



UCCS CAMPUS POLICY

Policy Title: Protection of Children / Minors on Campus

Policy Number: 100-019

Policy Functional Area: Administration

Effective: February 1, 2018
Approved by: Venkat Reddy, Chancellor
Responsible Vice Chancellor: Vice Chancellor for Student Success (VCSS)
Office of Primary Responsibility: Associate Vice Chancellor for Student Success (AVCSS)
Policy Primary Contact: AVCSS, 719-255-3776
Supersedes: N/A
Last Reviewed/Updated: N/A
Applies to: Administration, Faculty, Staff, Students and Third Parties
Reason for Policy: To clarify expectations and outline campus requirements to provide for the protection of children who are participating in programs for children.

I. INTRODUCTION

The University of Colorado Colorado Springs (“University” or “UCCS”) offers many educational, cultural, service learning, volunteer, athletic and other programs specifically for children. Protection of children is everyone’s responsibility. UCCS wants to ensure that all of its *programs for children* on campus are designed and operated to comply with state and federal law, as well as all policies and procedures.

II. POLICY STATEMENT

- A. General. When operating *programs for children*, the University’s primary responsibility is to protect the health and safety of participating *children*. Any *program for children* is subject to all of the University of Colorado rules, policies and compliance obligations, and to state and federal law.
- B. Designation of Campus Administrator. The University designates the Associate Vice Chancellor for Student Success (AVCSS) as the campus administrator, who is responsible for tracking and reviewing *programs for children* and/or contracts with *unaffiliated program operators*.
- C. Designation of Children on Campus Advisory Committee. The University designates the Children on Campus Advisory Committee (“Committee”) and charges the committee with assisting the AVCSS, and by extension the Chancellor’s Cabinet (formerly Leadership Team), in the review and monitoring of *programs for children*.

1. Membership. In addition to the AVCSS, membership of the Committee shall include representation from the following areas. The director of the unit with approval of the unit's vice chancellor appoints the representative (director's may self-select), unless a specific position is noted.
 - i. University Center and Event Services;
 - ii. Intercollegiate Athletics;
 - iii. Pre-Collegiate Development;
 - iv. Center for STEM Education
 - v. Campus Recreation;
 - vi. Academic dean, appointed by Deans' Council;
 - vii. UCCS based University Risk Manager;
 - viii. UCCS based Legal counsel;
 - ix. UCCS Campus Compliance director.
 2. Function. The AVCSS will convene the committee on a quarterly basis, or as needed to review and monitor *programs for children*.
- D. Protocols. The University designates the University Risk Management's Minor Guidelines, Minor Checklist, Participant Notice of Risk and Waiver, Minor Consent, and Minor in Lab Consent as the written campus protocols and forms. Each *program operator* shall follow these written campus protocols and forms for the protection of *children*. Alternatively, *program operators* may adopt their own such protocols and forms to the extent a campus form does not exist or is not appropriate for the *program for children*, so long as the Committee recommends such protocols and forms.
1. Each *program for children* shall have written procedures outlining who has authority to cancel or delay a *program for children* and under what circumstances that authority may be exercised.
- E. Operation.
1. Information.
 - i. Each *program for children* shall collect and maintain the following information for each *program for children*: 1) the nature of the program, including day or overnight; 2) the program's date and location; 3) the approximate number and age of participating *children*; 4) volunteer plans; 5) transportation plans; 6) a signed media release for each *child*, if applicable; and 7) a signed waiver of liability for every *child*. Each *program operator* shall continually provide this information to the Office of the AVCSS through the following positions or their delegate :
 1. All overnight *programs for children* that are during the summer: Director, University Center and Event Services.
 2. UCCS Intercollegiate Athletics: Associate Athletic Director.
 3. Pre-Collegiate: Pre-Collegiate Development Program Manager.
 4. Center for STEM Education: STEM Program Coordinator
 5. All *programs for children* (except for UCCS Intercollegiate Athletics) in the Gallogly Recreation and Wellness: Director, Campus Recreation.
 6. Academic *programs for children* associated with a college or academic department, including lab work: Dean of appropriate College or School.
 - ii. Each *program operator* shall provide an incident summary report following the conclusion of each *program for children*.

- iii. No less than annually, the AVCSS shall work with the Committee to provide a report to the Vice Chancellor for Student Success for the Chancellor's Cabinet containing the following information: 1) the nature of the program; 2) the program's date and location; and 3) the approximate number and age of participating *children*.
- iv. Outside of an official *program for children*, signed waivers of liability may be required for *children* left in university care without parent or guardian supervision. For examples, see the University of Colorado Risk Management website.
- v. Each *program operator* shall collect and retain all information securely and in accordance with the campus retention of records schedule.
- vi. If a *program for children* collects health information, then the *program operator* is responsible for ensuring that the information is stored securely with limited access and destroyed properly in accordance with the retention of records schedule.
 - 1. *Program operators* may ask for a medical certification only when necessary.
- 2. Payment. Each *program for children* shall accept payment in accordance with the University and UCCS Controller's procedures, including those applicable to cash handling.
- 3. Distribution of Medication. Employees and volunteers are prohibited from providing a *child* with, or assisting with the application of, over-the-counter medication, including sunscreen. Only certified medical providers may administer prescription medication. In the absence of a certified or licensed medical provider, employees and volunteers are prohibited from administering, or assisting with the administration of, prescription medication.
- 4. First Aid. It is highly recommended that each *program for children* has at least one employee who is certified in first aid, including child/adult CPR and AED.
- 5. Program for Children Rules. Each *program operator* shall develop and publish rules addressing, at a minimum: 1) drop-off and pick-up procedures; 2) conduct expectations; 3) consequences for misconduct; and 4) expectations regarding the use of technology and social media.
- 6. Non-Discrimination. The University of Colorado does not discriminate on the basis of race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy in admission and access to, and treatment and employment in, its educational programs and activities.
- F. Background Checks. All employees, and volunteers working with *children*, are subject to background checks, pursuant to UCCS Campus Policy 300-022 Employee Background Checks.
- G. Training. Each *program operator* is responsible for ensuring that each employee and volunteer receives mandatory training, in accordance with Sections IV B-C.
- H. Reporting Obligations.
 - 1. An employee and / or volunteer who suspects that a *child* participating in a *program for children* is being abused, mistreated or neglected shall report such information to law enforcement immediately and shall also notify their supervisor and/or the campus administrator. University employees who are mandatory reporters under Colorado law (see C.R.S. § 19-3-304) shall report pursuant to the provisions in that law.

2. Each *program for children* shall have procedures for the reporting of alleged acts of protected class discrimination or harassment and alleged criminal behavior.
 3. This section is not intended to supersede or supplant other reporting requirements that employees may have under applicable system or campus policies, federal or state law, or any other source of authority.
- I. Insurance. Each *program operator* shall consult with University Risk Management to determine whether additional insurance is necessary.
 - J. Off-Campus Activities. This Policy applies to all *programs for children* even if the *program for children* occurs either in whole or in part at a non-University facility.
 - K. Unaffiliated Program Operators of Programs for Children. All *unaffiliated program operators of programs for children* must work with the University's Department of Conference Services and sign an agreement with the University. At a minimum, *unaffiliated program operators* are required to follow this Policy. If applicable, at a minimum, the *unaffiliated program operator* must agree to: 1) provide insurance and indemnification, as required by APS 7001: Insurance and Indemnification Requirements for Use of Facilities by Non-University Groups; 2) to comply with this policy and APS 7009: Protection of Children Participating in University-Run and University-Contracted Programs for Children; 3) collect and maintain all required information; and 4) to submit to a compliance audit as required by the campus.

III. KEY WORDS

- A. *Abuse and/or Neglect*: *abuse* includes a non-accidental physical, sexual, or emotional injury to a *child* that is caused by the acts or omissions of another person. *Neglect* includes the failure of the *child's* guardian to prevent *abuse* and/or take action to provide adequate food, clothing, shelter, medical care, or supervision. See C.R.S. § 19-1-103.
- B. *Child or Children*: individuals under the age of 18, who are not current students or employees.
- C. *Program for Children*: a University program operated exclusively or primarily for children left in University care without parent or guardian supervision and that requires registration or application. Any child care center operated on campus pursuant to C.R.S. §§ 26-6-101 to -121 complies with state laws and regulations applicable to a child care center and is excluded from this policy. These laws and regulations exceed the standards set forth in this policy.
- D. *Program Operator*: a University unit that operates a *program for children* or that contracts with an unaffiliated program operator to operate a program for children.
- E. *Unaffiliated Program Operator*: a third party who enters into an agreement with the University to operate its own program for children using university facilities.

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies
 1. APS 7001: Insurance and Indemnification Requirements for Use of Facilities by Non-University Groups

2. APS 7009: Protection of Children Participating in University-Run and University-Contracted Programs for Children
3. APS 5050: Background Checks
4. APS 5014: Sexual Misconduct
5. UCCS Campus Policy 300-022 Employee Background Checks

B. Procedures

1. University Risk Management
 - a. [Camp Risk Assessment and Emergency Planning Checklist](#)
 - b. [Minor Checklist](#)

C. Forms

1. University Risk Management
 - a. [Participant Notice of Risk and Waiver](#)
 - b. [Minor Consent](#)
 - c. [Minor in Lab Consent](#)
 - d. [Camp Participant Informed Consent Form and Medical History Form](#)

D. Guidelines

1. University Risk Management
 - a. [Camp Activities Guidelines](#)
 - b. [Minor Guidelines](#)

E. Other Resources (i.e. training, secondary contact information)

F. Frequently Asked Questions (FAQs)

V. HISTORY

Initial Policy approval February 1, 2018