

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

Minors on Campus	1-025 ADMINISTRATIVE August 2019
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PURPOSE

- 1.01 The following is the policy of OSU Institute of Technology (OSUIT) regarding children under the age of 18 (minors) who participate in activities, residential camps, and programs taking place on university property, and in facilities or under the authority and direction of the university at other locations. OSUIT expects all members of the university community to adhere to and act in accordance with this policy. Failure to comply with the requirements set forth in this policy may lead to disciplinary action and/or revocation of the opportunity to use university property and facilities.

APPLICABILITY

- 2.01 This policy applies to all schools, departments, groups and sites of OSUIT. Any camps, programs and similar activities intended for minors are within the scope of this policy, whether they are limited to daily activities or involve the housing of minors in residence halls.
- 2.02 This policy does not apply to enrolled OSUIT students who are minors. This policy does not apply to general public events where parents or guardians are expected to provide supervision of minors. This policy does not apply to campus tours, prospective student events or recruitment events.

PROGRAM INFORMATION

- 3.01 Sponsoring units offering or approving programs which involve minors or provide university housing for minors participating in a program, units responsible for university facilities that are used by programs including minors, and non-university groups using OSUIT facilities or housing shall maintain a current list of those programs. Such list should include each program's dates, times, locations, attendance (age range and number of participants), and a program contact. The list will be utilized in the event of an emergency so that consideration may be given to the possible presence of minors and the appropriate course of action to address their health and safety. Programs that include minors shall have in place, enforce and make available policies that address the following areas, if they are applicable to the program:
- A. transportation, including the transportation of minors at the beginning and end of the program, to and from the program, and within the program, whether by parents, guardians, staff or others (university programs must also comply with OSUIT policies regarding drivers and vehicles);
 - B. appropriate levels of access to and supervision of minors;

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- C. appropriate forms, including permission forms, medical contact information and liability waivers (forms should be safeguarded and readily available);
 - D. first aid and medical treatment as well as dispensing of medication (program personnel must have appropriate training); and
 - E. plans for severe weather.
- 3.02 Programs including overnight stays or use of university residences by minors shall have the following additional policies in place:
- A. curfews;
 - B. suitable code of conduct for participants;
 - C. prohibition of alcohol, tobacco (including vaping devices) and illegal drugs;
 - D. prohibition of fireworks, firearms, dangerous weapons (including knives), swords, explosives, ammunition (including blanks and hand-load components), bull whips, bow and arrows, darts, metal knuckles, clubs, blackjacks, air guns, paint ball guns, BB guns, or any other offensive or defensive weapons; and
 - E. adequate residential supervision by responsible adults.
- 3.03 Contractual agreements concerning personnel or facilities related to programs including minors must include compliance with this policy as a term of the contract. When appropriate, such contracts shall also include an indemnification provision in which OSUIT is held harmless for the acts or omissions of other program participants or third-party employees or agents. Academic and administrative supervisors are responsible for ensuring that programs are in compliance with this policy.

REQUIRED TRAINING

- 4.01 In recognition of the absolute necessity of protecting minors, OSUIT requires that all adults working with minors participate in university-approved training annually regarding policies and issues relating to interactions with minors. This training should include the practices and conduct requirements of this policy, protecting minors from abusive emotional and physical treatment, and required reporting of incidents of improper conduct.
- 4.02 The appropriate Vice President or Unit Leader, in consultation with the Director of Human Resources, may enhance or modify the required training program to meet specific needs of the particular program involved. Any such enhanced or modified program must include all of the elements described in this policy.
- 4.03 The appropriate Vice President or Unit Leader shall arrange for sufficiently frequent training opportunities to permit programs to continue to function on a regularly scheduled basis. Academic and administrative supervisors are responsible for ensuring that programs are in compliance with the training requirements outlined in this policy.

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APPROPRIATE BEHAVIORAL EXPECTATIONS

- 5.01 Adults should be positive role models for minors, and act in a caring, honest, respectful and responsible manner that is consistent with the mission of OSUIT. Adults working in programs covered by this policy must follow these expectations to avoid behaviors that could cause harm or be misinterpreted.
- A. Do not have one-on-one contact with minors outside the presence of others. It is expected that activities where minors are present will involve two or more adults. If one-on-one interaction is required due to extenuating circumstances, meet in open, well-illuminated spaces or rooms with windows observable by other adults from the program. Exceptions may be made if the one-on-one interaction is expressly authorized by the Program Director or Unit Leader or is being undertaken by a health care provider.
 - B. Do not meet with minors outside of established times for program activities. Do not invite individual minors to your home. Any exceptions require written parental authorization and must include more than one adult from the program.
 - C. Do not touch minors in a manner that a reasonable person could interpret as inappropriate. Touching should generally only be in the open and in response to the minor's needs, for a purpose that is consistent with the program's mission and culture, and/or for a clear educational, developmental, or health related (i.e., treatment of an injury) purpose. Any resistance from the minor should be respected.
 - D. Do not engage in any abusive conduct of any kind toward, or in the presence of, a minor, including, but not limited to, verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a minor or other minors from harm, all incidents must be documented and disclosed to the Program Director or Unit Leader and the minor's parent/guardian.
 - E. Do not shower, bathe, or undress with or in the presence of minors.
 - F. Do not use, possess, or be under the influence of alcohol or illegal drugs while on duty or when responsible for a minor's welfare.
 - G. When transporting minors in a program, more than one adult from the camp or academy must be present in the vehicle. Exceptions may be made in the event of life safety or emergencies. Avoid using personal vehicles, if possible.
- 5.02 It is understood that situations that warrant disciplinary action or consultation on a matter of sensitivity, an exception to this policy may be warranted.

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STATUTORY REPORTING REQUIREMENTS: SUSPICION OF CHILD ABUSE /
NEGLECT

- 6.01 Under Oklahoma law, if you believe a child is being abused or neglected, you are required to report it to the proper authorities. Reports can be made at any time to the Oklahoma Department of Human Services (OKDHS) Abuse and Neglect Hotline at 1-800-522-3511. The hotline is available 24 hours a day, 7 days a week. In an emergency, or if you see a crime in progress, always call 918-293-5000 or 911 immediately.
- 6.02 It is the policy of the university that no OSUIT faculty, staff, or student making a good faith report of suspected abuse or neglect will be retaliated against in the terms and conditions of employment or educational program at OSUIT.

INTERNAL PROCEDURES FOLLOWING REPORT OF SUSPECTED ABUSE

- 7.01 The university will fully cooperate with any external investigation conducted by OKDHS or local law enforcement. Following reporting as provided in Section 6.01, adults shall also report the matter to the OSUIT Chief of Police or his/her designee, who – in consultation with the Vice President of Fiscal Services, OSUIT Human Resources, the Office of Student Services (if student), and the Office of Academic Affairs (if faculty) – will conduct its own internal evaluation to determine if sanctions are warranted, up to and including termination, dismissal or suspension. Legal prohibitions regarding physical presence on campus may also be pursued.
- 7.02 University administrators shall follow the appropriate procedures in determining and issuing any sanction (OSUIT Faculty Handbook, OSUIT employee policies and procedures, and the Student Code of Conduct). If the alleged abuser is one of the university officials identified herein, the OSUIT Chief of Police or his/her designee shall report and consult with his/her supervisor, or, in any instance, the President.
- 7.03 In situations where an employee is involved, the Director of Human Resources shall maintain a report of each allegation, together with a summary of the internal evaluation and the findings and sanctions, if any, that are imposed. In situations where a student is involved, the Chief Conduct Officer will maintain these records.
- 7.04 If the alleged abuser is not a member of the OSUIT community, but is present at OSUIT through a third-party vendor or other external entity authorized to be on campus, that external entity will also be notified that the alleged abuser will no longer be permitted on campus/facilities owned by OSUIT.

VIOLATIONS OF THIS POLICY

- 8.01 Any employee who becomes aware of a failure to comply with this policy shall, in addition to any other reports that may be required, report such failure immediately to the Director of Human Resources or through Ethics Point by completing the internet form or by calling the toll-free hotline number at 866-204-8692.

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- 9.01 Notification. Upon notification or award of an anticipated camp or academy, an OSUIT employee should immediately share this knowledge with their respective Vice President and the Director of Human Resources.
- 9.02 Program Director. Any OSUIT-sponsored camp or academy will have a designated employee as Program Director. This should be the OSUIT employee who is responsible for the oversight of the camp or academy.
- 9.03 Program Liaison. An OSUIT-hosted camp or academy must have a designated employee as Program Liaison. This is the OSUIT employee who facilitates a close working relationship between organization administering the camp and OSUIT.
- 9.04 Housing. The Director of Residential Life must provide any Program Director or Program Liaison dates of availability prior to any commitments being made. These dates, as well as the quoted daily or weekly rates, should be in writing with appropriate signatures of camps and/or academies signing agreement.
- 9.05 Meals and/or Meal Plans. The Director of Student Union Services or his/her designee must determine rates and availability of meals for any camps and/or academies prior to any commitments being made. These rates should be in writing with appropriate signatures of camp and/or academy officials signing agreement. Decisions should also be made on specific meal times, means of identification when going through the line, and billing.
- 9.06 Background Check. All personnel associated with all camps must have a background check completed through the Office of Human Resources (or similar designated agency).
- 9.07 Training Video. All OSUIT employees (including those on special contract) who will be involved with camps and/or academies for minors are required to view OSU's training video *Working with Minors* found on the OSU Human Resources Webpage (direct link at <http://minors.okstate.edu>.)
- A. At the conclusion of the video, the employee should print the Certificate of Training, add his/her signature, and submit the Certificate to the appropriate Program Director or Unit Leader to verify training has occurred. (The certificate may also be submitted electronically to the Office of Human Resources.)
 - B. Viewing of the video and submission of signed documentation shall be an annual requirement for those working with minors.
- 9.08 Camp Leadership Structure. Each youth camp shall have at least two-deep leadership, and in the event of both male and female children, three adult supervisors of male/female gender distribution will be the minimum number of adults required.

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- 9.09 Overnight Camps. For overnight camps, it is imperative the supervisors remain awake and vigilant for their entire shift.
- 9.10 Required Forms. In advance of any OSUIT-sponsored activities, residential camps, and/or programs taking place on university property, the following forms must be sent to parents/guardians, completed, and returned to the Program Director:
- A. rules participants and parents need to know, including state and federal notifications required by the campus relating to asbestos, pesticide use, lead and water quality, etc.;
 - B. Media, Photo and Video Release Form (if publications may be used);
 - C. Medical Information and Release Form;
 - D. Parent/Guardian Authorization, Waiver and Consent for Self-Administration of Prescription Medication Form;
 - E. Parent/Guardian Authorization, Waiver and Consent for Over-the-Counter Medication Form; and
 - F. Travel and Transportation Form.
- 9.11 Residential Life Check-In and Check-Out. All plans for the orderly check-in and check-out of campers must be coordinated through the Office of Residential Life.
- A. Keys
 - B. Orientation
 - 1. Curfew
 - 2. Safety
 - a. Fire and tornado drills, including evacuation, must be conducted within the first 48 hours of a residential camp and/or academy.
 - b. The Camp Liaison for the agency must sign receipt of OSUIT's emergency/safety plan.
 - c. All participants must be informed of a designated a place to go if minors on campus get left or lost.
 - d. It is recommended that the Program Director or Program Liaison carry a smartphone on which a Weather Radio app is installed.
 - 3. Code of Conduct
- 9.12 Communication. All essential camp or academy personnel must carry a radio and/or cell phone with them while on duty. A list of phone numbers shall be collected and shared with OSUIT coordinating offices.
- 9.13 Name Badges. All camp and/or academy participants and staff should wear a readily-identifiable name badge at all times while on campus.

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- 9.14 Camp Policies and Procedures. Prior to the start of any camp or academy, the OSUIT Program Director or Program Liaison must ensure that individual camp or academy policies and procedures are sufficient to cover:
- A. visitors and guests;
 - B. cell phones and electronic devices;
 - C. dress code for both employees and minors;
 - D. bookstore/campus purchases;
 - E. alcoholic beverages, drugs, tobacco products, and disruptive behavior;
 - F. fireworks, guns, or weapons of any type;
 - G. steps for disciplinary action; and
 - H. attendance/participation policy.
- 9.15 Removal from Premises. OSUIT reserves the right to send home any minor who is in violation of any of the above requirements.
- 9.16 Confiscated Property. Any alcoholic beverages, drugs, tobacco products, fireworks, guns, and/or weapons of any type that are confiscated will not be returned and will remain the property of OSUIT.
- 9.17 Other Requirements. In addition to the policies and procedures addressed in this policy, individuals who interact with the OSUIT Child Care Center must abide by Oklahoma Department of Human Services requirements and any requirements set forth in the OSUIT Child Care Center Policies and Procedures Letter.

Approved: August 2019