

# UNLV Non-Student Minors on Campus Essentials and Guidelines

*The following are components and pieces which are recommended by UNLV-affiliated student organizations, departments and groups examine and follow for having non-student youth and minors on campus. This is merely a guide and groups are recommended to do their own research and steps to protect youth/minors on campus.*

*NOTE: Co-sponsored events with an outside organization needs to address the information below for all associated groups, in addition to the external insurance requirements. These will be detailed in your event contract.*

## **Definition**

Minor/Youth/Child: A person under 18 years of age

## **Adult/Chaperone to minor ratio**

According to the [American Camp Association](#) standards, the ratio of staff and volunteers to children is as follows for day camps:

- Children aged 4-5 is 6:1
- Children aged 6-8 is 8:1
- Children aged 9-14 is 10:1
- Children aged 15-17 is 12:1

Control starts with adequate staffing. What are their qualifications and experience? What is your hiring and screening process for staffing and/or volunteers? What training are you providing?

## **Topics to Consider**

The following are some of the behaviors and topics that should be considered when bringing youth to campus:

- Prevention and reporting of bullying and/or hazing
- Identification of youth, parents, chaperones, organizers, etc.
- Food allergies
- Genders of participants and access to all-gender restroom facilities (e.g. trans. Identified youth)
- What is the layout of the location and space where the program is being held? Is there anything in those spaces that could pose a danger to a minor?
  - E.g. No windows to offices or area should be covered
- Age-appropriate activities
- What are your written/verbal expectations and conduct for:
  - Youth/participants
  - Parents/Guardians
  - Volunteers/Chaperones
  - Event Organizers
- Who is providing First Aid?
  - What will happen regarding youth medications (emergency, dispensing)? Is there a nurse or medical professional who can safely administer?
- What are your emergency plans for weather, fire, medical, lost participant, etc.?
- Documenting and following up with injuries <https://rms.unlv.edu/insurance-and-claims/>
- Transportation issues – How will minors be dropped off and picked up?
  - What happens if rides/guardians are late or don't show?
  - Will there be a list of people authorized to pick up minors?
  - Will there be a check-in/check-out process?
- How is free time being monitored?
- What are guidelines about bathroom usage; ensuring that no adults will be alone with children?

- Photos of children in a program should only be allowed with parent/guardian approval and photo/video release form: <https://www.unlv.edu/sites/default/files/assets/web/downloads/images-and-photos/photo-release.pdf>
- What positive traits do you wish to promote?
  - Good sportsmanship
  - Positive role modeling
  - Following rules and guidelines
  - Having a safe and healthy experience for all participants
  - Promoting an environment of inclusion for all peoples, regardless of race, gender, sexual orientation, ability or other UNLV-protected characteristic
  - Others?

### **Mandatory Reporting**

All UNLV employees – regardless of status, including student staff, are mandatory reporters of child abuse and neglect. Typically, a report must be made when the reporter, in their official capacity, suspects or has reason to believe that a child has been abused or neglected. This could include, but is not limited to: assault of a child; physical injury to a child caused by other than accidental means; any mental injury to a child caused by cruelty to a child; rape of a child; sexual abuse; sexual exploitation; negligent treatment or maltreatment of a child; threatened harm to a child; buying or selling of a child; allowing a child on the premises where methamphetamine is being manufactured; and unlawful exposure to a controlled substance that subjects a child to risk of harm.

Reporting occurs at all times, not just those situations during working hours or on campus.

### **Staffing and Volunteers**

Authorized staff or volunteers are 18 years of age and older. UNLV strongly recommends that all full-time staff of UNLV, student staff, and volunteers associated with your event go through a criminal background check through UNLV Human Resources. This should be done at least 30 days in advance of your program date. Departments or groups are responsible for the costs associated with these checks.

#### **Background Checking**

It is strongly recommended that all staff and volunteers undergo Criminal background checks (Barbara Henderson at UNLV Human Resources) and Sex Offender Registry screening (<https://www.nsopw.gov/>). Background checks are \$31.00 each as of January 2019.

Each authorized adult should also self-report to the event sponsor if:

Prior to or during the course of the adult/chaperone's service to the event/program, the adult/chaperone has any criminal charge pending, is arrested, criminally charged, or convicted for -- any offense involving child abuse or neglect, sexual offenses, sexual exploitation, domestic violence or other act of violence or has been served with a Restraining Order or Stalking Injunction. The report must be made prior to beginning service in the event/program or within 72 hours of the arrest, charge, notification of pending charge, or service of Restraining Order or Stalking Injunction.

#### **Training**

It is recommended that groups are provided training regarding appropriate and prohibited conduct with minors, child abuse awareness and prevention, sexual violence prevention, and reporting obligations and processes. Training records will be maintained by the sponsoring department and event sponsor. Training video available for reporting: <https://www.youtube.com/watch?v=ygVvaCLzYR0>

### **Code of Conduct**

The following behaviors are items which authorized adults/chaperones/volunteers should not conduct:

1. Engage in abusive conduct of any kind toward, or in the presence of, a minor.

2. Use any form of physical or corporal punishment to discipline a minor. If restraint is necessary to protect a minor from self-harm or protect other minors from harm, all incidents must be documented and disclosed to the event organizer and the minor's parent/guardian.
3. Engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material (or assist in any way to provide access to such material) with minors.
4. Engage in romantic, sexual, or related conversations with minors.
5. Communicate electronically with minors unless there is an educational or programmatic purpose and the content of the communication is consistent with the mission of the event/program and the University. This includes email, text messages, social networking websites, Internet chat rooms, or other forms of social media. If communicating electronically is necessary, another authorized adult/chaperone shall be copied on the communication.
6. Communicate with a minor participant after the event/program has concluded, unless the communication is conducted with the knowledge and permission of the minor's parent/guardian.
7. Physically touch a minor in a manner that is prohibited by law or that a reasonable person would interpret as inappropriate. Touching, when necessary, should be appropriate, public and non-sexual. It should be in response to the minor's needs, for a purpose that is consistent with the event/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 to being touched should be respected unless the touching is necessary to stop immediate harm to the minor or others or to assist in rendering urgent or emergency medical treatment.
8. Be alone with a minor, unless the one-on-one interaction is authorized by the event sponsor. When one-on-one interaction is authorized, whenever possible, the interaction should be in a public space or space that permits observation by other persons. An adult/chaperone should never be in a locked room with a minor unless there is an emergency situation.
9. Meet with a minor outside of established times for event/program activities. Any exceptions require written authorization from the event sponsor and the parent/guardian.
10. Invite a minor to a private location such as the adult/chaperone's home or engage in an overnight visit with the minor. Any exceptions require written authorization from the event sponsor and the parent/guardian of the minor.
11. Use, possess or be under the influence of alcohol, marijuana, or illegal drugs while on duty or when responsible for a minor's welfare.
12. Transport a minor in a vehicle unless more than one adult/chaperone is present in the vehicle or multiple minors are in the vehicle at all times through the transportation, and consistent with the transportation requirements of UNLV Risk Management.
13. Transport a minor in a vehicle for personal reasons not related to the event/program, unless there is written authorization from the event sponsor and the minor's parent/guardian.
14. Accept from or give gifts to a minor without the knowledge of the minor's parent/guardian.
15. Leave a minor or minors under the supervision of a person who is not an authorized adult or chaperone; for example, with a guest presenter, during a field trip, etc.
16. Leave a minor or minors unattended.

### **Avoiding one-on-one time with children**

Best practices do not allow or one-on-one interactions between adult and a minor. Some circumstances may require this, however. Examples could include music lessons, tutoring or private instruction. Each sponsor should have a plan on addressing this concern including: interactions in public places, parents/guardians required to stay during the program, space is viewable/audible to other people. If the interaction is in an enclosed space, someone should check that space randomly and periodically.

### **Mandatory Forms & Recordkeeping**

All groups are required to complete the following paperwork and information. It must be officially maintained for UNLV Record Retention guidelines for 25 years after the event date.

- Department Acknowledgement of this “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**
- Assumption of Risk/Release form by parents/guardians. **Kept by sponsoring event department**
- Statement of Acknowledgement of UNLV’s Child Protection Policies. **Kept by sponsoring event department**

Resources:

- Prevent Child Abuse Nevada: <https://nic.unlv.edu/pcan/educators.html>
- <https://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-5-public-safety/protection-minors>
- <https://regulations.utah.edu/general/1-015.php>

*My signature below acknowledges that I have received, read, and understand the information contained herein. It also acknowledges the recommendation that all adults, chaperones, and volunteers have background checks and have names checked against the Offender database.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name