

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
 - All SUES full-time staff including: Facilities, custodial, ECs, Event Ops, Sales/Marketing, Conf. Housing, AD's, Exec. Director, Rez. Manager
 - Student Staff where they may engage with groups of youth in some context – event operations, facilities, concierge
 - Checks every four years
 - Offender database checks
 - <https://www.nsopw.gov/>
 - Who does them? Claudia centrally?
 - Checks/Concerns go to Exec. Director for follow-up with HR, Gen. Counsel, Supervisor
- **SUES Training – annual**
 - <https://www.youtube.com/watch?v=ygVvaCLzYR0>
 - Go through forms and Essentials Information
 - Reporting/Identification
 - 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)**
 - **ECs to add to database**