



**GORDON
STATE COLLEGE**

**Policy for programs
serving Minors on
Campus**

GORDON STATE COLLEGE

**Department of
Continuing and Professional Education**

Revised 6/1/2023

**GORDON STATE COLLEGE
MINORS ON CAMPUS – POLICY & PROCEDURES**

BOARD OF REGENTS POLICY MANUAL 6.9

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 shall establish institution-level procedures to implement this policy and related directives from the USG.

USG – IMPLEMENTING PROCEDURES

In accordance with Board of Regents Policy 6.9 Programs Serving Minors, each institution is required to establish procedures to implement the requirements of this policy. The following threshold requirements should be included in each institution’s procedures:

1. **Code of Conduct:** Each institution must maintain a Code of Conduct for program staff and volunteers that addresses appropriate behavior and prohibited conduct when interacting with minors. This code should include the general prohibition against being alone with minors.
2. **Program Registration:** Each institution must maintain a registry of authorized programs.
3. **Program Requirements:** Prior to being authorized, programs must have properly considered the following: training requirements, proper screening and background checks of staff and volunteers, supervision ratios, safety and security planning, response protocols for injury, illness, participant misconduct, and staff misconduct, transportation needs, housing needs, participation requirement forms, and licensing requirements of state and federal agencies.
4. **Training:** Each institution should maintain a training program that addresses mandatory reporting requirements, responsibilities and expectations, relevant institutional policies, safety and security procedures, and Staff Code of Conduct.
5. **Screening & Background Investigations:** Institutions should conduct background investigations and appropriate screening of all staff and volunteers working in programs for non-student minors in accordance with the USG Human Resources Administrative Practice Manual. Personnel in charge of screening volunteers should be aware of the inherent limitations of background checks and should seek to utilize other screening methods, when possible, to include in-person interviews and reference checks.
6. **Facility Use Agreement / License Agreement:** Institutions licensing, leasing, or allowing the use of institutional facilities by non-USG entities for programs serving non-student minors must include language in a binding written agreement requiring the non-USG entity to comply with institutional policies on background checks, training and minimum insurance requirements. In accordance with [Board of Regents Policy 6.14.2](#), the form used for such agreements must be USG-approved.

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Gordon State College is committed to providing a safe and healthy environment for all who participate in programs and activities on campus or otherwise affiliated with the College. There are a variety of opportunities available for minor children, including academic camps, athletic camps, after-school programs, work or activities under the supervision of an individual faculty member, enrichment classes, and other activities. These programs and activities are integral to the college’s mission of community outreach and provide a benefit to both the college and the larger community. This Policy recognizes the special duty of care and supervision when working with minors and sets forth operational requirements to enhance the protection of minors.

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DEFINITIONS

Mandatory Reporter: Any person who is required by Georgia law (O.C.G.A. §19-7-5) to report suspected child abuse to the appropriate authorities. Mandatory Reporters include but are not limited to faculty/teachers, administrators, counselors, social workers, psychologists, law enforcement personnel, and other persons who participate in providing care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to Minors.

Minor: Any person under 18 years of age (O.C.G.A. §39-1-1). Program/Activity: Any academic, admissions, athletic, educational, service, leadership, or recreational program serving one or more Minors, including, but not limited to, camps, clinics, conferences, workshops, tutoring, mentoring, group lessons, seminars, competitions, internships or experiential learning, conducting or viewing research, pre- enrollment visits, after-school programs, or other enrichment opportunities.

Program/Activity Administrator: Any individual who has primary and direct operational responsibility for the overall content and execution of a Program/Activity and who serves as the primary point of contact.

Program/Activity Staff: Individuals, whether paid, volunteer, or for academic credit, who have care, custody, control, and/or direct contact or interaction with Minors involved in Programs/Activities. This includes, but is not limited to, college administrators, faculty, staff, students, volunteers, and third parties when operating a Program/Activity.

Third Party: An individual, organization, or entity external to the college, to which the college allows use of its facilities to operate a Program/Activity. Sponsoring Unit: Any department or unit of the college that offers a Program/Activity.

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College Facility: A building, structure, classroom, research or teaching laboratory, outdoor area, grounds, or athletic venue owned, leased, or controlled by the college, or used in connection with any Program/Activity.

REPORTING HARM TO MINORS

Any Authorized Adult Program Staff or any 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 campus police department and the appropriate supervisor or Program Administrator who can take immediate action. It is further expected that any other GSC employee, whether a Mandatory Reporter or not, will also appropriately report suspected child abuse. GSC will 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.

Emergencies: In case of an emergency, one should immediately call Campus Police at 678-359-5111.

All Other Reports of Known or Suspected Abuse or Neglect of Minors: Anyone participating in a college run or affiliated program or activity involving minors or a non-college program or activity operating on campus involving minors who knows, suspects, or receives information indicating that a minor has been abused or neglected, or has other concerns about the safety of minors MUST inform the Title IX Coordinator

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- 1) **CODE OF CONDUCT:** Gordon State College (GSC) is committed to the safety and well-being of minors. Authorized staff and volunteers should be positive role models and treat others with respect, courtesy and dignity. Authorized staff and volunteers must abide by all GSC and University System of Georgia policies and state and federal law. The BOR policy for 6.9 with GSC implementation programs include: summer camps, athletic expos and tournaments, afterschool activities and all GSC planned activities for minors. The programs do not include campus tours, event spectators nor general visits to the campus.
 - a) The Continuing & Professional Education (CPE) Director shall require every staff and volunteer to affirm adherence to the code of conduct in writing, using the form in Appendix A for YOUTH PROGRAMS FOR MINORS, STAFF & VOLUNTEER CODE OF CONDUCT.
- 2) **PROGRAM REGISTRATION:** 2002-2023, the registration for all classes and camps is prepared utilizing the ACEware System, Inc. A registry of all programs is maintained within this system. In 2023, we transitioned to the CampusCE system as our new software registration from. A registry of programs are now being maintained in this new system.
<https://www.campusce.net/gordonstateadmin/SignInStandard.aspx>
- 3) **PROGRAM REQUIREMENTS FOR STAFF & VOLUNTEERS:** GSC maintains a checklist that is utilized to ensure all programs serving minors follow established procedures. This checklist is attached as **Appendix B, YOUTH PROGRAMS FOR MINORS CHECKLIST**. Among the issues addressed in this checklist are:
 - a) **Training requirements.** All staff and volunteers must complete training in order to work in any GSC program serving minors. This training includes safety, appropriate crisis response, Title IX and other requirements which are found in more detail in **Appendix B**. Annual training for all authorized adults must be completed prior to the start of the youth program.
 - b) **Proper screening and background checks of staff and volunteers.** All CPE staff, including student workers and volunteers, are required to have criminal background checks during the hiring process. When camp counselors/consultants are only paid once via the Bursar's office and not through HR, the background screening must be cleared prior to any participation with the program. Volunteers must also complete a background screening before participation. Coaches and athletic staff must also ensure that their volunteers adhere to this policy. All staff are interviewed by the CPE Director and recommendations are sought from references regarding applicants following the existing protocols of the GSC Human Resources Department.
 - c) **Supervision.** Each minor participant must always be supervised by at least two authorized adults. The number of adults required for any activities involving minors will be determined based on the scope and nature of the activities involved. For any activities involving minors, CPE staff will refer to published recommendations from the American Camp Association at acacamps.org to help in determining the necessary supervision required.
 - d) **Safety and Security Planning.** GSC maintains a General Emergency Response Plan and all employees are aware of this plan. This is also part of the training for all staff working with minors. Offices, classrooms and other facilities contain posted evacuation procedures for a variety of situations. GSC Public Safety is aware of all programs for external audiences on campus and is part of the camp training. Additionally, contact information and pick-up information is secured from the parent or guardian of each minor child to ensure that the child is not released to anyone other than the person designated and communication with the adult caregiver is readily available.
 - e) **Response protocols for injury, illness, participant misconduct and staff misconduct:** There is no hospital or emergency treatment center in Barnesville, therefore our campus 511 (campus phone)/

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community 911 system is utilized to address any medical emergency through first responders. Staff members should also download the LiveSafe mobile application. Staff members are trained to treat minor first-aid (non-allergic bee stings, scrapes requiring Band-Aids, etc.).

- i) **Appendix A, STAFF & VOLUNTEER CODE OF CONDUCT**, states that failure to abide by this Code of Conduct may result in sanctions against the staff person, including but not limited to, termination and/or criminal prosecution.
 - ii) Standards of conduct for participants is described in the [JUNIOR HIGHLANDER HANDBOOK](https://www.gordonstate.edu/documents/departments/community-education/parent-handbook-only-2022.pdf) (https://www.gordonstate.edu/documents/departments/community-education/parent-handbook-only-2022.pdf). On page 4, #3, it states: Parents of children whose behavior disrupts the camp will be given one warning. If disruptive behavior persists, the child will be dismissed from the camp without a refund. Violent behavior will not be tolerated and the child will be dismissed from the camp immediately without a refund.
- f) Transportation needs.** When required, the Gordon transportation will be scheduled by CPE through Facilities. Only Gordon employees licensed and certified to drive Gordon vehicles may provide transportation to any camp or class.
- g) Housing needs.** Each residence hall is to have a Residence Director (RD) or Community Assistant (CA) on duty from 9:00 pm until 7:00 am each night. A contract agreement will be arranged between CPE and the RD or CA stating the requirements expected while on duty.
- h) Licensing Requirements, state and federal agencies:** GSC adheres to all state requirements for licensing. All programs for minors are in compliance with such licenses as required and are documented through the Human Resources Department of GSC.
- i) Training.** As outlined in 3A above, GSC conducts training for all staff and volunteers for programs involving minors.
- j) Screened Background.** Likewise as reported in 3B, GSC conducts screening of all staff involved in programs serving minors with attention giving to the time of the background check. All current employees are required to report convictions to the Human Resources Department within 24 hours of conviction in accordance with the Human Resources Administrative Practice Manual – General Requirements.
- k) Mandatory Reporting of Child Abuse Policy.** All GSC employees and volunteers are considered mandatory reporters of abuse to minors under Georgia state law, [Georgia Code Section 19-7-5](#), **Appendix C.**
- i) All GSC employees and volunteers acting in the course of their employment or service to GSC, whether or not they work directly with minor, must **immediately** report any reasonable suspicion or knowledge of abuse to minors, including inappropriate touching, sexual or physical abuse, or neglect to: GSC Public Safety **and** designated Title IX coordinator.
 - ii) Georgia has prescribed statewide reporting process through the Division of Family and Children Services (DFCS). GSC Public Safety will navigate the DFCS system for those reporting, after being given as much specific information as possible for the DFCS report.
- 4) PARTICIPATION REQUIREMENTS.** Upon registration, each parent/guardian receives a JUNIOR HIGHLANDER HANDBOOK which includes the following information:
- i) Camp dates
 - ii) Registration and refund information

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- iii) Rules and regulation for campers and parents
- iv) Sign-In and sign-out information
- v) Camp details and “what to bring & how to dress”
- vi) Campus map

In addition, the following mandatory forms are to be completed prior to the start of camp. Junior Highlander forms are located at <https://www2.gordonstate.edu/machform/view.php?id=54972%20>

- i) YOUTH PROGRAMS FOR MINORS PARTICIPANT CODE OF CONDUCT
- ii) PROGRAMS SERVICE MINORS – PICK UP AUTHORIZATION
- iii) MEDICAL INFORMATION FORM & AUTHORIZATION FOR MEDICAL CARE
- iv) WAIVER OF LIABILITY
- v) PHOTO RELEASE

5) **FACILITY USAGE / THIRD PARTY SPONSORED EVENTS.** Gordon State College does open its campus to non-college third parties to use its facilities. All non-college groups with minors agree to ensure the safety and protection of program participants and to establish protocols for reporting injuries, staff misconduct, participant misconduct, and processes for secure pickup and drop-off of program participants. One month prior to the third party event, each group is to provide a copy of their Certificate of Liability Insurance in the amount of one million dollars. In addition, the **THIRD-PARTY USAGE AGREEMENT, Appendix D**, is signed and copied for each party involved. The agreement insures the third parties understand they are to:

- i) Have the primary responsibility for oversight of minors on campus
- ii) Have parental or guardian waivers and/or releases for all minors
- iii) Adhere to the college’s minors on campus policy

6) **Applicability of the Policy.** This policy applies to all employees and volunteers involved in programs that involve minors, as well as third-party youth programs hosted by Gordon State College. This policy does not apply to:

- i) events that are open to the general public and that minors may attend at the sole discretion of their parents or guardians;
- ii) Human Subjects Review Board supervised research activities;
- iii) school field trips, campus visits, or other events where minors remain under the care or control of another entity such as parents, teachers, coaches, or guardians;
- iv) campus orientations for admitted students and campus tours for potential students;
- v) or other programs as may be designated from time-to-time by the appropriate institution official as exempted from these procedures or specific provision(s) of these procedures after approval has been obtained in advance and in writing from the USG Office of Internal Audit and Compliance