

Student and Non-Student Minors on Campus Policy

Policy Name: Student and Non-Student Minors on Campus

Approval Authority: President

Interpreting and Implementing Authority: Human Resources

Effective: January 1, 2024

Last Revised: November, 2023

Next Review Date: 5 years from last revised date

Policy Statement

Wesleyan College offers a variety of camps, clinics and activities that bring student and non-student minors onto campus. These include but are not limited to athletic camps, after school programs, summer camps, community gardening, music camps, and other enrichment programs. Moreover, through dual-enrollment the Wesleyan student body includes minors who participate in academic programs and potentially co-curricular activities. These programs are of great educational value and serve to benefit both the institution and the larger community. This policy includes minors who are Wesleyan students as well as visiting minors. It seeks to promote the safety and welfare of all minors on our campuses.

Entities Affected by the Policy

This Policy applies broadly to interactions between all minors and institution faculty, staff, students and volunteers in Authorized Programs, as defined herein, on property owned or leased by Wesleyan or in Wesleyan sponsored programs at other locations. This policy also establishes requirements for non-Wesleyan entities that operate such programs for minors at Wesleyan campuses or on behalf of the college.

Definitions

1. **Authorized Adult or Program Staff:** A person, paid or unpaid, who may have direct contact, interact with, treat, supervise, chaperone, or otherwise oversee minors in the Wesleyan Authorized Program. This definition does not include temporary guest speakers, presenters, or other individuals who have no direct contact with program participants other than short-term activities supervised by program staff; or individuals whose only role is a participant in the education, services, or programs offered.
2. **Authorized Program:** A program, activity, or service operated or sponsored by Wesleyan or by a non- Wesleyan entity using Wesleyan facilities during which agents, employees or volunteers of Wesleyan or non-Wesleyan entity are responsible for the care, custody, or control of participating minors, rather than their parents or guardians. For the purpose of this policy, Authorized Programs do not include events that are open to the general public and that minors may attend at the sole discretion of their parents or guardians; supervised research activities; or other programs that may be designated from time-to-time by the appropriate institution official as exempted from this policy, or specific provision(s) thereof, after approval has been obtained in advance and in writing from the Wesleyan offices of Auxiliary Services and Human Resources.

3. **Child Abuse:** Physical injury or death inflicted upon a child by a parent or caretaker thereof by other than accidental means; neglect or exploitation of a child by a parent or caretaker thereof; sexual abuse of a child; or sexual exploitation of a child.
4. **Institutional Facilities:** Buildings, structures and improvements of all types, outdoor areas, campus grounds, and athletic venues owned or leased by Wesleyan.
5. **Mandatory Reporter:** A person who is required by Georgia law 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. Mandatory Reporters whose communications would otherwise be legally privileged are generally required under Georgia law to report suspected child abuse.
6. **Minor:** for purposes of this policy means any person under the age of 18, whether or not enrolled as a student of Wesleyan College.
7. **Signs of Childhood Abuse and Neglect:** National guidelines for reports and substantiations of child maltreatment.

Policy Details and Responsibilities

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 Campus Safety and the appropriate supervisor or Program Administrator who can take immediate action. It is further expected that any other Wesleyan employee, whether a Mandatory Reporter or not, will also appropriately report suspected child abuse. Wesleyan 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 Safety at 478-960-7969.

All Other Reports of Known or Suspected Abuse or Neglect of Minors

Anyone participating in a Wesleyan- sponsored 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 Campus Safety and the appropriate supervisor or Program Administrator who can take immediate action.

GUIDELINES & RESPONSIBILITIES

Wesleyan has established administrative policies and procedures that address the safety of minors on campus including:

Code of Conduct: Wesleyan developed a Code of Conduct for Authorized Adults or Program Staff that addresses appropriate behavior and prohibited conduct when interacting with minors. Said Code of Conduct is attached hereto as Appendix B. All Authorized Adults or Program Staff are required to read and sign the Code of Conduct before participating in an Authorized Program. Authorized Adults or Program Staff should be positive role models for minors and act in a responsible manner that is consistent with the mission of Wesleyan College.

Program Registration: Wesleyan established and maintains a registry of Authorized Programs for minors. The registry includes pertinent information about each of the Authorized Programs such as name of its Program Administrator, the number of participants, whether participants reside overnight, and the number of Authorized Adults or Program staff. Programs are registered annually, at least 30 days in advance of program start date, with the Director of Auxiliary Services.

Program Requirements: The following important considerations must be addressed prior to approval by Wesleyan College of an Authorized Program:

1. Training requirements;
2. Proper screenings (background check and/or drug screen) for workers and volunteers;
3. Appropriate staffing and supervision ratios;
4. For Camps, ratios of staff to participants will be as required for accreditation by the American Camp Association:
 - 5 years & younger 1 staff for each 5 overnight campers and 1 staff for each 6 day campers
 - 6-8 years 1:6 for overnight, and 1:8 for day
 - 9-14 years 1:8 for overnight and 1:10 for day
 - 15-18 years 1:10 for overnight and 1:12 for day
5. Safety and security planning;
6. Arrangements for transportation;
7. Response protocols for injuries or illnesses;
8. Response protocols for accusations of misconduct;
9. Transportation needs;
10. Housing needs;
11. Participation requirement forms;
12. Insurance requirements; and
13. Licensing or exemption therefrom by the applicable government agency(ies).

Participant Requirements: Parents or legal guardians of minors must sign and submit required forms before minors will be allowed to participate in Authorized Programs. These forms may include but are not limited to:

1. Registration form;
2. Participation agreement including Code of Conduct and Program Policies and Procedures;
3. Health information, including short term medication and/or first aid health record log (if applicable);
4. Emergency contact information;
5. Authorized pickup information;
6. Proof of medical insurance and medical release;
7. Release of claims/waiver of liability; and
8. Media/photo/video release.

Minors on campus forms will be provided by Auxiliary Services at the time Facility Rental Agreement is signed or by the department hosting camp.

Training: All Authorized Adults or Program Staff shall receive appropriate periodic training on safety, security, and mandatory reporting requirements and procedures. Additional training may be required depending upon the role of the staff member or volunteer. Wesleyan employees involved with programs that include minors will be provided training by Human Resources and/or authorized department.

Screening & Background Investigations: Wesleyan shall conduct background investigations and appropriate drug screenings of all Authorized Adults, or Program Staff participating in Wesleyan-sponsored Authorized Programs. Each Authorized Adult or Program Staff must undergo a background investigation and drug screening prior to start.

Wesleyan Personnel. Staff and volunteers, including Wesleyan students engaged in programs with minors will undergo a statewide background check and drug screen conducted by Human Resources, at a minimum. The unit sponsoring or hosting the program will incur the costs of doing so through the Wesleyan Office of Human Resources.

Third Parties. Non-Wesleyan entities using Institutional Facilities for Authorized Programs are required to certify that they have conducted appropriate screening and background investigations and that the results and methods are sufficient to meet institutional standards prior to the start of the Authorized Program. The cost of the screening and background investigations are to be borne by the non-Wesleyan entity.

Facility Use & License Agreements: Wesleyan requires that all non-Wesleyan Authorized Programs enter into binding written Facility Use & License Agreements which include language requiring the non-Wesleyan entity to comply with this policy and to identify Authorized Adults or Program Staff, including certification that each has been the subject of an appropriate criminal background check with satisfactory results and that each has been properly trained.

Minor Children of Employees

Children are welcome on campus when the purpose of their visit is to attend classes or to participate in activities specifically scheduled and designed for their benefit. Children of employees on campus are not required to submit to any screenings as outlined above.

Except as described above, Wesleyan strongly discourages employees from bringing their children to the workplace/campus because of the potential disruption of work/schoolwork, health and safety concerns, and liability to the College.

In unique cases where the employee or student has a special need to bring a child to work/campus, they must first get permission from their department head and/or Human Resources (if an employee) or the classroom professor/Student Affairs (if a student.) Employees and students will not be allowed to bring their child on a regular basis for any reason.

Children of employees and students are not allowed in any high risk areas such as: laboratories, shops, studios, mechanical rooms, power plants, garages, food prep areas, or any other area containing power tools or machinery with exposed moving parts or be allowed to drive or be a passenger in any Wesleyan owned vehicles including golf carts.

During authorized visits, children must not be left unattended or with other employees, visitors or students. Employees are responsible for all aspects of their child's behavior, safety and financially responsible for any damages the child may cause.

The department head or Human Resources may direct the employee, and Student Affairs or Campus Safety may direct a student, to remove the child from the workplace at any time if the department head/HR or Student Affairs/Campus Safety determines that this policy has been violated or that the child's presence negatively impacts the College's interests.

ENFORCEMENT

Sanctions for violations of this policy will depend on the circumstances and the nature of the violation, but may include a full range of available College sanctions applicable to the individual including suspension, dismissal, termination, prosecution, and where appropriate, exclusion from campus. The College may also take necessary interim actions before determining whether a violation has occurred. The College may terminate relationships or take other appropriate actions against non-College entities that violate this policy. Any Wesleyan event that hosts minors should have a point of contact that reviews the **Minors on Campus Policy Acknowledgment Form**, signs and signifies that he/she is aware of the policy in full and their event will be in compliance.

Violations of the Policy

Departments or offices that do not follow the policy on minors on campus may be referred to the Director of Human Resources to discuss appropriate corrective measures. Repeated violations of the policy may result in an office or department being unable to host events with minors on campus.

Interpreting and Implementing Authority

The Human Resources Office will oversee the policy and all required steps associated to the policy.