



South Georgia State College
Policy: Programs Serving Minors
Issue Date- January 11, 2017
Effective Date-May 1, 2017

1. Policy Purpose Statement

The purpose of the South Georgia State (SGSC or the College) Programs Serving Minors Policy is to provide guidance to the campus community and ensure compliance with federal and state laws and the Board of Regents (BOR) of the University System of Georgia policies and procedures.

2. Background

South Georgia State College periodically conducts, sponsors, or hosts programs designed to serve minors who are not enrolled as students, including, but not limited to camps, clinics, after-school programs and activities. The College is dedicated to creating an environment in which minors may safely participate in College sponsored programs, or programs operated by third parties held on College facilities. This policy serves to provide guidelines and procedures for programs serving minors to ensure the appropriate protection and supervision of minors participating in College sponsored programs, or programs operated by third parties held on College facilities.

3. Scope (Who is Affected)

All members of the SGSC campus community, including, but not limited to, employees, students, volunteers, and third parties. Third parties include, but are not limited to, guests, vendors, contractors, retirees, and alumni.

4. Exclusions or Exceptions

This policy does not apply to:

- a. Programs and/or activities on campus which are open to the general public and which minors attend at the sole discretion of their parents or guardians (e.g. athletic events, concerts, plays, etc.);
- b. Programs and/or activities, including experiential programs, designed for enrolled College students;
- c. Non-residential field trips to SGSC supervised by a minor's school or organization;
- d. Student recruitment activities, including open houses and admissions visits and tours, that are scheduled to last no longer than one day and do not include an overnight stay; and
- e. National tests offered by the SGSC Testing Center.

5. Definitions and Acronyms

Authorized Individual: Individuals, paid or unpaid, who are authorized by South Georgia State College 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: For purposes of this policy, "campus" includes all buildings, properties, facilities and areas that are owned, leased, managed, operated, or controlled by South Georgia State College.

Child Abuse: Includes physical injury or death inflicted upon a child by an Authorized Individual 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 an Authorized Individual if said neglect or exploitation consists of a lack of supervision, abandonment, or intentional or unintentional disregard by an Authorized Individual 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): in the context of this policy, contact or interaction with minors is contact that is direct and reasonably anticipated. The term does not include interaction that is merely incidental.

Minor: A person under the age of eighteen (18). This policy does not apply to enrolled SGSC students under the age of 18.

Program: Any program and/or activity operated by any College unit, or by third party organizations. This includes but is not limited to, any sports camp, academic camp, workshops, mentoring activity, internships, conferences, and research projects. Excluded from this definition are:

- a. Programs and/or activities on campus which are open to the general public and which minors attend at the sole discretion of their parents or guardians (e.g. athletic events, concerts, plays, etc.);
- b. Programs and/or activities, including experiential programs, designed for enrolled College students;
- c. Non-residential field trips to SGSC supervised by a minor's school or organization;
- d. Student recruitment activities, including open houses and admissions visits and tours, that are scheduled to last no longer than one day and do not include an overnight stay; and
- e. National tests offered by the SGSC Testing Center.

Program Sponsor: The primary SGSC employee acting on behalf of the Sponsoring Unit who is responsible for the organization and execution of the program, including adherence to this policy. The Program Sponsor is also considered an Authorized Individual for the purposes of this policy.

Sponsoring Unit: The academic, administrative or athletic unit of the College that offers a program or facilitates the use of College facilities.

Third Party Activity: Non-affiliated third-party organizations or agencies that utilize South Georgia State College resources to host any programs serving minors.

College-Affiliated Activity: Any program or activity (including any single camp, workshop, mentoring activity, research project, or internship) operated by a South Georgia State College sponsoring unit in which minors participating in the program or activity are supervised by SGSC Authorized Individuals.

6. Policy

Program Approval Procedures

All programs serving minors held on SGSC campus facilities or utilizing SGSC's name or resources in any way must operate under the administrative purview of a SGSC sponsoring unit. All programs must be approved before the program activities involving the minors occur. All sponsoring units must submit a Program/Camp for Minors Application form for review to ensure compliance with College policies and procedures, and as necessary, the procurement of required insurance coverage. The approval process is as follows:

1. The Program Sponsor must first submit a program request to Office of Advancement for approval.
2. The Office of Advancement Director or designee must approve the program request. This individual must be a SGSC employee. In considering approval, the Office of Advancement Director or designee must certify that:
 - a. All planned program activities are consistent with SGSC's mission,
 - b. Appropriate funding is in place,
 - c. Requisite Authorized Individual training, licensing requirements of state and federal agencies, housing and transportation needs, safety and security planning, and other logistical program needs have been considered and will in place prior to the program start date.
3. The program must undergo risk and compliance review to the departments as more fully described within this policy. Such review will include certification of an acceptable plan for:
 - a. Background Investigations for Authorized Individuals (Human Resources)
 - b. Insurance Coverage (Office of Advancement)
 - c. If Applicable --Licensing, Program Forms and Facility Use Agreement(s), and other agreements (Office of Advancement)

Note: Approval of a program does not guarantee facility availability or usage. It is the responsibility of the Program Sponsor to arrange for the booking of meeting rooms, housing accommodations, food service, etc. for the desired dates.

State Licensing Requirements University-affiliated activities involving minors are regulated by the State of Georgia Department of Early Care and Learning. Barring unforeseen situations, SGSC-affiliated activities involving minors will be exempt from licensure. The Program Sponsor should ensure that the program or activity has been properly exempted from licensure.

Background Investigation for Authorized Individuals with primary responsibilities involving the direct interaction with minors are required to have a current satisfactory background investigation on record with SGSC at the time of hire and/or beginning work with minors. For College-affiliated activities, all background investigations must be conducted through the SGSC Office of Human Resources. The Program Sponsor should utilize additional screening methods, including, when possible, in-person interviews and reference checks. Satisfactory background investigations, as determined by the Office of Human Resources, must be performed on returning authorized individuals every year. Non-SGSC affiliated third-party organizations or agencies must provide certification to the Program Sponsor that satisfactory background investigations have been completed for their authorized individuals before the Third-Party Activities may begin. The background screening must include, at a minimum: A state and federal criminal history check covering a minimum of seven (7) years; and a nationwide sex offender search.

Non-SGSC affiliated third-party organizations or agencies must provide proof of insurance and facility use agreement (as agreed upon by the Office of Advancement Director or designee).

Annual Mandatory Training – Vector Training

All Authorized Individuals, including Authorized Volunteers, must complete SGSC-approved training annually. The training will be available through the Human Resource Department, and will include mandatory reporting requirements, responsibilities and expectations, relevant SGSC policies, safety and security procedures, and Staff and Program Participant Codes of Conduct. Training may be expanded depending upon the program activity and the authorized individual's role in the program or activity. Non-SGSC affiliated third-party organizations or agencies may substitute SGSC approved training with another training, but such training must be approved by the Program Sponsor.

Program Sponsors are responsible for ensuring that all Authorized Individuals who will have direct contact with minors complete all required and necessary training prior to having contact with activities involving minors on SGSC property. The Program Sponsor is responsible for keeping a certificate of completion on file for all Authorized Individuals in accordance with the University System of Georgia record retention schedule.

Safety and Medical Care Provisions

1. Authorized Individuals participating in programs and activities covered by this policy must sign a Staff and Volunteer Code of Conduct Acknowledgment Form and agree with the principals.
2. Safety awareness information, specific to program activities, must be provided to all Authorized Individuals. Appropriate safety awareness information may include training on first aid and CPR, campus resources, personal safety recommendations, and emergency notification procedures.
3. Each College-affiliated Activity program participant (or a parent/guardian) must complete a liability waiver, indemnification, medical treatment authorization form, and participant conduct agreement. The

Program Sponsor is responsible for keeping the documents for College-affiliated activities in accordance with the University System of Georgia record retention schedule.

4. Program Sponsors should identify a plan for the provision of emergency medical services prior to the start of the camp or program.

5. Recommended Authorized Individual to program participant ratios are as follows:

Overnight Programs for Minors:

- a) one authorized individual for every five participants ages 4 and 5;
- b) one authorized individual for every six participants ages 6 to 8;
- c) one authorized individual for every eight participants ages 9 to 14;
- d) one authorized individual for every 10 participants ages 15 to 17.

Day Programs for Minors:

- e) one authorized individual for every six participants ages 4 and 5;
- f) one authorized individual for every eight participants ages 6 to 8;
- g) one authorized individual for every 10 participants ages 9 to 14;
- h) one authorized individual for every 12 participants ages 15 to 17.

6. When notified that a participant with a disability will attend a program or activity and will require accommodations, the disability will be accommodated whenever possible and in accordance with applicable federal and state laws, and SGSC and USG policies. If the accommodation requires the participant to have a special chaperone or caregiver, then that chaperone or caregiver will be considered an Authorized Individual.

Incident or Accident Reporting

Emergencies

In case of an emergency, an Authorized Individual or program participant should immediately call the SGSC Department of Public Safety and Police (911).

Mandatory Reporting

Any Authorized Individual who knows, suspects, or receives information indicating that a minor has been abused or neglected as defined within this policy must report the concern, as soon as possible but no later than 24 hours after the event giving rise to the concern, to the SGSC Department of Public Safety and Police, and Georgia Department of Human Services (1-855-GACHILD (422-4453)). The Program Sponsor should also be notified.

Incidents/Accidents

Incidents and accidents can involve minor to major physical injuries of participants and/or Authorized Individuals, staff misconduct, behavioral issues among participants, Authorized Individuals, or visitors, or

hospital/doctor visits. Program Sponsors are responsible for submitting an Incident Reports to the SGSC Human Resources.

7. Associated Policy(ies)/Regulations

- a. BOR Policy Manual, 12.9 (Programs Serving Minors)
- b. Official Code of Georgia Annotated Title 19. Domestic Relations, Chapter 7. Parent and Child Relationship Generally, Article 1. General Provisions (O.C.G.A. § 19-7-5)
- c. Official Code of Georgia Annotated Title 39. Minors, Chapter 1. General Provisions, Article 1. Age of legal majority; residence of persons in state for purpose of attending school (O.C.G.A. § 39-1-1)
- d. Official Code of Georgia Annotated Title 49. Social Services, Chapter 5. Programs and Protection for Children and Youth, Article 8. Central Child Abuse Registry, 180, Definitions (O.C.G.A. § 49-5-180)
- e. Georgia Administrative Code, Department 591. Rules of Bright from the Start Georgia Department of Early Care and Learning, Chapter 59-1, Subject -1. Childcare Learning Centers, -.46. Exemptions (Ga. Rules & Regs. 591-1-1-.46)
- f. University System of Georgia, Human Resources Administrative Practice Manual, Background Investigations

Pending

Forms Associated with this Policy

8. Violations

Any South Georgia State College employee found responsible for violating this policy may be subject to disciplinary action up to and including the possibility of dismissal. Violations of federal and state statutes may be subject to criminal penalties and/or fines.

9. Review Schedule

The Programs Serving Minors Policy is reviewed annually by the Chief Business Officer or his/her designee.