

Minors on Campus and/or Events Involving Minors

Guidelines for the Norman Campus

The University of Oklahoma has numerous campus locations and a variety of events that attract minors, which may be sponsored by the University or by third parties. These guidelines are meant to serve as guidance for these valuable experiences. Please note, these guidelines may not encompass each and every encounter with a minor and should be flexible depending on the circumstances and with the approval of either a supervisor in charge of the area or facility or the Office of Risk Management, in consultation with the Office of Legal Counsel. The safety of minors on campus is of utmost importance to the University and these guidelines have been approved in order to provide a safe, fun and productive educational environment.¹

For more information regarding who is a minor and reporting obligations, please see the following:

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I. Sexual misconduct, child abuse and neglect- REPORTING OBLIGATIONS for sexual misconduct, child abuse and neglect:

A. A minor is anyone under the age of 18.

B. General Rule: If anyone has reason to believe that a minor is the victim of abuse or neglect, it is his/her duty to report it immediately. (See 10A O.S. §1-2-101(B)(1)). This reporting obligation is on the individual who suspects abuse. (See 10A O.S. §1-2-101(B)(4)).

¹ The Minors on Campus Committee meets annually to review these forms and guidelines. The Committee will also periodically review campus-wide issues related to these guidelines. The Committee includes representatives from the Office of Legal Counsel, the Office of Risk Management, and Student Affairs.

- C. *The Oklahoma Department of Human Services (DHS) hotline for reporting is 1-800-522-3511.*
- D. Additionally, notify the University of Oklahoma Police Department (OUPD) at 405-325-2864, the University Sexual Misconduct Officer at 405-325-2215, and your supervisor of any suspicions.
- E. Reasonable suspicion: One does not have to know with certainty that abuse is taking place. Reasonable cause to believe or suspect that child abuse has occurred is sufficient. When in doubt, report it.

II. Employee Guidelines for Bringing Minors to the University

The following guidelines generally apply when bringing minor children to the workplace:

- A. Employees should obtain supervisory approval prior to bringing minors into the workplace.
- B. Minors should not be brought to work on a regular basis in lieu of childcare.
- C. Minors may be brought to work, only occasionally, for the convenience of the employee or due to a family emergency.
- D. A parent or guardian must provide supervision at all times.
- E. Minors should not be left unattended or with other employees.
- F. Minors should not interfere with workplace activities.
- G. Minors are not allowed in high-risk areas (“High Risk Areas”), which include:
 - 1. Laboratories, shops, studios, mechanical rooms, power plants, garages, animal facilities, food preparation areas, high security areas.
 - 2. Any areas, indoors or out, containing power tools or machinery with exposed moving parts.
 - 3. University vehicles, boats, aircraft, snow machines, grounds equipment, farm equipment, heavy duty or other motorized equipment;
 - 4. Any other high-risk areas (no playing in stairwells or doorways, no access to rooftops, construction zones, etc.).
- H. Exceptions to the above restrictions on having minors in the workplace on a longer term basis or in visiting restricted High Risk Areas may be granted at the discretion of the requesting employee’s unit supervisor, manager, dean, or director, and only under the following circumstances:
 - 1. No risks of injury or illness in excess of everyday risks are present in the workplace.

2. No significant disruption of the working environment of either the requesting employee or other employees will occur.
 3. The requesting employee signs an agreement waiving claims of liability against the University for those areas in which the employee allows the minor access. Please contact the Office of Risk Management for further guidance and a waiver form.
- I. An exception, if granted, may be revoked at any time without cause or explanation by the supervisor, manager, dean, director, or the Office of Risk Management.²

III. Student Guidelines for Bringing Minors to the University

- A. A minor should not be left unattended while the parent or guardian is attending class or conducting any other business or social function on campus.
- B. The parent or guardian should provide line of sight supervision at all times.
- C. Minors are not allowed in High Risk Areas as defined in Section II (G) above.
- D. Minors are not allowed in classrooms with the student while classes are in session unless permission is granted by the faculty member. If a minor becomes disruptive, the faculty member may require the student and minor to leave.

IV. Visitor Guidelines for Bringing Minors to the University

- A. The parent or guardian should provide line of sight supervision of minors at all times.
- B. A parent or guardian must assure that minors are not disruptive to others.
- C. Parent or guardian must not leave minors unattended, including at athletic events or other University activities.
- D. Minors are not allowed in High Risk Areas as defined in Section II (G) above.

V. Minors Enrolled at the University of Oklahoma

These guidelines do not apply to minors who are enrolled in University courses. Concurrently enrolled high school students and enrolled University students under the age of 18 are subject to all applicable University policies, including the Student Code of Rights and Responsibilities. University faculty and staff are encouraged to be aware of any student's status as a minor.

VI. University Sponsored Events/Camps/Activities³

² The Office of Risk Management is the first point of contact for questions regarding these Guidelines. The Office of Risk Management will consult with the Office of Legal Counsel as appropriate prior to providing guidance on issues with a legal component.

³ These recommendations are based on excerpts from the Accreditation Standards for Camp Programs and Services. American Camp Association www.acacamps.org.

For University sponsored events, camps, or activities (collectively hereinafter referred to as “Events”), including any Events operated by a University employee/volunteer acting within the scope of his/her employment, the following general guidelines apply:

A. Supervision:

1. Head Supervisor: Each Event shall designate at least one person as a Head Supervisor and provide his or her contact information to the University. The Head Supervisor must ensure all minors are properly supervised and shall be the point of contact between the Event and the University.
2. Every minor must be supervised **AT ALL TIMES** while that minor is participating in the Event.
3. The University generally requires a minimum of at least **one adult supervisor for every 12 minors**. However, depending on the age of the minors and the Event, higher or lower supervision ratios may be advisable or applicable as determined by the supervisor over the area or upon consultation with the Office of Risk Management.
 - a. Supervision is defined as having the minor within line of sight.
 - b. Supervisors must be at least 18 years old. Minors may not supervise other minors.
 - c. Generally, minors should not be secluded with the supervisor. Where providing individualized instruction or laboratory experience to a minor, the minor must either be accompanied by an adult or, if the instructor, acting as a supervisor, is alone with the minor, ensure they are in a location where others can see the instructor and the minor (e.g. windows, an open door) or in an area frequented by other people with no expectation of privacy (a laboratory used by other faculty or students).

Minors should use the buddy system for restroom breaks and should check in and out with the supervisor for restroom breaks.

4. Overnight Events: For overnight events in University Housing, the Head Supervisor must provide a schedule of who is on call and provide contact numbers to University Housing. Sufficient number of supervisors must be available on the floor to be aware of activity in the rooms, in the corridors, and/or near the exits throughout the night.

B. Background Checks:

1. Criminal and sex offender background checks: Each employee or volunteer who acts as a supervisor and any employee or volunteer who has substantial contact with minors must have successfully passed a criminal and sexual offender background check within the year preceding the Event. Until a successful background check is received, the employee or volunteer may not supervise or have substantial contact with minors. Background checks may be conducted through the University’s Human Resources department (405-325-1826).

2. A parent may not supervise minors other than his or her minor child unless he or she has complied with Section VI(B)(1) above.
3. This requirement includes University students who supervise minors or who have substantial contact with minors during the Event.
4. **Student Misconduct checks:** Each University student working at the Event must have successfully completed a check through the University's Student Conduct Office within the past 6 months. Please contact the University's Director of Student Conduct at 405-325-1540. Successful completion of a Student Conduct Office check means that generally, a student must have no student code violations or been charged with any such violations within the past six months. Please note it takes approximately five (5) business days for the Student Conduct Office to conduct these checks.

C. Transportation

1. 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 Event staff. Parents must give permission in writing for their minor to transport himself/herself or ride with another person to and from the Event. If the minor is not picked up at the appropriate time, please contact OUPD at 405-325-2864.
2. Transporting Minors: Only Event supervisors over the age of 21 who have completed a department of motor vehicles background check may transport minors. Motor vehicle background checks may be conducted through the University's Human Resources department (405-325-1826). Supervisors who transport minors should avoid any situation where they would be alone in a vehicle with a minor. All Event supervisors must comply with applicable laws and University policies regarding transportation and motor vehicle use.

D. Security and Safety Measures

1. Supervisors should ensure minors are identified as part of the group in a manner appropriate to the age of the participant and nature of the Event. (e.g. labels with Event name and contact information on their person).
2. Make sure all staff and Event supervisors have been briefed by the Head Supervisor regarding all security measures in place to protect minors (including inclement weather procedures, fire and safety evacuation procedures). At the start of each Event, inform minors where to go or what to do if they need help. For multi-day Events, information should be provided or available each day.
3. **Injuries:** Report all injuries, other than minor scrapes, bumps and bruises, to the Head Supervisor immediately when they occur.

4. Hazards: All areas within supervision should be inspected to ensure there are no hazards, e.g. open windows, doors propped open, broken glass, no candles or cooking in the rooms, no alcohol, drugs or tobacco etc. Any hazards should be reported directly to the Head Supervisor or facility manager.

E. Forms and Contact Information

1. Each Head Supervisor must provide contact information for the Event and all executed forms, as provided below, to the Office of Risk Management. If the event involves athletics, the contact information and executed forms must be provided to the Event Management Office of the Department of Athletics. These offices will maintain all executed forms.
2. The Head Supervisor should ensure the following forms have been completed and provide the executed forms to the Office of Risk Management:
 - a. Ensure each Event supervisor executes the attached Event Guidelines and Acknowledgment Form(s) in substantially the same format as **Attachment C**. Please note this may need some modification to reflect the details of a particular Event.
 - b. The parents of the minor attending the Event execute a Minor Release Form in substantially the same format as **Attachment D**. Again, this may need modification.
3. The Event Planning Checklist(s), attached as **Attachment A**, is provided for your convenience to suggest additional items to consider and address; however, not all of the items may be applicable in any given situation. This form should not be returned to the Office of Risk Management.

VII. Events Sponsored by Third Parties

The University's requirements for third parties to hold an Event on the Norman campus are found within the below referenced forms.

- A. The Event Planning Checklist(s), attached as **Attachment A**, is provided for the third parties' convenience to suggest additional items to consider and address; however, not all of the items may be applicable in any given situation. This form should not be returned to the Office of Risk Management.
- B. Where minors are on campus due to Events, generally the Sponsor of the Event must execute an *Event Acknowledgment* form in substantially the same format as **Attachment B**. Please note, these may need modification to fit the specific needs of the Event or may be inapplicable depending on the situation. Please contact the Office of Risk Management for assistance: 405-325-2981.

- C. Ensure a parent of the minor attending the Event executes a minor's release form in substantially the same format as **Attachment D**. Again, this may need modification or may be inapplicable depending on the situation.
- D. At the time of check-in for the Event, the Sponsor will be required to execute the *Sponsor Certification Form* in substantially the same format as **Attachment E**.
- E. Registered Student Organizations (RSOs) must fill out **Attachment B**, revised to appropriately identify the organization, or a substantially similar document.
- F. Where the Event includes merely the use of University facilities, there may be a need to only have the forms executed on an annual basis and as part of a facilities use agreement (e.g. monthly science club meetings not sponsored by the University).

VIII. Minors on Campus in K-12 Programs, Field Trips, or Similar Types of School/Extracurricular Group Tours/Events

Where minors are on campus due to a field trip sponsored by a K-12 school or similarly sponsored event ("Field Trip"), the University contact must ensure a contact person for the K-12 school is identified, must obtain basic information for the event, and must advise the Office of Risk Management of all this information.

- A. The Field Trip location should be inspected either by other appropriate University officials for safety purposes, e.g. facilities management or lab supervisor where students touring lab facility.
- B. Employees in the area should be made aware of the minors' presence in the area and advised to report any suspected child abuse or neglect in accordance with Section I.
- C. Any issues or suspicious activity not otherwise addressed in these guidelines should be reported to the University contact, the Office of Risk Management, or OUPD as appropriate.
- D. The Event Planning Checklist(s), attached as **Attachment A**, is provided for your convenience to suggest additional items to consider and address; however, not all of the items may be applicable in any given situation. This form should not be returned to the Office of Risk Management.

ATTACHMENT A - CHECKLISTS

General

Event Planning Checklist

The checklists noted below are designed as guidance to consider when hosting Events. Not all of the items will be applicable in any given situation, but do raise items to be considered and addressed where applicable.

- 1) Has the facility been reserved and confirmation obtained?
- 2) For third party Events, has the requesting agency provided proof of insurance for this Event naming the Board of Regents of the University of Oklahoma as certificate holders?
- 3) Have all minors attending the Event completed releases?
- 4) Is the Event scheduled with minimal or no free unsupervised time? If no, what can you do to minimize unsupervised activities or time on the schedule?
- 5) What proactive steps can you take to educate Event minors about strategies and expectations for minimizing risks during their visit to campus?
- 6) Is there a comprehensive training program for all staff and volunteers who will serve as supervisors for this Event? What are the components of this training and how often is this training scheduled?
- 7) Are recreational events or activities that involve physical activity included in the programming? (Examples: running, jumping, swimming, climbing activities at height greater than six (6) feet, lifting weights, contact or field competition sports)
 - Does the University require signed waivers and health assessments signed by a parent or guardian?
 - Do you have a mechanism in place to require medical clearance if there is a questionable risk on the health assessment form?
 - Who in your department screens these forms?
- 8) What proactive steps have you taken to minimize the risks associated with each of the physical activities listed above?
- 9) Do any of the activities for this program involve the operation of hand or power tools such as saws, exacto knives, drills, scissors, or scalpels?
 - Have the sponsors/coordinators arranged for review of the safe use, proper handling, and supervision of minors engaged in use of such devices?
 - How will the review be conducted so that minors as well as supervisors understand safe handling protocols?

- Is the equipment in proper working condition?
- What process is in place to check safety of equipment on regular intervals during the program?
- Is “activity appropriate” safety equipment (such as, but not limited to, safety goggles) provided to all individuals participating in the activity?

10) Will any activity of this Event involve minor use of, or access to, weapons, or pressurized projectiles?

- Has the equipment been inspected to ensure proper working condition?
- What process is in place to check safety of equipment on regular intervals during the program?
- Will instruction on the safe use or handling of the equipment be provided to supervisors and minors?
- Who will facilitate this training and what resources have been used to assure training is accurate?
- How will you assure that minors understand training?
- Has the sponsor arranged for adequate adult supervision during the use or handling of this equipment?
- What is the appropriate supervisor structure?
- Have measures been taken to restrict access to this equipment when not in use?
- What measures have been identified to limit access?
- Who will have access?

11) Will any activity involve the use of chemicals or ignitable or noxious gases?

- If yes, is specific training in the safe use of these materials being provided to minors?
- Who will facilitate this training and what resources have been used to assure training is accurate?
- Is there documentation for this training?

12) Will any activity involve water sports (diving, swimming, scuba, or wading)?

13) If diving, swimming, or scuba diving or any other water activities to be conducted, will certified lifeguards be on duty at the immediate location of the activity?

14) Has consideration been given to the provision of the following?

- Adequate adult supervision?

- What will the supervisor to minor ratio for water activities be?
- Assessment of swimming skill proficiency in relation to the activity?
- What type of skill assessment will be used?
- Is the person conducting swimming skill proficiency assessments qualified to make proficiency determinations?
- Who will facilitate the assessment?
- Will a “buddy system” be utilized to ensure that minors do not enter the water alone?
- Will minors be provided a review of safety consideration appropriate for the water activity?
- Who will facilitate this training and what resources have been used to assure training is accurate?
- How will you assure that minors understand training?

15) Are alternative activities planned in the event of bad weather?

- Who will determine if weather is not suitable for water activities?
- What are the alternate activities that you have planned?
- Have proactive risk management plans been developed for these activities?

Event Planning Checklist Housing

- 1) Will minors be housed overnight?
- 2) If yes, will they be housed in University Residence Halls?
 - Have measures been taken to restrict access to the Residence Hall?
 - What measures have been identified to limit access?
 - Who will have access?
- 3) Will minors be housed in facilities other than Residence Halls?
 - What facilities?
 - What other groups are being housed in the same facilities?
 - Are there any unique characteristics about the facility being used that need to be considered for children staying there?
- 4) Has consideration been given to the restriction of access to the housing area?
 - How will access be restricted?
 - Who will be responsible for making sure access is restricted?
 - Who will have access to housing areas?
- 5) Will minors be provided instruction on security, loss prevention, and other housing related safety and security issues?
 - What information will be included in the instruction?
 - When will this information be covered?
 - Who will provide any informational materials?
 - How will you assure minors understand information?
- 6) Will minors be oriented on exit locations in the event of an emergency?
- 7) Will minors be instructed on emergency exit procedures, common meeting or reporting areas in the event of a building evacuation?
- 8) Has consideration been given to determining an appropriate number of minors assigned to an established sleeping area/space?

- 9) Has consideration been given to the provision of housing supervision?
 - What is housing supervision ratio?
- 10) Will a curfew be established and communicated to minors?
 - What is curfew?
- 11) Is there a process to determine if all minors have been accounted for at curfew, lights out or other determined points in the day or evening to ensure minors are present or accounted for?
 - How will curfew be enforced?
- 12) Have procedures been established for managing the situation if a minor is absent and unaccounted for (e.g. who should be informed, at what point should security or police authorities be advised, when will parents be advised?)
 - What are procedures and who has been trained on them?
 - Are procedures for responding to this or any other crisis documented?
 - What training has been done for supervisors of the program as well as volunteers regarding crisis response?
- 13) In situations when groups of student minors bring their own adult counselor or supervisor (e.g. Coaches, drill team advisors, guidance counselors) have provisions been made to brief these individuals on safety, established expectations, Event rules, or other provisions?
- 14) Are background checks conducted on Event staff, counselors, teachers, or other adults who will supervise or work closely with minors?
 - If no, what steps have been taken to minimize risks associated with adults being in isolated locations with children?
 - What types of background checks are done?
 - Who conducts the background checks?
 - How is information maintained regarding background checks?
- 15) Are background checks conducted on adults who will share housing facilities with minors (including adults in homes that will host minors overnight)?
 - If no, what steps have been taken to minimize risks associated with adults being in isolated locations with children?
 - What types of background checks are done?
 - Who conducts the background checks?

- How is information maintained regarding background checks?

16) Will minors be provided information on who to see or contact if they have an emergency?

17) Will minors be briefed on expectations with regard to conduct (e.g. horseplay, pranks, etc.)?

- How will this be covered and who will facilitate behavior expectations?

18) Will minors be briefed on safety provisions specific to the facility in which they are housed (e.g. Prohibitions to sitting in windows, on ledges, and railing of high-rise buildings)?

- What information will be included in the instruction?

- When will this information be covered?

- Who will provide any informational materials?

- How will you assure minors understand information?

Event Planning Checklist First Aid

- 1) Has the sponsor made arrangements to provide first aid training to staff and volunteers?
 - If yes, check those that apply:
 - classroom instruction
 - video instruction
 - web-based instruction
 - literature review
 - other (please explain) _____
 - A. Will individuals with first aid or other medical training (may include police or security forces) be present (in the actual vicinity of activities) during Event activities?
 - B. Will medical trainers or technicians be “on call” for the purpose of providing first aid?
 - C. If none of the above, please provide an explanation of how first aid will be administered for the Event (attach additional pages if necessary).

- 2) Will a First Aid Kit be provided immediately to the location of the Event activities?
 - If no, please explain. _____

 - If yes, has the sponsor considered which first aid kit items are most appropriate for the contents of the First Aid Kit according to the activities of the Event?
- 3) Has or will the sponsor inspect the contents of the First Aid Kit to ensure that used, out of date, or damaged items have been replaced?
- 4) Will Event staff be provided information on recognition of and treatment of heat exhaustion or heat stroke?
- 5) For strenuous outside activity conducted between May and September, will heat exhaustion preventative measures be taken? (e.g. The provision of cool drinks and frequent encouragement or reminder to consume them, breaks or rest periods from extended periods of physical activity, staffers alert for the symptoms of the onset of heat exhaustion.)
- 6) Will the Event sponsor collect information from minors regarding special medical considerations (such as food allergies, insect stings or bites, allergic reactions, activity restrictions, injuries sustained prior to Event participation that might be aggravated or re-injured while participating in Event activities, possession or use of prescription medication, allergic reactions to medications)?
 - How is this information gathered?
 - How will the information be disseminated to those responsible for supervision?
 - What arrangements have been made for minors to receive prescription medication from parent or guardian?

- 7) If yes, will the Event sponsor provide for the appropriate security of sensitive medical information?
How will information be maintained?
- 8) Is there a process in place to ensure that restrictions are appropriately applied (e.g. providing that alternative foods and other preventative measures are taken to avoid exposure when allergies are noted and ensuring that arrangements are made to prevent specific contacts in the case of severe allergies)?
- 9) In cases where Events will prepare and or serve their own foods, have plans been made to maintain proper storage or transportation temperatures, proper sanitation, and food handling?

**For use with Events sponsored by third parties.
To be completed by person in charge of sponsoring the Event.**

ATTACHMENT B

THIRD PARTY EVENTS SPONSOR ACKNOWLEDGMENT FORM

- I. Event Information: Please submit a list of your Event dates and times to _____[Office].
- II. Duty: By offering to host an Event, you are accepting a legal duty to operate the Event in a reasonably safe manner and you agree to indemnify, defend and hold the University harmless for any and all claims, causes of action, demands and damages arising out of or relating in any way to the Event.
- III. Releases/ Facilities Use Agreements:
 - A. You agree that EACH minor and minor's parent/guardian must sign a release in substantially the form attached as Attachment D. Minors may not take part in an Event without a signed release. You agree to provide the signed releases to the Office of Risk Management.
 - B. You agree to sign a Facilities Use Agreement, which should be obtained from the University department or office with which you are working. You must ensure your insurance covers worker's compensation claims for your employees, staff and volunteers holding Events on University premises.
 - C. You agree to obtain any additional releases needed to permit the minor to safely participate in the Event and to permit your personnel to obtain medical treatment on the minor's behalf.
- IV. Before Event: You must conduct an orientation session with your supervisors to discuss all of these rules and policies and hold a separate orientation session with your minors to discuss the security measures as well as Event behavioral expectations and how to report issues and concerns.
- V. Supervision:
 - A. Head Supervisor: Each Event shall designate at least one person as a Head Supervisor and provide his or her contact information to the University. The Head Supervisor must ensure all minors are properly supervised and shall be the point of contact between the Event and the University.
 - B. Head Supervisor Contact Information: _____
 - C. Every minor must be supervised **AT ALL TIMES** while that minor is participating in the Event.
 - D. Overnight Events: For overnight events in University Housing, the Head Supervisor must provide a schedule of who is on call and provide contact numbers to University Housing. Sufficient number of supervisors must be available on the floor to hear activity in the rooms, in the corridors, and/or near the exits throughout the night.
 - E. Hazards: All areas within supervision should be inspected to ensure there are no hazards, e.g. open windows, doors propped open, broken glass, no candles or cooking in the rooms, no alcohol, drugs or tobacco etc. Any hazards should be reported directly to the Head Supervisor or facility manager.

VI. Sexual misconduct, child abuse and neglect- REPORTING OBLIGATIONS:

- A. **General Rule:** *If anyone has reason to believe that a minor is the victim of abuse or neglect, it is his/her duty to report it immediately. (See 10A O.S. §1-2-101(B)(1)). This reporting obligation is on the individual who suspects abuse. (See 10A O.S. §1-2-101 (B)(4)).*
- B. *The Oklahoma DHS hotline for reporting is 1-800-522-3511.*
- C. Additionally, notify OUPD at 405-325-2864 and the University Sexual Misconduct Officer 405-325-2215 if you are aware of or suspect abuse on the University's campuses or where abuse is committed by someone affiliated with the University.
- D. Reasonable suspicion: One does not have to know with certainty that abuse is taking place. Reasonable cause to believe or suspect that child abuse has occurred is sufficient. When in doubt, report it.
- E. Who is a minor? Anyone under the age of 18!

VII. Employees/Volunteers

A. Criminal and sex offender background checks:

- 1. You certify that each employee or volunteer who supervises minors or who will have substantial contact with minors while working at the Event will have successfully completed a criminal and sexual offender background check within one year prior to the start of the Event.
- 2. This requirement includes parents of minors where the parent is assisting with the Event. Unless the parent has undergone the background check and executed all the forms associated with the Event as any other employee/volunteer, they may not supervise minors other than their minor at the Event.
- 3. This requirement includes University students who supervise minors or who have substantial contact with minors during the Event.

B. Supervisor Responsibilities:

- 1. You will require each Event supervisor to execute an Event Guidelines and Acknowledgement form (as an example please see **Attachment C**) to be maintained by the camp sponsor and you will certify the items noted below have occurred at the time of check-in by executing **Attachment E, the Sponsor Certification Form.**
- 2. Ensure that your employees/volunteers understand, and you have reviewed, what constitutes inappropriate contact with minors and that it is not acceptable. Guidelines for touching minors include the following:
 - a. You may not touch a minor in any place normally covered by a bathing suit unless for clear medical reasons and then only with another adult's supervision.
 - b. You may not touch a minor against his/her will or in a way that would over-stimulate him/her.

- c. You are restricted from hitting or other physical punishment as discipline.
 - d. Exercise good common sense and judgment.
3. Instruct employees/volunteers on prohibitions on abusive and derogatory language.
 4. Ensure minors are aware of behavioral expectations during the Event.

VIII. Security:

1. Ensure that you have reviewed security measures with your employees/volunteers and they know to whom to speak if they need help.
2. Ensure that minors are checked-in and out by approved parents or guardians and that proper identification is reviewed and obtained each time.
3. Ensure that you have reviewed emergency evacuation measures with your employees/volunteers and they have advised their minors.
4. Ensure the minors and their parents know where and how to report any injuries or incidents. Parents and minors must be provided with the following numbers _____ (to report any injuries) and the Sexual Misconduct Office 405-325-2215 to report any violations of the University's Sexual Misconduct policies www.ou.edu/home/misc.html (committed by employees/volunteers or other camp minors).

IX. Transportation:

1. Ensure the minors and their parents know the pick-up location if parents have missed the standard pick up times (e.g. OUPD if prior arrangements were made with OUPD). Ensure you have a secure pick up and drop off protocol, including only permitting parents or legal guardians to pick up minors. You should require photo identification of these individuals. If someone other than the parent is to pick up the minor, you must obtain written authorization from the parent/legal guardian and require valid identification of the person authorized to pick the minor up. Parents must give permission in writing for their child to drive themselves or ride with another person to and from the Event.
2. Ensure that only Event supervisors over the age of 21 who have completed a Department of Motor Vehicles background check transport minors. Supervisors who transport minors should avoid any situation where they would be alone in a vehicle with a minor.

These Guidelines are in addition to all University guidelines, policies and procedures. If you have any questions about this document, please contact the Office of Risk Management.

I have read and agree to abide by these Guidelines and attest to my understanding of the Guidelines and certify my compliance with them. I understand that if I am also an employee or student of the University, failure to comply with these Guidelines or other University policies could result in disciplinary action.

Print Name: _____

Date: _____

Signature: _____

For use in University sponsored event/camp/activity (“Event”) or where the Event is operated by a University employee/volunteer acting within the scope of his or her employment.

This form is to be completed by all employees/volunteers who supervise minors or who have substantial contact with minors.

This form is NOT to be used for third party sponsored events.

ATTACHMENT C

Event Guidelines and Acknowledgement Form

- I. Release: **EACH** minor’s parent must sign a release. If you know of a minor that has not, please contact your supervisor with the name of the minor so a release can be obtained. If you are given a signed release, please provide that to your supervisor.

- II. Supervision and Behavior Expectations:
 - A. Every minor must be supervised by employees/volunteers during the Event. Supervision is defined as having the minors within your line of sight.
 - B. Generally, there should be a supervision ratio of at least one adult supervisor for every 12 minors. Please ask your Head Supervisor for proper ratios depending on the age of the minors and the nature of the activities.
 - C. Minors should use the buddy system for restroom breaks and should check in and out with the supervisor for restroom breaks.
 - D. At no time may you leave a minor unattended or in the care of a person that is not a supervisor.
 - E. Overnight supervisors must provide the Head Supervisor with all contact numbers. One supervisor must be “on call” and present at all times to ensure minors are secure in their rooms. Overnight supervisors may not leave the premises once minors are secure in their rooms. Head Supervisors must provide contact information to the housing representative.
 - F. Guidelines for touching minors include the following:
 1. You may not touch a minor in any place normally covered by a bathing suit unless for clear medical reasons and then only with another adult’s supervision.
 2. You may not touch a minor against his/her will or in a way that would over-stimulate him/her.
 3. You shall not use hitting or other physical punishment as discipline.
 4. Exercise good common sense and judgment.
 - G. You may not use abusive and derogatory language, including words commonly recognized as “cuss words.”

- H. You may not engage in any behavior or conduct that is contrary to the University's mission or University policies. Please familiarize yourself with the following policies: www.judicial.ou.edu and www.ou.edu/home/misc.html.

III. Sexual misconduct, child abuse and neglect- REPORTING OBLIGATIONS:

- A. Who is a minor? Anyone under the age of 18!
- B. General Rule: If anyone has reason to believe that a minor is the victim of abuse or neglect, it is his/her duty to report it immediately. (See 10A O.S. §1-2-101(B)(1)). This reporting obligation is on the individual who suspects abuse. (See 10A O.S. §1-2-101 (B)(4)).**
- C. *The Oklahoma DHS hotline for reporting is 1-800-522-3511.*
- D. Additionally, notify OUPD at 405-325-2864, the University Sexual Misconduct Officer 405-325-2215, and your supervisor of any suspicions.
- E. Reasonable suspicion: One does not have to know with certainty that abuse is taking place. Reasonable cause to believe or suspect that child abuse has occurred is sufficient. When in doubt, report it.

IV. Background Checks:

- A. **Criminal and sex offender background checks:** You agree that you are responsible for supervising minors or will have substantial contact with minors during the Event. You must have successfully passed a criminal and sexual offender background check within the year preceding the camp. Until a successful background check is received, you may not supervise or have any substantial contact with any minors.
- B. **Student Misconduct checks (if applicable):** University students working the Event must have successfully completed a check through the University's Student Conduct Office within the past 6 months. Please contact the University's Director of Student Conduct at 405-325-1540. Please note this takes a minimum of five (5) business days to complete.

V. Transportation:

- A. You must ensure that you follow appropriate drop-off and pick-up schedules and locations. Minors may not be released to anyone other than the person listed on the approved list with valid authorization even if they claim to be a relative, and must show valid identification. Parents must give permission in writing for their minor to drive themselves or ride with another person to and from the event. If the minor is not picked up at the appropriate time, please contact OUPD at 405-325-2864.
- B. You may not transport minors unless you are over the age of 21, you are specifically authorized by your supervisor and you have completed a Department of Motor Vehicle background check. You should avoid any situation where you would be alone in a vehicle with a minor. Motor vehicle background checks may be conducted through the University's Human Resources department.

VI. Security:

- A. Make sure you have been briefed by your supervisor of all security measures in place to protect minors (including inclement weather procedures, fire and safety evacuation procedures). At the start of each day, you must inform minors where to go or what to do if they need help.
- B. Injuries/Medication: Report all incidents and injuries to your Event's Head Supervisor immediately when they occur and to _____ if injuries occur in an OU facility. DO NOT wait to see if the parents or any other person complains.
- C. Hazards: You should inspect all areas within your supervision to ensure there are no hazards, e.g. open windows, doors propped open, broken glass, no candles or cooking in the rooms, no alcohol, drugs or tobacco etc. If you notice any hazard, report it directly to the Head Supervisor or facility manager.

These Guidelines are in addition to all guidelines, policies and procedures applicable to the University. If you have any questions about this document, please contact your supervisor.

I have read and agree to abide by these Guidelines and attest to my understanding of the Guidelines. I understand that if I am also an employee or student of the University, failure to comply with these Guidelines or other University policies could result in disciplinary action.

Counselor:

Print Name: _____

Date: _____

Signature: _____

School/Squad Name (if applicable)

Address of Parent and/or Legal Guardian:

City _____ State _____ Zip _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email address: _____

Emergency Contact other than parent or guardian if they cannot be reached:

Contact _____

Phone _____

Any questions regarding this form should be directed to the Head Supervisor _____ at 405-_____.

For use in cases of third party sponsorships of camps/activities on campus and provided at the time of check in for the camp/activity - not in advance.

ATTACHMENT E
THIRD PARTY SPONSOR CERTIFICATION FORM

I, individually and on behalf of _____[name of Event] certify that only those employees/volunteers who have successfully completed a background check within the past 1 year will be permitted to supervise or have substantial contact with the minors. Further, only those adults who are over the age of 21 and have had both a background check and a department of motor vehicle check will be permitted to transport any minors in relation to the Event.

Provided, further, I certify that all employees/volunteers have been instructed on proper line of sight supervision of minors and that both employees/volunteers/minors and their parents have been instructed on safety and security procedures and notified of applicable University policies and relevant contact numbers should any injuries or abuse occur.

I certify that there will be a sufficient number of adult supervisors for the minors taking into consideration best practices and the nature of the location and Event.

I certify that each minor attending the Event has executed the applicable releases as have all the employees/volunteers.

I understand that should the University become aware of any violations of this certification or of the attached Sponsor Acknowledgment, the University may immediately remove the Event from campus and not reimburse any amounts already paid by minors or the Event.

Name: _____

Address: _____

Contact Phone: _____

Date: _____