Minors on Campus
SUES “Best Practices” 2/4/2019

- Reservations Online Form
  - Does this event focus on, and is the primary audience composed of youth and/or children under the age of 18?
    ▪ Exceptions: Events open to the public where children may attend does NOT fit this category
    ▪ Exceptions: Preschool to 12th grade school groups visiting UNLV in care and custody of touring or visitation staff
    ▪ Exceptions: UNLV-sponsored recruitment and pre-enrollment activities for prospective students of UNLV who have been admitted to UNLV or will be age-eligible to be admitted within a two-year period
    ▪ Group definition, but SUES can intervene/inquire
  - Best Practices Form – Provide information and expectations to groups
    ▪ Supervision of children expectations/guidelines
  - Departments/RSO’s - Required Paperwork:
    ▪ Department/RSO Acknowledgement of the “UNLV Youth on Campus Essentials” document, “Protecting Children is What We Do” document, “Protection of Minors on Campus Code of Conduct” document, “Title 4 – Codification of Board Policy Statements”. Sent to Student Union & Event Services
    ▪ Mandatory Reporting Acknowledgement Forms. Kept by sponsoring event department/RSO
    ▪ Assumption of Risk/Release form by parents/guardians. Kept by sponsoring event department/RSO
    ▪ Statement of Acknowledgement of UNLV’s Child Protection Policies. Kept by sponsoring event department/RSO
    ▪ Own accountability by department/RSO – background checks and guidelines
      ▪ Hold records for 25 years
      ▪ Repeat every four years
      ▪ Process for doing checks on Essentials document
      ▪ # of chaperones/adults with # of children
  - Co-sponsored or outside event groups (non conf. housing). Both groups should maintain:
    ▪ Organization Acknowledgement of the “UNLV Youth on Campus Essentials” document, “Protecting Children is What We Do” document, “Protection of Minors on Campus Code of Conduct” document, “Title 4 – Codification of Board Policy Statements”. Sent to Student Union & Event Services
    ▪ Mandatory Reporting Acknowledgement Forms. Kept by sponsoring group
    ▪ Assumption of Risk/Release form by parents/guardians. Kept by sponsoring group
    ▪ Statement of Acknowledgement of UNLV’s Child Protection Policies. Kept by sponsoring group
    ▪ Own accountability by department and/or group – background checks and guidelines
      ▪ Hold records for 25 years
      ▪ Repeat every four years
      ▪ Process for doing checks on link/info.
      ▪ # of chaperones/adults with # of children
    ▪ Returned forms by 30 days before event or cancellation
    ▪ Insurance - $1M endorsement on general liability or supplemental policy (same as overnight groups)
- Background Checks of SUES Staff
  - All summer conference housing staff (pre-employment screening)
Interview questions/references
  o All SUES full-time staff including: Facilities, custodial, ECs, Event Ops, Sales/Marketing, Conf. Housing, AD’s, Exec. Director, Rez. Manager
  o Student Staff where they may engage with groups of youth in some context – event operations, facilities, concierge
  o Checks every four years
  o Offender database checks
    ▪ [https://www.nsopw.gov/](https://www.nsopw.gov/)
    ▪ Who does them? Claudia centrally?
  o Checks/Concerns go to Exec. Director for follow-up with HR, Gen. Counsel, Supervisor

- SUES Training – annual
  o [https://www.youtube.com/watch?v=ygVvaCLzYR0](https://www.youtube.com/watch?v=ygVvaCLzYR0)
  o Go through forms and Essentials Information
  o Reporting/Identification
  o Required Annually

- Kx Components – add Internal Note and External Sales Note
- Notification of Campus key departments/RSOs in advance of Priority; Effective Date of Change
- SUES Inventory of Events with minors (combine with conf. housing database)
  o ECs to add to database