

University of Minnesota Crookston
Safety of Minors
Roles and Responsibilities

1. **Registration** – The event organizer/program lead whose unit is sponsoring an event that includes minors is required to register the event or group of youth program. Register the event at “Youth at the U” website located at <https://youthcentral.umn.edu/umn-program-submission-form> prior to the start of the event. The purpose of registration is to confirm that each program has addressed safety of minors in its planning and complied with the requirements of this policy. Programs that are repeated throughout the summer or year using the same structure, although theme/topic may change, need only register once annually (e.g., Kids U, campus tours, Child Care Centers, 4-H). Different programs with different kinds of activities, even if for the same age group, must register each program. Event registration on the “Youth at the U” website is required when
 - Minors (under age of 18) stay overnight
 - Minors attend a program, but are not accompanied by parent or adult caregiver
 - Minors attend a program as part of a group and are sponsored by teachers/chaperones from the minor’s school or organization
 - University staff deliver a program off campus where minors are supervised by teachers/chaperones from minor’s school or organization

2. **Background Checks** must be completed and approved for all staff, student workers, and volunteers participating in a program involving minors prior to first day of work. *(If a background check for a current employee was completed with satisfactory results within the past thirty-six (36) months, another background check is not required.)* The event organizer/program lead will provide UMN Crookston Human Resources with the names and contact information of staff, student workers, and volunteers with sufficient lead-time to complete background checks. The program will pay the cost of completed background checks. Once all the information has been submitted, results of background checks take an average of 2–6 days, occasionally longer depending on information provided. UMN Crookston Human Resources will process background checks, retain background check documentation, and notify the event organizer/program lead of the results. Employees and volunteers may not start work in a program involving minors until the background check is complete. Background checks are required for
 - Staff, student workers (including work-study), and volunteers who provide program service
 - All staff, student workers (including work-study), and volunteers who stay overnight
 - When minors are not accompanied by parent or adult caregiver

3. **I-9 documentation** must be completed on or prior to the first day of paid work for employees and student workers (including work-study). *(Current employees with no break in UMN Crookston employment, do not need a new I-9.)* The event organizer/program lead will provide UMN Crookston Human Resources with the names and contact information of staff and student workers (including work-study). UMN Crookston Human Resources will verify I-9 documentation, retain records, and notify the event organizer/program lead once completed. Employees and student workers may not start work until the I-9 verification process is complete. If a person reports to work without the required I-9 documentation, the person will be sent home and will not be allowed to begin working until the I-9 process has been completed.

4. **Health Safety Programs** - The event organizer/program lead will establish and communicate expectations for program staff behavior when interacting with, supervising, chaperoning or otherwise overseeing minors in program activities, recreational activities and/or residential facilities. Program staff must receive orientation to the position, including staff/participant interactions, supervision responsibilities, health and safety regulations, and emergency procedures. In addition, it is recommended at least one staff or volunteer at each program site receive basic pediatric and adult first aid, CPR, and AED training. Certification is available at Riverview Health in Crookston. Supervisors are expected to conduct regular observations of program staff to ensure safeguards are being followed. The event organizer/program lead will document and retain records that health safety program training has been provided for each employee, student worker, and volunteer. A detailed explanation of health and safety requirements are available at <https://policy.umn.edu/operations/minorsafety-appa>. At a minimum these standards must include:
 - University employees can take the 15-minute online training module on Safety of Minors by going to the training Hub login page located at <https://training.umn.edu/courses/10648>. The Training Hub is

the University's learning management system for training content. All University employees are automatically enrolled in the Training Hub.

- Program staff must avoid being alone with a minor. When one-on-one consultation is needed for discipline, mentoring or instructional purposes, the conversation should take place within view (not hearing distance) of others and another staff member should be aware that this private conversation is taking place
- Program staff must not use physical punishment or withholding of necessities such as food, water and/or shelter to modify behavior. Physical hazing, and initiation rituals that lead to embarrassment or that require youth to do anything that makes them fearful or uncomfortable, are prohibited
- Program staff must respect the privacy of minors when toilets are used, clothes changed, or showers taken. Program staff and participants are prohibited from the use of photography and recording devices in bathrooms or locker rooms
- Program staff must stay with the participants, except when using bathroom or dressing room facilities.
- Program staff must understand procedures for conducting headcounts, making bathroom visits, and conducting room/bed checks, as applicable
- Program staff must not engage in any behavior that is subject to mandatory reporting. Staff must maintain appropriate physical boundaries and take particular care when necessary to touch minors
- Program staff must report any behavior that is subject to mandatory reporting to the appropriate authorities

5. Education/Training - The event organizer/program lead will establish and provide appropriate training for program staff, student workers, and volunteers. The event organizer/program lead will document and retain records that education/training has been provided for each employee, student worker, and volunteer. Documentation that verifies education/training has been provided for each person must be readily available during a University audit. Programs designed for minors to attend the program without a parent, teacher or other adult caregiver are expected to train program staff on topics of relevance such as:

- Adequate supervision of minors. All daytime programs must have a minimum of two program staff (18 or older and two years older than the oldest participant) on duty (which means in the general vicinity and available in case of emergency). Recommended ratios are:
 - For ages 8 and younger; a minimum of 1:8 program staff to youth ratio.
 - For ages 9 to 14: a minimum of 1:10 program staff to youth ratio.
 - For ages 15 and older: a minimum of 1:12 program staff to youth ratio.
 - Programs which are classroom-based may determine the appropriate ratio for ensuring a quality learning environment (1:20 is recommended).
 - As long as two adult program staff are on duty, the additional staff needed to meet the ratios may be youth camp counselors or teen leaders who are 16 or older and two years older than the oldest participant.
- Programs that involve an overnight stay must have a minimum of two program staff (21 or older) on duty at all times regardless of the number of participants, and maintain the above ratios.
- When University staff deliver a program off campus where minors are supervised by teachers or other adult chaperones, for example at a school or out-of-school program, the non-University program remains responsible for supervision and a teacher/group leader must remain with the minors.
- Programs that lodge people overnight must establish standards to reduce the risk to minors. At minimum these standards include:
 - House males and females separately, unless they are parent/child or siblings in a room with no unrelated minors
 - Provide housing options that accommodate participants' gender identity
 - Adults (program staff and program participants who are 18+) must stay in separate rooms from minors except in settings where minors and adults share a large dormitory space, or if the adult/minor is a parent/child or siblings
 - If participants represent a wide range of ages, participants should be housed with a minor(s) of similar age
 - Adults must never share beds with minors
- Programs should be designed to be inclusive and accessible.
- Program Leaders should consult with campus disability services as needed.

- Program Leaders should consult with GLBTQ (e.g., Gender and Sexuality Center) program offices as needed.
 - Programs must have plans in place for the safe movement of minors. Situations to consider when planning include:
 - Check-in and check-out procedures for safe arrival and departure of minors
 - Practices for safe movement as pedestrians and/or on campus buses, such as using a buddy system, taking head counts before and after, and having adults at the beginning and end to ensure groups stay together while moving
 - Other methods for transporting minors, ensuring University procedures are followed for the selection of vehicles and drivers
 - (For more information and resources, see University safety and security)
 - Programs that are designed for minors to attend the program without a parent, guardian, adult mentor, or other caretaker must collect and have at easy access information on each participant including health histories, current medications, contact information for parents/guardians and alternate emergency contacts. Program staff must know how to access this information for emergencies and non-life-threatening accidents or illnesses.
 - Programs must establish and communicate practices that will prevent accidents and illnesses. At minimum, these practices must address assessable and adequate first aid and proper handling and control of medications. Additional risk prevention practices are outlined throughout this document.
 - Programs must have emergency plans in place for fire, weather (including tornados), toxic gas evacuations, unfamiliar packages, intruders, lost or missing children, and other emergencies. Staff for programs located on a campus are automatically registered for TXT-U. (For further information or assistance, see Department of Emergency Management.)
 - Programs must establish and communicate to program staff appropriate procedures for addressing emergencies and non-life-threatening accidents or illnesses. The procedures must address:
 - Where to take youth in each type of emergency, how to locate emergency route signage, and how to account for everyone by taking a group head count
 - How to ensure adequate supervision of all participants while addressing an individual accident, illness, or emergency
 - Appropriate documentation of the accident, illnesses, or emergency
 - How and what to communicate with emergency personnel, parents/guardians, other program staff and participants, and media
 - When minors attend a program without a parent or other guardian accompanying them, programs must obtain a signed release of liability from all parents/guardians of minors prior to participation. The waiver should describe planned activities. Program leaders must contact the Office of the General Counsel to review any registration, permission, release and liability forms used in the program.
- 6. Non-University Organizations using University Facilities** – The event organizer/program lead facilitating a non-University organization using University facilities will communicate, document compliance, and retain records regarding the following:
- Non- University organizations must provide training, background checks equivalent to U of M requirements
 - People who are not employees of the University can take the course through the Training Hub located at <https://login.umn.edu/idp/profile/SAML2/Redirect/SSO?execution=e4s>, by self-enrolling as a guest.
 - Go to the Training Hub login page and click on "Get an Account" on the right.
 - On the next page, go to the bottom and click the "Guest Account" button.
 - Once you create a guest account, you need to wait one hour before logging into the Training Hub to take your training.
 - Go back to the Training Hub and log in with your account and go to the Course Catalog. Type in "Safety of Minors" and click "Find Course" to locate the training.
 - If you need assistance, you'll find a self-help guide and additional support on the Office of Info

- Non-university schools/groups attending a University program, and adults bringing minors to a University program are responsible for their minors. The University program hosting the group may request a specific ratio to make it easier for University staff to ensure a higher quality learning experience

7. Exemptions

- Guest speakers or guests who provide demonstrations if program staff remain in the room
- Programs and events conducted by either the University or a non-University organization in a University facility that are open to the general public, are not subject to the Safety of Minors policy, even when attended by unaccompanied minors. Typical examples are public lectures, athletic events, concerts, museums, arboretum/nature centers, and theaters
- Research approved by an IRB involving minors (researcher is complying with IRB protections)
- Credit-bearing courses. University faculty and other instructional staff require a background check under Administrative Policy: *Background Checks and Verifications*

- 8. Information/Contact Person** – For more information visit <https://humanresources.umn.edu/working-u/safety-minors>. To answer detailed questions, feel free to contact Julie Sweitzer at sweit001@umn.edu or call 612-625-5324.