MINORS ON CAMPUS

HOW TO KNOW 
WHO IS DOING WHAT, 
WHEN, WHERE, 
AND 
WHY WE CARE
WHY WE CARE

Simply put, it’s just the right thing to do to protect the minors entrusted to our care.

Reputation, reputation, reputation
  • Financial implications – positive and negative
  • Town/Gown expectations
  • Avoiding Conflicting headlines such as:
    Front Page: Visiting Fencing Coach Arrested for Inappropriate Contact with Student at YADA YADA U.

    Sports Page: YADA YADA University wins the Whoopdedo Fencing competition

Legal and accreditation implications

Reduce inconsistencies across campus and among peer organizations (in legalese: “expected standards of practice”)


SO....WHY AREN’T UNIVERSITIES DOING MORE?

PICK A REASON – ANY REASON

- Denial: “It won’t happen here.”
- Inadequate resources
- Paralysis by analysis
- Too big of an issue, too many involved
- Difficult to define “success”
- Campus silos and politics
IMPLEMENTATION STEPS AT USD

1. Established a task group
   Representatives from all schools and administrative units - led by General Counsel

2. Policy Development and Implementation
   - Mandated Reporters
   - Safety of Minors in University Programs and Activities
IMPLEMENTATION STEPS

3. Conducted first campus wide inventory

- WHO – Faculty (Science, Art, Music, Theater, Technology, and more), Admissions, Student Organizations, Athletics, Campus Recreation, University Ministry

- WHAT – Academic programs, tutorials, sports camps, pre-admission visits, local school tours, Greek community support events, big brother/sister overnights, Upward Bound programs, community partner events, outside sponsor programs

- WHEN – Year round

- WHERE – All over campus and off campus
Human Resources

Employment and EEO  Benefits and Compensation  Professional Development  Employee Relations  Risk Management

Home  Child Safety at USD

Child Safety at USD

The University of San Diego (USD) is committed to respecting the dignity of all people in an environment that fosters academic excellence and professionalism. Throughout the year, the university hosts a wide variety of events, camps, and conferences to enrich the lives of children under the age of 18 ("Minors"). This website outlines the established resources, policies, and guidelines for those in the university community who work or interact with minors, with the goal of promoting their safety and well-being.

University-operated activities and programs in which Minors will be physically present and participating (both on USD property or at off-campus locations) are considered "Covered Programs" and are required to (1) register the program with HR, (2) complete criminal background checks and (3) complete child safety training requirements. For more information, please visit Requirements for Programs with Minors. For a direct link to the registration system, please visit Program Registration System.

Furthermore, in accordance with the California Child Abuse and Neglect Reporting Act, California Penal Code §11165 et seq., the university identifies certain employees as "Mandated Reporters" for suspected child abuse and neglect and requires them to comply with their responsibilities under the law. In addition, the university requires all employees and volunteers, regardless of Mandated Reporter status, to report any known or suspected child abuse or neglect that occurs on campus, at any off-campus university building or property, or in connection with any university-related program or activity. For more information about reporting requirements, please visit the following links:

- Reporting Requirements for Mandated Reporters
- University's Policy on Reporting Child Abuse and Neglect
6. DEVELOPED AND IMPLEMENTED THE REGISTRATION SYSTEM

The University of San Diego is pleased to provide innovative and challenging programs to children of all ages through its camp and conference programs. By attending an academic or athletic youth camp or program at USD, students have the opportunity to enjoy a world of fun while also:

- Making new friends
- Gaining valuable athletic and/or scholastic skills
- Broadening their life experience
- Learning lessons in leadership, teamwork and responsibility
- Enjoying USD’s outstanding service

Registration is required for all USD-operated activity or program in which a minor (under age 18) will be physically present and participating. (1) University undergraduate or graduate academic programs in which students enrolled at the University or another institution of higher education are the only Minors participating in the programs; (2) University events (e.g. fairs, festivals, athletic events, artistic events) that are open to the general public and people of all age groups, but at which children may be present or participate; (3) University events, programs and activities at which children are expected to be accompanied and supervised at all times by their parent(s) or legal guardian(s); or (4) activities or programs in which the only Minors who participate are University employees. All staff and volunteers working in the covered programs must undergo a background check and complete the related training module. The University expects all members of the University community to adhere to and act in accordance with the applicable policy and any other related departmental policies and procedures that are related to hosting a covered program.
### SAMPLE COMPLETED REGISTRATION

**University of San Diego**

**Program for Minors Registration System**

**Event ID:** 2014-0909

- **Status:** Submitted for Approval
- **Host:** Academics-Physics
- **Event Name:** Karen's Kooky Kooking Kamp
- **Event Description:** A camp where we cook kooky things
- **Primary Location:** Hahn University Center
- **Primary Coordinator:** Briggs, Karen
- **Alternate Coordinator:** Schatz, Barbara
- **Background Check Initiator:** Cornell, Catherine

**Comments:**

**Approved By:**

### Employees/Volunteers

- **Add**
- **Download to Excel**

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<th>Email Address</th>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
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<th>Volunteer Unsupervised</th>
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- Send Training
1. As employees and volunteers are entered, they receive an email directing them to the training site. When they complete their training and sign the attestation, the system records it.

2. Simultaneously, the background check initiator receives a message to run the background checks. System will check if one has been completed in the last 12 months for another program.

3. HR reviews background checks as they come in.
4. When coordinator knows they have the correct ratio of staff/volunteers to minors, and that the training and background checks are completed, they change the status from “In Process” to “Submit for Approval”. System sends HR an alert.

5. **Risk Management verifies:**
   - The number of staff/volunteers meets the required ratio.
   - Training and background checks are complete.

IF complete, RM changes the status in the system to “Approved” and system notifies the Coordinator the Camp/Program has met staffing requirements and is ready to go.
6. If the status has not been changed to “Approved” by fifteen days (15) before the start of the camp/program, the system checks to ensure that all staff/volunteers have completed training and passed the background check. If they have, it sends a message to RM to change status.

7. If the checks and/or training have not been completed, system sends message to Risk Manager saying requirements for Camp 2015-xxxx have not been met, and

8. System generates a message to the coordinators and to the individual staff/volunteer-training or background check MUST be completed prior to the start of the camp.
ADVANTAGES TO SYSTEM CHECKS

1. Coordinators must determine maximum number of expected attendees early in the process.

2. Staff and volunteers must be added in time for background checks to be run (allow 2 weeks).

3. Coordinators can send reminders about the training to individual staff and volunteers at any time.

4. 15 day warning sent to Risk Management and the Coordinators, which alerts RM to watch that particular camp to assure compliance and for the Coordinators to have time to “fix” the problem(s) before they are faced with cancelling the program.
CONVERSATIONS BETWEEN RM AND COORDINATORS

- Program activities: Age appropriateness. Use of labs, workshops, special facilities
- Activities outside of main focus of host department: EX: trip to beach
- Orientation programs: Safety, Emergency Procedures, Medical Emergencies
- Travel and transportation: Arrivals/Departures, Pick-up and Drop-off, Specialty vehicles
OTHER CONVERSATIONS
OR...
IT TAKES A VILLAGE

CENTRAL SCHEDULING OFFICE: Centralized system for scheduling facilities and classrooms.

LEGAL COUNSEL: Review of releases or waivers, vendor contracts.

FACILITIES MANAGEMENT: Timing of renovation work, location of construction projects, extra requirements for vendors. Traffic flow.

RESIDENTIAL BUILDINGS: Appropriate assignment by age and group, accommodations for disabled, emergency plans defined and practiced.

FOOD SERVICES: Dietary restrictions, location and hours of service.


SPECIAL FACILITIES: No conflicts with institutional programs or scheduled maintenance, age/size appropriate equipment.

CAMPUS HEALTH SERVICE: Available or not?
WHAT WERE THEY THINKING, OR WERE THEY?

- New faculty dinner...
- Minors as stage hands...
- Drop off locale...
- Last minute hires...
MOST COMMON QUESTIONS

WHAT IS A COVERED PROGRAM?

BUT FIRST....WHAT ISN'T
COVERED PROGRAMS DO NOT INCLUDE

1. University undergraduate or graduate academic programs in which the only Minors participating in the programs are students enrolled at the University or another institution of higher education;

2. University events (e.g. fairs, festivals, athletic events, artistic events) that are open to the general public and people of all age groups, but at which children may be present or participate;

3. University events, programs and activities at which children are expected to be accompanied and supervised at all times by their parent(s) or legal guardian(s); or

4. Activities or programs in which the only Minors who participate are University employees.
“...all University-operated activities and programs in which Minors will be physically present and participating, whether the activities and programs occur on University property or at off-campus locations.”
WHO NEEDS A BACKGROUND CHECK?

All University employees (without regard to date of hire by the University) who work in a Covered Program if they haven’t had one in the last year.

All volunteers who are expected to work more than eight (8) hours for the Covered Program or who will have unsupervised contact with Minors.
MOST COMMON QUESTIONS

WHO NEEDS TRAINING?
EVERYONE

HOW OFTEN DO THEY NEED TRAINING?
ANNUALLY
AND ONE LAST QUESTION

WHO IS GOING TO PAY FOR THIS?

Training: Free

Background checks:

2014: Institutional General Fund

2015: Host Department
LESSONS LEARNED FROM BUILDING A SYSTEM

- It will always take longer than you planned.
- No matter how often you test it, the real bugs won’t show up until it goes live.
- No matter how clear you think the policy and training guides are, there will always be questions.
- There are more programs with minors than you ever imagined and the nuances are infinite.
- You may never capture them all, but you have to keep the program alive and growing.
BACK TO THE “WHY WE DO IT”

☑ Support for those charged with program responsibilities.

☑ Meet expectations of campus and community constituents.

☑ Consistent application of generally accepted and defendable standards.

☐ And ...
PEACE OF MIND!

Knowing that we have taken reasonable and responsible actions to protect the vulnerable who are in our charge.
THANK YOU

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