## Minors on Campus Program Manual

As referenced in University Policy #3014

This program manual establishes guidelines for the appropriate supervision of minors involved in programs held on University property, University facilities or University controlled locations as defined in the Clery Act (this includes Study Abroad Programs subject to Clery reporting) in compliance with University Policy #3014, Minors on Campus Policy, as well as the definitions and procedures set forth therein.

## DEFINITIONS OF TERMS AS USED IN THIS PROGRAM MANUAL

Abuse or Neglect of a Minor Has the same meaning as defined in Code of

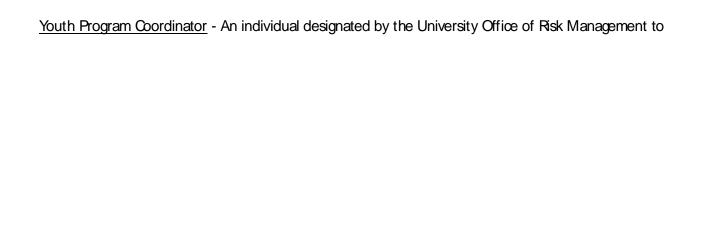
in elementary, middle or high school courses are not included in this policy unless such enrollment includes overnight housing in University facilities.

Non-University Youth Program Those programs and camps held on University property which are not programs of the University. Examples include Coaches Camps and other third-party sponsored and or produced camps and programs.

One-On-One Contact - Unsupervised interaction between any YPS and a participant without at least one other YPS parent or legal guardian being present.

<u>Participant</u> Aminor enrolled in or attending a youth program.

Real ID-



- B. For non-
  - YPD/ Administrator is responsible for the collection of medical authorization forms on its participants as well making arrangements for medically trained personnel to oversee the disbursement of medications to its youth program participants. For more information, please see Annex H Medical Information and Authorization.
- C. Forms can be collected on paper or electronically and all forms should include the following:
  - A statement informing the parent/legal guardian that the University does not provide medical insurance to cover medical care for the minor.
  - A statement authorizing the release of medical information (HIPAA) and emergency treatment in case the parent/legal guardian/emergency contact cannot be reached for permission.
  - 3. A list of any health conditions the minor may have, including any allergies that could impact his/her participation in the youth program.
  - 4. All emergency contact information including name, address and phone number of the emergency contact.
  - 5. Permission for the camp and camp medical personnel to administer medications and permit self-administration of specified medications.
- B. For University Youth Programs, the YPD shall follow guidance from Student Health Services concerning communicable diseases, the Virginia Department and CDC.
- C. For University Youth Programs, the YPD shall follow guidance from Student Health Services concerning first aid

- Where xx-xxxx is the MOCPRN provided to you in the confirmation email.
- iv. Attach your documentation files (acceptable format include pdf, jpg, xmls etc.)

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- d. Non-university YPDare responsible for ensuring and certifying on the registration form that they have identified and completed a criminal background check on all YPD with child welfare responsibilities.
- e. Non-university YPD unable to ensure and certify that they have identified and completed a criminal background check on all YPD with child welfare responsibilities will be required to permit University Office of Risk Management staff to query the NOIC database using an FBI approved process for instant criminal background checking on all its YPD. The cost is charged to the non-university group at a rate of \$15 per query.
- C. Registration by email Those unable to use the online Youth Programs registration system will be required to download and print all forms and then email them to the ODU Youth Program Coordinator at this email address <a href="YouthProgram@odu.edu">YouthProgram@odu.edu</a>. Please allow an additional 5 days (35 days prior to the start of the youth program or event start date) for manual review of submissions.

## IV. SUPERVISION

- Ensuring adequate supervision of minors while they are on University property. All
  activities involving minors must always be supervised by at least one YPD member
  having received the designation of Authorized Adult or by their parent(s) or legal
  guardian(s).
  - a. Some of the factors to consider in determining "adequate supervision" are the number and age of participants, the activities involved, the type of housing if applicable, and the age and experience of the YPS.
  - b. Please see <u>E Supervision and Staffing Ratio Guidelines</u> for mornismo information.
- 2. Providing and supervising YPS in accordance with the <u>American CampAssociation</u> guidelines

D.	Licensed Child Care Centers affiliated with the University shall

b. The Youth Program Coordinator will ensure assignment of the 3-part Youth Program Training to all YPS-	n

f.

contact with minors.

- B. An example of the application of thispolicy in an off-campusyouth program is a hotel or other remote location contracted to rent meeting rooms and banquet halls for a University youth program event. The policy would apply only to the specified rooms and halls under the control. Minors participating in the youth program would be subject to protections afforded in this policy when participating in youth program events in University controlled rooms and halls.
- VIII. BACKGROUND CHECKS ODU uses the FedCheck background checking system as the official background checking system required under this policy.
  - A. YPDs are ultimately responsible for the child welfare of minor participants in their respective programs.
  - B. Individuals with child welfare responsibilities will be required to have a criminal background check.
  - C. All University YPDs, Youth Program Staff and Youth Program Volunteers with child welfare responsibilities are required to complete a <u>Background Check</u> <u>Waiver authorization form</u> (Annex M) to be submitted to the Youth Program Coordinator.
  - D. Authorized Adults are required to have completed <u>Annex O Personal Information</u> <u>Disdosure for Authorized Adults Participating in Youth Programs.</u>
  - E Authorized Adults are required to have completed <u>AnnexO</u> <u>Personal Information Disdosure</u> for Authorized Adults Participating in Youth Programs.
  - F. For non-University Youth Programs, the designated non-university YPDs is responsible for performing the required criminal background checks on all Youth Program Staff with child welfare responsibilities in accordance with the standards established in University Policy #6021. Should any non-university YPD not be able to ensure background checks have been performed they should contact the Office of Risk Management to arrange for background screening of their Youth Program Staff and Youth Program Volunteer Staff.
  - G. Staff Documentation Submission and Upload process 1.
    - 2. A link to the Program Staff Documentation Upload Portal is included in this email.
    - 3. This email also contains the MOCPRN which will be used by the program staff to when they complete the form mentioned in III. B. 1. and 2 above.
  - H. University Youth Program Coordinator will process the Background Screening according to the current process below:
    - a. The Youth Programs Coordinator will use the identification document (State ID or US Passport) provided by the Youth Program Staff or the Youth Program Volunteer Staff to perform a criminal back-ground check by querying the NGC database in an FBI approved process.
    - b. Should the background check indicate a Youth Program Staff or Youth Program Volunteer Staff member is ineligible to participate in a youth program, the YPD with oversight of the denied individual will be notified as well as the University Police Department.
    - c. The YPD with oversight of the denied individual will then contact the denied individual and should they have any questions, refer them to the ODU Police

Department, but under no circumstance will the denied individual be

such reports upon request by ODU Officials. The University reserves the right to screen all non-university Youth Program Staff and Youth Program Volunteer staff prior to and or during an event held on University property via an online system capable of scanning (currently FedCheck) an State issued in order to query the NOC database in an FBI approved way to perform the background check.

- M. Under Code of Virginia code section § 63.2-1509, mandated reporters include any athletic coach, director or other persons 18 years of age and older employed by or volunteering with a private sports organization or team utilizing the facilities of the University regardless of the individual having child welfare responsibility over a minor. As such the University requires any such individuals participating in youth programs on University owned or controlled property to be deared by a criminal background check in an FBI approved process.
- N. ODU Students volunteering as Youth Program Support Staff in a University sponsored youth program are not required to have background dearance if (all four must apply):
  - e. they are currently enrolled at Old Dominion University and Old Dominion University is Sponsoring the event/youth program;
  - f. theyTalE60(ul)+00@eb2i0.66ft/217/92/resstt2/792 reW\*nBT/F1 11.25 Tf1 0 0 1 181.73 478.95 Tm0 g0 G()]TJETQq0

Recognized Student Organizations are provided certain benefits such as funding and the use of