

ADMINISTRATIVE DIVISION UNIV University Administration		POLICY NUMBER UNIV 4.00
POLICY TITLE Programs Involving Minors		
SCOPE OF POLICY All Campuses		DATE OF REVISION February 3, 2020
RESPONSIBLE OFFICER President		ADMINISTRATIVE OFFICE Office of the President

PURPOSE

This policy has been established to ensure appropriate supervision and protection of minors who participate in University sponsored programs regardless of location.

This policy does not apply to general public and other University sponsored programs where parents/guardians are expected to provide supervision of minors.

DEFINITIONS AND ACRONYMS

Minor(s) are a person(s) under the age of eighteen (18) who is not enrolled or accepted for enrollment at the University.

University Facilities or grounds owned, leased or utilized by the University.

Programs are activities and events offered or sponsored by various academic or administrative units of the University. This includes but is not limited to outreach activities, workshops, sport camps, academic camps and programs, work in laboratories, volunteer opportunities and similar activities.

Sponsoring Unit are the academic or administrative unit of the University which offers or sponsors a program.

Program Staff are individuals paid or unpaid who interact directly or indirectly with, supervise, chaperone, or otherwise oversee minors in programs regardless of time duration. This includes but is not limited to faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies and independent contractors/consultants. The staff roles may include positions as counselors, chaperones, coaches, instructors, etc.

POLICY STATEMENT

The University is committed to protecting the welfare of minors who participate in University sponsored programs. Members of the University community who interact with minors are expected to foster and maintain an appropriate and secure environment for minors. This policy provides general requirements regarding programs involving minors.

A. Any University sponsored program involving minors must:

1. Register the program with the University Office of the General Counsel before the program commences using the [Programs Involving Minors Registration Form](#). In all cases, no Program Staff are permitted to have contact with any minor in connection with a program until the registration form has been approved by the Office of the General Counsel.
2. Exercise due diligence in designing programs in such a way as to reflect safety considerations for all minor participants. Sponsoring units must design safe program activities and identify potential hazards or risk before accidents or injuries occur. Prior to designing program activities, Sponsoring units must review the “Additional Requirements for Designing and Operating Programs Involving Minors” available on the web at https://sc.edu/about/offices_and_divisions/provost/policiesandprocedures/minors.php. Additional assistance can be obtained through Law Enforcement, Risk Management, Office of the General Counsel, Continuing Education and Conferences, Environmental Health & Safety, and Human Resources as necessary.
3. Make all reasonable efforts to ensure the safety of minors participating in programs covered by this policy, including removal of minor participants from dangerous or potentially dangerous situations, irrespective of any other limitation or requirement. If a situation is felt to present imminent danger or potential criminal activity toward a minor, law enforcement must be called immediately.
4. Immediately report any incident, disclosure, or suspected assault or abuse to university law enforcement. The program staff member must also complete the appropriate incident report form and email the form to: minors@mailbox.sc.edu. This email address will automatically forward the incident report to the Office of the General Counsel, Human Resources and Risk Management.
5. Ensure that if an allegation of inappropriate conduct has been made against a program staff member involved in a program, the staff member must discontinue any further participation in programs and activities covered by this policy until such allegation has been satisfactorily resolved.
6. Ensure that any program staff having direct contact with minor participants have a background check no older than 3 years on record with the University at the time of hire and/or before beginning work with minors. The sponsoring unit must follow the background check procedures through the Division of Human Resources as specified in policy HR 1.90 Background and Employment Verification Check. Staff, paid or unpaid, with any history of criminal convictions of violence, sex related offenses, or any offense which would indicate to a reasonable person that it would be inappropriate for the individual to work around minors, must not be allowed to serve in any program capacity.
7. Comply with all applicable laws, regulations, and University policies and procedures regarding the handling and storage of any documents, records, and/or files pertaining to programs involving minors. For records that are subject to statutory privacy rights,

including educational records, medical information, and personnel records, the sponsoring unit must seek assistance from the Office of the General Counsel, Office of Human Resources and/or Risk Management regarding maintaining, storing, and transmitting the records. Records must be maintained for the duration of the program plus seven (7) years.

8. Ensure that program staff training is documented and conducted for all program staff prior to the start of the program, to include at a minimum a review of this policy, UNIV 4.00 Programs Involving Minors, and the “Additional Requirements for Designing and Operating Programs Involving Minors” available on the web at https://sc.edu/about/offices_and_divisions/provost/policiesandprocedures/minors.php.
9. Ensure that adequate supervision of minors is maintained during the program and that one-on-one contact is limited. If applicable, rules and regulations for proper supervision of minor participants in overnight accommodations must be established.
10. Ensure that no minor participant is released to any party other than the individual(s) listed in the written instructions provided by the minor’s parent or guardian on the applicable University form or application.
11. Ensure that access to emergency medical services at all program locations is arranged. Medical care appropriate for the nature of the events, expected attendance and other variables must be determined and implemented prior to the event.
12. Ensure that, regardless of distance, transportation is by a University-obtained vehicle. All drivers must be certified / trained and have proper clearance to operate a state vehicle transporting minor participants. Minor participants under the age of eighteen (18) may not be transported in a fifteen (15) passenger van.
13. Ensure that programs involving minors in University laboratories or research facilities comply with all applicable Environmental Health and Safety rules and guidelines.

PROCEDURES

Associated procedures and forms for this policy can be found at:

https://sc.edu/about/offices_and_divisions/provost/policiesandprocedures/minors.php

https://sc.edu/about/offices_and_divisions/ehs/index.php

https://cm.maxient.com/reportingform.php?UnivofSouthCarolina&layout_id=29

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

[HR 1.90 Job Reference and Background Checks](#)

HISTORY OF REVISIONS

<u>DATE OF REVISION</u>	<u>REASON FOR REVISION</u>
<u>November 22, 2013</u>	<u>New policy approval</u>
<u>February 3,2020</u>	<u>Updates to clarify policy and incorporate mandatory requirements</u>