



KSU Programs Serving Minors New Policy and Procedures Orientation

Presenters and Lead Discussion Participants

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Agenda

- Welcome and Introductions
- KSU's Programs Serving Minors Policy and Website
- Who is Affected (Exempt and Non-Exempt)
- Program Registry Review and Approval Process
- Program Requirements
- Additional Information
- Discussion, Questions and Answers



KSU Programs Serving Minors Policy

- USG BOR Policy 12.9 (Programs Serving Minors) directs all USG schools to develop a Programs Serving Minors policy
- KSU Programs Serving Minors website: protectingminors.kennesaw.edu
- **Beginning 5/1/17**, any Program involving non-enrolled minors must be registered and approved by KSU annually



Who is Affected?

Programs: Activities serving non-enrolled minors operated by KSU or Third Party Organizations in a KSU facility.

Exempt Activities:

- Activities on campus open to the general public where minors attend at discretion of parent/guardian
- Programs designed for enrolled University students
- Non-residential field trips to KSU supervised by a minor's school or organization
- Student recruitment activities that will last no longer than 1 day and do not include an overnight stay
- National tests offered by KSU Testing Center

Non-Exempt Activities:

- Sports camps
- Academic camps
- Workshops
- Mentoring activities
- Specific conferences
- Internships
- Research projects

Reminder: Exempt Activities utilizing KSU facilities must go through standard KSU review/approval procedures by Events, Legal, Procurement, and Risk/Insurance.



Program Registry Review and Approval Process

Before the program activities involving the minors occur, the program must be submitted to the KSU Minors Program registry process for review and approval: <http://protectingminors.kennesaw.edu/registry.php>



Review includes certification that:

- All activities are consistent with KSU's mission
- Appropriate funding is in place
- Requisite Authorized Individual training, licensing requirements, housing and transportation needs, and other logistics will be in place prior to the start of the program

- **Legal:** Licensing, Program Forms, Facilities Use Agreement(s) and other agreements
- **HR:** Background Investigations for Authorized Individuals
- **OERM:** Risk/Insurance Coverage
- **Event Management**
- **Compliance**



NOTE: Approval of a program does not guarantee facility availability or usage

Program Requirements: Legal Review

- Division of Legal Affairs must review all licensing, program forms, facilities use agreement(s) and other agreements before the program activities involving the minors occur.



Program Requirements: Program Forms

Program Sponsors for University Affiliated programs must maintain:

Program Participants Forms:

- Liability Waiver and Release
- Emergency Contact, Medical Information & Authorization for Medical Care
- Participant Conduct Agreement
- KSU Pick-up Authorization

Program Sponsors and Authorized Individuals Forms:

- Program Implementation Checklist
- Staff & Volunteer Code of Conduct
- KSU Volunteer Agreement
- KSU Registered Visitor
(formerly Long Term Visitor)

All KSU forms may be found here: <http://protectingminors.kennesaw.edu/resources.php>



Program Requirements: Document Retention

- Program Sponsors are responsible for keeping Program Participant records for University Affiliated Programs.
- Per the BOR, any participant record must be kept for 3 years after the Participant reaches the age of 18.
- Other program records should be kept in accordance with BOR retention policies:
http://www.usg.edu/records_management/schedules/



Program Requirements: Background Investigations

All **Authorized Individuals** with primary responsibilities involving direct interaction with minors are required to have a current satisfactory background check on record prior to beginning work with minors.

University Affiliated Activities

- HR will conduct background investigations for all Authorized Individuals (including KSU faculty, staff, & volunteers utilizing the *KSU Registered Visitor form (formerly Long Term Visitor form)*).*
- Background investigations must be performed on returning Authorized Individuals every 3 years.
- All Volunteers must also fill out the Volunteer Agreement Form.

*** Fees are the responsibility of the KSU Program/Sponsoring Unit**

Third Party Activities

- Third Party Programs will enter into a Facility Use Agreement or License Agreement. Agreements include satisfactory background. investigation requirements. **
- Reminder: Third Party programs and their employees/contractors should utilize the *KSU Registered Visitor form (formerly Long Term Visitor form)* when appropriate.

**** Fees are the responsibility of the Third Party Program/Organization**



Program Requirements: Risk/Insurance

- Kennesaw State University staff and volunteers are covered by the State for **Liability Insurance** while acting within the scope of their official duties or employment. O.C.G.A. §50-21-20 et seq.
 - This does NOT cover any program participants' accidental injuries occurring during program.
- The Office of Enterprise Risk Management (OERM) will review KSU Affiliated Programs to determine the necessity of procuring Accidental Injury Insurance or other specialty coverages.
- Contact KSU Risk Management with questions:
<http://risk.kennesaw.edu/>



Program Requirements: Procedures

- Required Training
- Reporting Procedures:
 - Mandated Reporting of Child Abuse
 - Incident Reporting
- Codes of Conduct for Staff, Volunteers, and Program Participants
- Safety Planning

Program Sponsors should utilize the Program Checklist Form:
<http://protectingminors.kennesaw.edu/resources.php>



Program Requirements: Procedures Required Training

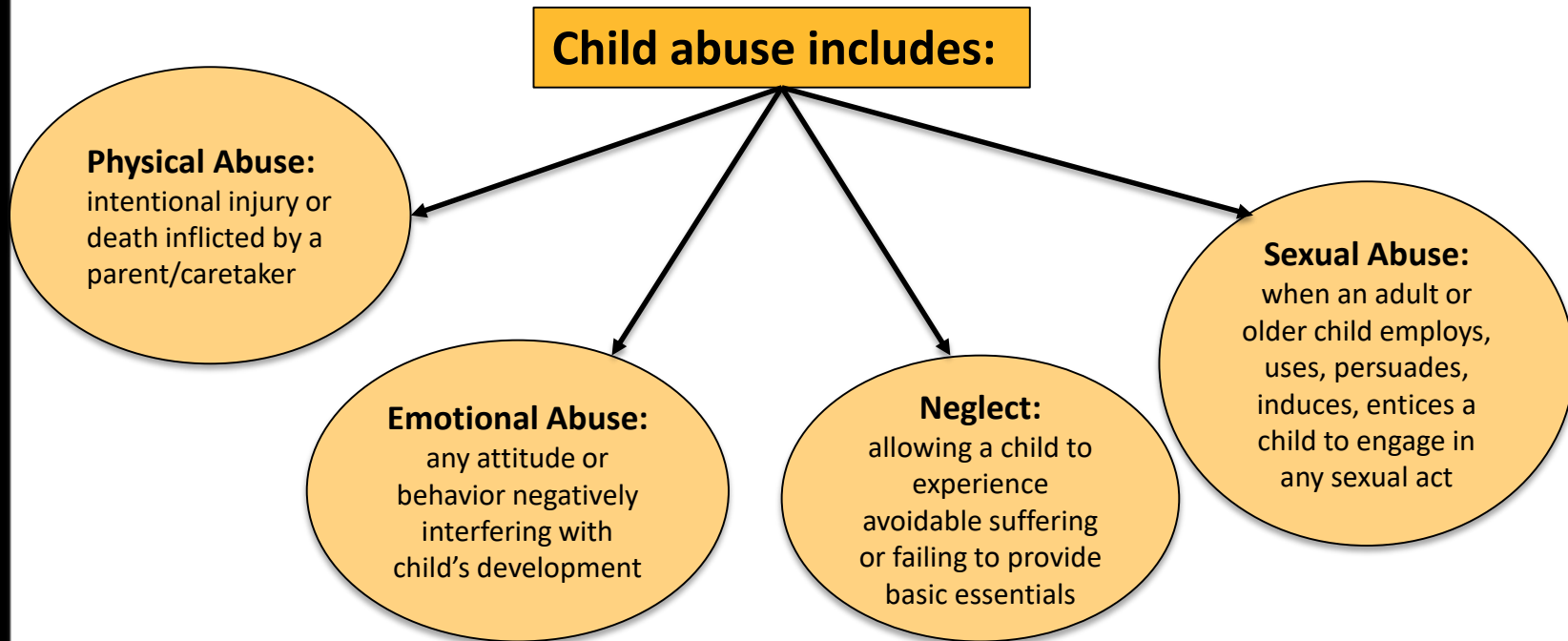
- Effective May 1, 2017, all Authorized Individuals are required to complete annual KSU approved training before they begin working with minors
- Training is available for Authorized Individuals and third parties at our website:
<http://protectingminors.kennesaw.edu/training.php>
- Program Sponsors are responsible for:
 - ensuring all Authorized Individuals complete required training
 - maintaining training certifications for Authorized Individuals

Program Requirements: Procedures Mandated Reporting

- Any **Authorized Individual** who knows, suspects, or receives information indicating that a minor has been abused or neglected **must** report the concern to get help for the minor.
- **Failure to Report**: Anyone “who knowingly and willfully fails to do so shall be guilty of a misdemeanor.” O.C.G.A. § 19-7-5(h)
- It is **NOT** the Authorized Individual’s role to investigate the concern, including any injuries or anything the minor has revealed.

Program Requirements: Procedures

Mandated Reporting



See O.C.G.A. 19-7-5

Program Requirements: Procedures Incident Reporting

- For Medical and/or Life Threatening Emergencies call:
 - **470-578-6666**: KSU Department of Public Safety & Police
 - **911**
- For Non-emergencies call:
 - **470-578-6206**: KSU Department of Public Safety & Police
- Program participants' emergency contact information should be readily available, and immediately utilized in case of emergency.
- Program Sponsors **must** submit an Accident/Incident Report to KSU Environmental Health and Safety Department within 24 hours at:
http://ehs.kennesaw.edu/incident_reporting.php
- For information on reporting additional concerns or issues:
<http://protectingminors.kennesaw.edu/incidentreporting.php>



Program Requirements: Procedures

Codes of Conduct: Staff, Volunteers, and Program Participants

- Codes of Conduct are available at:
<http://protectingminors.kennesaw.edu/resources.php>
- The Codes of Conduct help to ensure:
 - Appropriate interaction between program staff/volunteers & program participants
 - Provides for a safe environment for program participants and program staff/volunteers
- Codes of Conduct **must** be signed by:
 - Authorized Individuals
 - Program Participants

Program Requirements: Procedures

Codes of Conduct for Staff and Volunteers: Highlights

Program Staff or Volunteers may not:

- Engage in private communications with minors (including communications via text messaging, e-mail, phone, Facebook, Instagram, on-line games or other forms of social media).
- Meet with minors outside of established program locations and times.
- Engage in sexual or otherwise inappropriate banter in presence of minors.
- Give gifts to minors without parental/guardian knowledge.
- Use profanity, vulgarity or harassing language in presence of minors.
- Transport minors, unless specifically cleared with Program Sponsor and part of Program.



Program Requirements: Procedures Safety Planning

Program Sponsors must provide safety awareness information to all Authorized Individuals. Information should include:

- KSU Office of Emergency Management information:
<http://oem.kennesaw.edu/>
- A plan for injury, inclement weather, other possibilities.
- First Aid Procedures
- Campus Automated External Defibrillator (AED) locations
- Outdoor activities/shelter in place for inclement weather
- Emergency notification procedures

Additional Information: Relevant KSU Policies

- Compliance with KSU's Non-Discrimination Policy & Federal Civil Rights & Anti-Discrimination Laws
 - Title VII
 - Title IX
 - Americans with Disabilities Act ("ADA")
- Compliance with the Clery Act
- Report concerns regarding violations of these policies at: <http://concern.kennesaw.edu/>
- Other KSU Policies that may be relevant (depending upon the type of event/activity) are at: <https://policy.kennesaw.edu/>



Additional Information: Best Practices

Program Sponsors should ensure **Authorized Individual to Program Participant** ratios are followed:

Day Programs:

Program Participant Age	Ratio of Authorized Individual to Participants
Ages 4-5	1:6
Ages 6-8	1:8
Ages 9-14	1:10
Ages 15-17	1:12

Overnight Programs:

Program Participant Age	Ratio of Authorized Individual to Participants
Ages 4-5	1:5
Ages 6-8	1:6
Ages 9-14	1:8
Ages 15-17	1:10

Additional Resources: KSU Website

The KSU Programs Serving Minors website provides this presentation, **required training**, forms, and other resources for program sponsors to utilize: protectingminors.kennesaw.edu.

Future Support and Compliance

- KSU Venue and Event Management
- Program Coordinator/Manager for all Programs Serving Minors
- Online Registry System Development
- The Office of Financial Management, Compliance Department annual compliance monitoring
- More information to come

Discussion, Questions, and Answers



- Legal, HR, and Risk/Insurance are reaching out to program sponsors separately to be pro-active, however the Program Sponsors are ultimately responsible for meeting program policy and procedures compliance!
- **Important Reminder**: Program Sponsors should reach out to Legal, HR, and Risk/Insurance if they have not already done to ensure your program is in compliance beginning **May 1, 2017**.
- Thank you for attending!