or exposing the minor to sexually explicit conduct. Neglect includes the failure to make reasonable efforts to prevent the infliction of abuse upon a person under the age of 18.
 - g. *Campus.* All buildings, facilities, and properties that are owned, operated, managed, or controlled by the College.

D. Responsible Persons

- a. Vice President for Student Affairs and Enrollment Management or designee
- b. Director of Human Resources and Auxiliary Services

E. Scope

- a. This Handbook provides guidelines that apply broadly to interactions between minors and college students, faculty, staff and volunteers in college-run or -affiliated programs or activities. This Handbook also establishes requirements for non-college organizations and entities that operate programs or activities involving minors on campus, and College agreements with such organizations and entities shall reflect those requirements. All CCGA students, faculty and staff, and non-employees/students involved in third party programs on campus are responsible for understanding and complying with the USG Policy and Handbook procedures. Appendices and forms related to this policy set forth specific requirements and procedures and may be updated from time to time.
- b. The administrative requirements of this policy do not apply to programs or activities involving:
 - i. Matriculated CCGA students who are Minors.

- ii. Minors who are employed at CCGA, however, if a Minor employee will be working in a Covered Program, he/she will be required to complete a background check and training as required by this policy.
- iii. Minors participating in Institutional Review Board approved research.

F. Guidelines and Responsibilities

a. Program Director Responsibilities

- i. The person in charge of the Program or a designee shall register the Program with Vice President for Student Affairs and Enrollment Management or designee within sufficient time to meet the requirements of this procedure manual.
- ii. In the case of third party events facility usage agreements, which include minors on campus guidelines and responsibilities, will be executed and submitted within sufficient time.
- iii. After the program is registered, the Program Director will be required to ensure that planned Program Staff complete background checks and training as required by this Policy and Handbook and provide documentation to the Office of Human Resources. Human Resources will provide verification of training and/or a background check completion for program staff who have already completed these items.
- iv. In all covered Programs, the parent/guardian and Minor shall execute a College Participation Agreement (Assumption of Risk, Release of Claims, Indemnification, and Hold Harmless Agreement Form). Program Directors shall submit these forms to Vice President for Student Affairs and Enrollment Management or designee.
- v. Obtain medical and emergency information from participants. Program Directors should retain this information. A sample form is available at the Camps and Conferences web page.
- vi. Program Directors are responsible for ensuring the minimum level of supervision (see table below).

b. Required Supervision (Adult to Minor ratios)

Participant Age	Number of Adult Supervisors	Number of Overnight Participants	Number of Day-Only Participants
6-8 years	1	6	8
9-13 years	1	8	10
14-17 years	1	10	12

c. External Programs

- i. All External Programs must secure appropriate institutional approval prior to utilizing College facilities for a Program involving Minors. External Programs involving Minors should have appropriate safeguards and procedures in place to ensure the safety of all Minors within their care. In addition, External Programs must provide the College with appropriate insurance coverage

documentation prior to conducting any events that fall within the purview of this policy.

G. Licensing Requirements

- a. Programs that include, but are not limited to, athletic camps, science camps, clinics, after-school programs, enrichment classes and activities are regulated by the State of Georgia Department of Early Care and Learning. These activities require either a license or an issued exemption from licensure. Camps, programs and activities that are owned and operated by any department or agency of a state, county or municipal government are exempt. A copy of our exemption from licensure can be obtained from the Office of Business Affairs. Any third party entity that is operating a camp must fill out a Facility Use Agreement which outlines our minors on campus policy.

H. Transportation

- a. Drop Off & Pick Up: Drop-off and pick-up schedules and locations should be supervised. Minors may not be released to anyone other than the person listed on the registration form even if he/she claims to be a relative. Proper identification of approved persons must be provided to the program staff. Parents must give permission in writing for their minor to transport himself/herself or ride with another person to and from the program.
- b. Transporting Minors: Only program supervisors may transport minors. Supervisors who transport minors should avoid any situation where they would be alone in a vehicle with a minor. All program supervisors must comply with applicable laws and College policies regarding transportation and motor vehicle use.

I. Housing

- a. If a program requires overnight housing the correct ratio of supervisor to minor shall be used as shown by the below chart:

Participant Age	Number of Adult Supervisors	Number of Overnight Participants
6-8 years	1	6
9-13 years	1	8
14-17 years	1	10

- b. All program supervisors and minors must comply with applicable College policies regarding Housing which can be found at the following link.

<http://www.ccg.edu/page.cfm?p=666>.

J. Injury, Illness, Participant Misconduct, and Staff Misconduct

- a. Emergency medical service is coordinated through Campus Police in order to facilitate emergency response by local agencies which may not be familiar with campus. Please contact 912-258-3133 if there is a medical emergency or dial 911. Police officers will not transport sick or injured passengers in Campus Police vehicles. If an individual is in need of an ambulance, one will be dispatched to the participant's location by Campus Police or 911.
- b. If misconduct is reported in regards to a participant or a staff member, Campus Police will immediately be notified and will proceed with official protocol and notification.
- c. For more information, please see the Campus Police website at

<http://www.ccg.edu/page.cfm?p=843>.

K. Training for Those Participating in Programs and Activities

- a. In recognition of the imperative of protecting Minors, unless specifically excluded under this Policy and Handbook, all Covered Program staff should receive training regarding the following prior to the program start date:
 - i. Recognizing sexual abuse, child abuse, and neglect and obligation and avenues to report suspected incidents
 - ii. Obligation to report certain criminal activity as required by the Clery Act
 - iii. Appropriate ratio of adults to minors
 - iv. Appropriate behavior with minors
 - v. College policies regarding minors on campus
 - vi. College guidelines regarding interactions with minors
- b. Training materials may be obtained at the Vice President for Student Affairs and Enrollment Management or designee. Directors shall provide proof of training / training certificates to Vice President for Student Affairs and Enrollment Management or designee.
- c. Training should for Covered Program staff must be renewed annually.

L. Criminal Background Checks

- a. Criminal background checks are required of each adult who is responsible for either escorting, accompanying, or supervising Minor(s) participating in any program covered under this policy. Such checks are to be completed and affirmative confirmation cleared to work prior to his or her interaction or participation with Minors in Programs covered by this Policy and Handbook. This includes CCGA administrators, faculty, staff, students, and volunteers who work with, instruct, or otherwise engage with Minors. Third party or non-CCGA personnel who work with, instruct, or otherwise engage with Minors on the CCGA campus are subject to provide this information if requested by the Vice President for Student Affairs and Enrollment Management or designee. Checks must have been completed within the 12 months preceding the beginning of the event unless otherwise specified by Human Resources. Questions of suitability for participation in programs with minors will be determined by the Vice President for Student Affairs and Enrollment Management or designee according to the College's Background Investigation Policy. For CCGA Programs, background check costs are covered by the College.
- b. It is the responsibility of the Program Director or designee of the Program to ensure that each participating adult has submitted the background request information and has subsequently received clearance to participate. The Office of Human Resources will maintain a database of individuals who have been cleared to participate.
- c. Third Party Organizations contracting with the College shall affirm by submission of cleared dates that all personnel have been cleared by a criminal background check within the last 12 months and that the results and methods are sufficient to meet College standards. Those personnel that do not meet this requirement will not be permitted to work, volunteer, or engage in the activity on campus.

M. Reporting

- a. Any Authorized Adult or Program Staff or other Mandatory Reporter under Georgia law who has reasonable cause to believe that suspected child abuse has occurred, shall immediately report the suspected abuse to the institution police department and the appropriate supervisor or Program Administrator who is able to take immediate action. (The USG further expects that any other USG employee, whether a Mandatory Reporter or not, will also appropriately report suspected child abuse.) The institution must ensure that the Division of Family and Children Services is notified of the suspected abuse immediately and in no case later than 24 hours after the Authorized Adult or Program Staff (or other reporter) first had reasonable cause to suspect the abuse. DFCS Child Protective Center can be reached at: 1-855-GACHILD / 1-855-422-4453

N. Code of Conduct for Working with Visiting Minors

- a. College faculty, staff, students and third party program participants are required by Georgia law and USG policy to report actual or suspected abuse or other improper conduct (including harassment, hazing, and exploitation) involving a Minor by an adult or other minor. Additional information can be located at http://www.usg.edu/audit/programs_serving_minors/mandatory_reporting. You also are also required to comply with the following code of conduct when interacting with Minors.
 - i. Adults should be positive role models for Minors, and act in a caring, honest, respectful and responsible manner that is consistent with the mission and guiding principles of the College. Adults working in Programs covered by this policy must follow these expectations to avoid behaviors that could cause harm or be misinterpreted:
 1. Do not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material (or assist in any way to provide access to such material) with Minors.
 2. To the extent possible, avoid being alone with a single Minor. If one-on-one interaction is required (e.g., individual music lessons, science fair research), meet in open, well illuminated spaces or rooms with windows observable by other adults from the Program, unless the one-on-one interaction is expressly authorized by the Program Director, dean, department chair person or is being undertaken by a health care provider.
 3. Do not meet with Minors outside of established times for Program activities. Any exceptions require written parental authorization and must include more than one adult from the Program.
 4. Do not invite individual Minors to your home. Any exceptions require authorization by the Program Director and written authorization by a parent/guardian.
 5. Do not engage or allow Minors to engage you in romantic or sexual conversations, or related matters.

6. Do not engage or communicate with Minors through email, text messages, social networking websites, Internet chat rooms, or other forms of social media at any time except and unless there is an educational or programmatic purpose and the content of the communication is consistent with the mission of the Program and the College.
 7. Do not touch Minors in a manner that a reasonable person could interpret as inappropriate. Touching should generally only be in the open and in response to the Minor's needs, for a purpose that is consistent with the Program's mission and culture, and/or for a clear educational, developmental, or health related (i.e., treatment of an injury) purpose. Any resistance from the Minor should be respected.
 8. Do not engage in any abusive conduct of any kind toward, or in the presence of, a Minor, including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a Minor or other Minors from harm, all incidents must be documented and disclosed to the Program Director and the Minor's parent/guardian.
 9. Do not use, possess, or be under the influence of alcohol or illegal drugs while on duty or when responsible for a Minor's welfare.
 10. When transporting Minors in a Program, more than one adult from the Program must be present in the vehicle, except when multiple Minors will be in the vehicle at all times through the transportation. Avoid using personal vehicles if possible.
- b. In an effort to minimize any disruption to the essential functioning of the College and maximize the safety of Minors on campus, certain requirements must be met, as follows:
- i. Minors must be supervised at all times by an Authorized Adult while on campus or participating in a college-sponsored off-campus activity.
 - ii. When traveling overnight with a Minor, the parent or legal guardian of the Minor must accompany the Minor, or the Minor may not participate. The Minor resides overnight with the parent or legal guardian.
 - iii. Minors that are not family NEVER stay in the same room overnight with an employee of the College unless the Minor's parent is also in the same room as the Minor.
 - iv. Male and female Minors never assigned to sleep in the same room overnight unless accompanied by and with permission of all parents involved.
 - v. If there is a need to bathe, separately assigned facilities for adults, male Minors and female Minors are made available. If separate facilities are not possible the trip leader will publish a bathing schedule that enables individual privacy. Adults, Minors NEVER use the same bathing facilities simultaneously.

- vi. Minors are permitted in the general use facilities (Athletic Fields, Public Spaces, Academic Buildings, Food Services Area etc.) with an Authorized Adult, but may be restricted from certain areas of the facilities or from utilizing certain equipment.
- vii. If Minors will be entering a classroom where classes are in session or a laboratory, please refer to the College's Children on Campus Policy, which is located at http://www.cpga.edu/uploaded/Policy/files/Children_on_Campus_Policy_Jan_16.pdf?version=1.
- viii. Minors and Authorized Adults not meeting relevant College community conduct standards will be asked to leave the campus.
- c. The Staff and Volunteer Code of Conduct is located in the appendices

O. Appendices

- a. Program Director Checklist
- b. Forms
 - i. Release of Liability Waiver
 - ii. Medical Information and Authorization
 - iii. Physical Form
 - iv. Photo and Media Release
 - v. Facility Use Agreement/License Agreement
 - vi. Volunteer Registration Form
 - vii. Pick Up Authorization
 - viii. Participant Conduct Agreement
 - ix. Staff and Volunteer Code of Conduct
- c. Training Expectations/Tracking
- d. Link to Registered Programs (e.g. camps, conferences, expos, etc.)