The Chief Legal Officer, pursuant to the authority of UWG Policy 9.5, establishes the following procedures for protecting minors on campus and at University functions:

A. Definitions
1. **Adult** — Any person 18 years of age or older.
2. **Assigned adult** — For the purposes of this Procedure, an “Assigned adult” refers to an “Adult” who has been designated by the University or the non-University group operating on campus, to supervise the minors while on campus.
3. **Campus authority** — Includes Chief Legal Officer, Risk Manager, Chief Human Resource Officer, Chief Business Officer, or any person in the Program Director’s chain-of-authority.
4. **Child/Children** — see “Minor”
5. **Direct contact** - The care, supervision, guidance or control of children or routine interaction with children.
6. **Mandatory Reporter** — Individuals in certain professions required by Georgia law in O.C.G.A. § 19-7-5 to report child abuse to the Division of Family and Children Services under Georgia’s Department of Human Services, to an appropriate police authority, or district attorney. See, O.C.G.A. § 19-7-5(e).
7. **Minor** — Any person under the age of 18 as further defined by O.C.G.A. § 39-9-1. For the purposes of UWG Policy 9.5 and its Procedures, this excludes UWG students.
8. **One-on-one contact** — Personal, unsupervised interaction between any “Assigned adult” and a participant minor without at least one other “Assigned adult”, parent, or legal guardian being present.
9. **Program** — Activities offered by a University unit, or non-University group operating on campus, that engages “Minors” academically or recreationally. This includes, but is not limited to workshops, sport camps, academic camps, symposiums, conferences, and pre-enrollment visits.
10. **Staff member** — Any university employee, reporting to the Program Director, who is involved in the operations of the Program.
11. **Support personnel** — Any employee, engaged in their normal course of employment, who may have incidental contact with minor program participants, including but not limited to custodial, maintenance, housing, dining, and transportation staff members.
12. **Unit** — Any academic or administrative unit within the organizational structure of the University.
13. **University agent** — Any individual employed by the University or a volunteer enrolled in a structured volunteer program.
14. **University facilities** — Buildings and areas of campus that are owned or controlled by the University.
15. **University housing** — Any building, owned or operated by the University, which includes residential quarters.
16. **Volunteer** — A person who voluntarily offers him/herself for a project or effort without pay, including non-paid interns. See UWG Procedure 6.7.1, Volunteering.
B. Authority to Develop Guidelines

1. The AVP/Auxiliary Services is authorized to:
   a. Develop guidelines related to permitting non-UWG groups with minors to use University facilities.
   b. Develop guidelines related to transporting minors in University vehicles.
   c. Develop guidelines related to feeding minors on campus.
   d. Evaluate adherence to this Procedure by any non-UWG group.

2. The Director of Housing and Residence Life is authorized to develop guidelines related to permitting University and non-University groups to use University housing facilities.

3. The Director of Risk Management is authorized to develop guidelines and standards related to the Program safety and the protection of minors.

4. The University Chief of Police is authorized to develop guidelines and procedures related to investigating reports of misconduct by University agents, program participants, or non-University agents.

5. The Chief Human Resources Officer is authorized to develop guidelines and procedures related to conducting criminal background checks, and investigations of misconduct by University agents.

6. UWG Departments are authorized to develop guidelines and procedures for their programs, provide said guidelines or procedures meet or exceed the criteria communicated in this Procedure.

C. Policy Applicability & Exemptions

1. Applicability
   This procedure applies to all camps, after-school programs, workshops, direct-instruction, conferences and similar periodic activities during which minors will be under the transient charge of University agents, and all on-campus programs and activities conducted by non-University groups in which minors will be participating, except as otherwise set forth below.

2. University Programs and Student Minors
   After the required Board of Regents’ pre-screening and training, this procedure generally does not place additional requirements on the following established University programs, except when minors not participating in the named programs may be involved:
   a. UWG Pre-K.
   b. UWG Comprehensive Community Clinic.
   c. Georgia Youth Science and Technology Center (GYSTC).
   d. Childcare programs.
   e. Events and programs with participants limited to UWG students.
   f. Medical services provided by Health Services.
   g. Job-shadowing or “Bring Your Child to Work” opportunities.
   h. Participation and supervision of off-campus practicums and applied-learning experiences.
   Similarly this does not preclude the establishment of additional requirements as set forth in Section B above.

3. Exemptions for On-Campus Programs Involving Minors
   This procedure does not apply to the following on-campus programs involving minors:
   a. On-campus events and programs that are open to the general public and which minors attend at the discretion of their parents or guardians.
   b. Events and programs during which minors are expected to be under the supervision of their parents or guardians.
c. Other on-campus visits by minors during which the minors are supervised by their parents and guardians.
d. On-campus private events such as weddings, birthday/holiday parties, company picnics, etc.
e. Visits to a campus which are supervised by an outside organization and do not involve overnight lodging.
f. Student-admissions processes such as open houses, admissions visits, and admission tours.

D. Procedures for University of West Georgia Programs

1. Program Requirements
   All Programs Involving Minors:
   a. Shall be approved by the unit’s chain-of-authority;
   b. Shall be assigned a Program Director, responsible for fulfilling the requirements of this Procedure; and
   c. Shall maintain a roster of all program staff and volunteers, which includes the training that they have received.

2. Procedural Requirements
   Program Directors shall ensure that the following requirements are accomplished:
   a. Program Registration: All programs involving minors shall be registered with Risk Management, which shall include, but not be limited to:
      i. The name and purpose of the program.
      ii. The number and ages of the minor participants.
      iii. The identification of all program staff and volunteers.
      iv. Lodging, transportation, and meal accommodations.
      v. Supervision ratios.
      vi. Safety and security for program participants.
      vii. Training and screening for staff and volunteers.
      viii. Response protocols for injuries, illnesses, misconduct, and other incidents.
      ix. All participant forms.
      x. Any other pertinent information regarding the participants’ involvement.
   b. Program Roster: Program Directors shall maintain a roster of all participants.
   c. Codes of Conduct:
      i. All program staff and volunteers shall be required to sign and adhere to the Staff & Volunteer Code of Conduct.
      ii. All program participants shall be required to sign and adhere to the Participant Code of Conduct when required by the Program Director, superior University Unit or division, UWG General Counsel or UWG Risk Management.
   d. Parental Permission & Forms:
      i. A Parental Permission Form and Medical Release Form are mandatory for all programs.
      ii. A Media Release Form, Medications Form, and Self-Travel Authorization Form shall be used when applicable.
   e. Training:
      All program staff, volunteers, and support personnel shall be trained annually on mandatory reporting requirements and relevant institutional policies and procedures. Additionally, all
program staff and volunteers shall be trained annually on safety and security procedures; and the Staff & Volunteer Code of Conduct.

f. Pre-Screening & Background Investigations:
   i. Program Directors shall ensure that all University employees and volunteers associated with the programs, who are reasonably anticipated to have one-on-one contact or with minors, must be appropriately pre-screened and trained. The minimum requirement for screening includes a criminal background check in accordance with the Human Resources Administrative Practice Manual, "Background Investigation."
   ii. Additional screening may be required by the Program Director or other campus authority.
   iii. To the extent these Procedures conflict with Board of Regents Policy 12.9 Programs Serving Minors, the BOR policy shall prevail.

g. Supervision Ratios: Programs shall be staffed by University agents, proportional to the nature of activities and associated risks. The following ratios of agents/minors shall be standard:

<table>
<thead>
<tr>
<th>Camps/conferences/event</th>
<th>Overnight Lodging</th>
<th>Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least 2 staff members at all times</td>
<td>At least 2 staff members at all times</td>
<td>At least 1 staff member at all times</td>
</tr>
<tr>
<td>1 staff member for every 10 participants under the age of 10 years old</td>
<td>1 staff member for every 10 participants under the age of 10 years old</td>
<td>1 staff member for every 30 participants under the age of 18</td>
</tr>
<tr>
<td>1 staff member for every 12 participants ages 11-17</td>
<td>1 staff member for every 15 participants ages 11-17</td>
<td></td>
</tr>
</tbody>
</table>

Deviations from the expressed supervision ratios shall be approved by UWG Risk Management.

3. Other Considerations
   Program Managers shall consider all other activities and elements of the Program, including food and accessibility; protocols for special-use facilities, such as chemical laboratories or recreational facilities; free time; and participant and staff/volunteer visitors and family members.

E. Procedures for On-Campus, non-UWG Programs
   1. Registration
      Non-UWG Programs shall be administered by UWG Auxiliary Services, including responsibility for:
      a. Submitting Program information to Risk Management for review.
      b. Arranging or facilitating all support services to the Program.
      c. Ensuring that a Facility Use Agreement is in place for all on-campus activities and services
   2. Facility Use Agreement
      Non-University Groups with minor participants shall complete a Facility Use Agreement Form. This form shall include:
      b. A list of adopted standards on screening, training, and the supervision of minors, and an agreement that the group will comply with UWG standards.
      c. Language indemnifying the University, the Board of Regents of the University System of Georgia, its members individually and their officers, agents and employees.
      d. State licensing requirements
F. Reporting Abuse or Neglect

1. Reporting Requirement for Assigned Adults or Program Staff
   a. Any Assigned Adult or Program Staff who has reasonable cause to suspect that child abuse has occurred, shall immediately report the suspected abuse to UWG’s Police Department at (678) 839-6000 and the appropriate supervisor or Program administrator.
   b. The appropriate supervisor or Program administrator is authorized to take immediate remedial action to protect minors.
   c. The UWG Police or the Program administrator must ensure that the Division of Family and Children Services is notified of the suspected abuse immediately, but in no case later than 24 hours after the Assigned Adult or Program Staff first had reasonable cause to suspect the abuse.

2. Reporting Requirement for Mandatory Reporters

Mandatory Reporters under Georgia law shall immediately report suspected child abuse to UWG’s Police Department, the Division of Family and Children Services under Georgia’s Department of Human Services, or to the District Attorney for the Coweta Judicial Circuit in accordance with O.C.G.A. § 19-7-5(e).

3. Responsibilities During Investigations
   a. The Program Director shall take prompt action to protect the minor and work with University Police during investigation.
   b. While an investigation is conducted, the person being investigated must not have any direct contact with minors in any UWG or on-campus program.

E. Information Retention & Security

1. All personal information related to minors shall be kept confidential, and distributed on a need-to-know basis only. All relevant laws and policies regarding the security of this information apply.

2. All documents related to the Program and its participants shall be retained in accordance with requirements set forth by the USG Records Retention Schedule, which generally requires retention of child and youth records for three year after the participant reaches the age of 18. Please consult the USG Records Retention Schedule for other record retention requirements.

Issued by the Chief Legal Counsel, the 11th day of January 2019.

Signature, Chief Legal Officer

Reviewed by President:

Previous version dated: March 15, 2017

Resources: USG (Programs Serving Minors)