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University Policies Regarding Minors on Campus

The State of Higher Education

- Higher education is traditionally regarded as the province of adults.
- But....most institutions of higher education have significant interaction with minors on campus.
- Because of the increased legal, moral, and social duty owed to minors, they pose a particularly sensitive risk management challenge.



Who is a Minor?

- Under Alabama law a minor is “a person under the age of 19 years.”
 - (Code of Ala. §26-1-1).



Do you know?

- What types of activities are taking place on campus that involve minors?



Why Are Minors Here?

- Minors take part in summer camps and other short term programs.
- They come on field trips, to use our library, museums and other facilities.
- They sit in their off-campus classrooms under our student teachers.
- They come to us as sports team recruits, and as candidates for admission, and as siblings of current students.
- They sleep in our residence halls as our guests.
- We invite them to all sorts of functions and events, free and paid.
- They are our future students, our primary customers.



Do you know where the concerns are?

- Unclear “ownership” of events
- Alcohol and controlled substances
- Age of the individual/mixed groups
- No participation release/medical release
- Facilities not designed for minors
- Inadequate supervision
- Unplanned time
- Staff qualifications
- Transportation risks
- Media images
- Internet and media exposure
- Shared space/private space
- Accompanying family/friends: “entourage”
- Emergency response/missing children



Sexual Abuse Risk

- 8.1% or 1.8m American teenagers report being victims of sexual assault
- 1 in 4 girls/1 in 6 boys
- Some estimates: As high as 10% of school children have been abused
- 74% of assaults committed by someone the victim knew well
- More than 80% of abuse never reported to authorities





Why do we need a policy?



- Don't wait for a crisis to arise to develop or test how we will respond.
- You have to have a process.
- Set expectations about what is and is not acceptable.
- Set standards for registration, background checks, reporting of incidents, etc.





MOC Committee

- Committee struck by the Provost April 2012 with goal of submitting a report by October 2012.
- Nearly 30 members from areas of the University with programs with minors.
- Implementation completed and policy effective at start of Fall semester 2013.



Policy Highlights - Jurisdiction

- All programs and activities that involve minors in their activities fall within the scope of the policy including: programs operated by the university or 3rd party entities, programs taking place on campus and programs under the direction and authority of the university at locations off campus.
- Applies to such programs and activities whether they are limited to daily activities or involve the housing of minors in residence halls.



Policy Highlights - Exceptions

- Exceptions to the policy include:
 1. undergraduate and graduate academic programs in which minors are enrolled for academic credit;
 2. events on campus which are open to the general public and which minors attend at the sole discretion of their parents or guardians; and,
 3. campus tours or visits by minors considered to be prospective students; and
 4. other programs as may be designated from time to time by the appropriate university official in advance and in writing as exempted from this policy.



Policy Highlights - Conduct

- Sets standard conduct requirements for employees and volunteers as well as minor participants.
- Requirements for adults focused on contact with minors such as avoiding one-on-one contact, proper behavior, etc.



Policy Highlights - Supervision

- Program staff should make every effort to ensure all activities involving minors are supervised by at least two authorized adults or by parent(s) or legal guardian(s) of the participants.
- It is acceptable for an individual program staff member to provide program services to a group of participants (e.g., classroom instruction or outdoor activities) if the activity is conducted in an open or public area where the group is visible to others outside the group at all times.





Policy Highlights - Supervision

- American Camp Association standards for ratio of program staff to program participants must reflect the gender distribution of the participants, and should, at a minimum, meet the following:
- Standards for resident camps are:
 - One staff member for every five campers ages 4 and 5
 - One staff member for every six campers ages 6 to 8
 - One staff member for every eight campers ages 9 to 14
 - One staff member for every 10 campers ages 15 to 17
- Standards for day camps are:
 - One staff member for every six campers ages 4 and 5
 - One staff member for every eight campers ages 6 to 8
 - One staff member for every ten campers ages 9 to 14
 - One staff member for every twelve campers ages 15 to 17



Policy Highlights – Incident Reporting

- All university personnel and volunteers who have a reasonable cause to suspect that a child is being abused or neglected must immediately make a report.
- Within 24 hours notify your supervisor and to Public Safety.
- Public Safety will coordinate investigation with law enforcement and DHR and will be responsible for notifying upper administration and BoT.



Policy Highlights – 3rd Party Camps

- Camps and activities put on by 3rd parties required to have an AU department sponsor and a contract in place for the event.
- Contract requirements standardized to include meeting AU policy standards for staff to participant ratios, training, background checks, etc.



Policy Highlights – Forms

- The policy also provides standardized forms including:
 - Registration forms
 - Waivers
 - Media release forms
 - Medical information forms
 - Medication forms
 - Disciplinary forms
 - Insurance requirements for third parties





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Training

Policy Highlights – Training

- Each program staff member, who will be participating in a program covered by this policy required to complete training.
- Training covers conduct requirements of the policy, protecting participants from abusive emotional and physical treatment, and on appropriate or required reporting of incidents of improper conduct to the proper authorities including.
- Training is free and takes about 45-60 minutes to complete.



Policy Highlights – Training

- Training is free and takes about 45-60 minutes to complete.
- Offered through United Educators (AU's liability insurance carrier)
- Registration instructions are available at:
<https://cws.auburn.edu/rms/minorsOnCampus.aspx>



Policy Highlights – Training

- RMS maintains a database of who has completed the course.
- Training from other sources is acceptable but must be approved by RMS.





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Registering Events with Minors

www.auburn.edu/aeevent

Policy Highlights - Registration

- Register the program or activity with the university's Event Management Protocol website run by OCM.
- Requires approval form signed by dean/department head.
- Establishes review committee.





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Campus Event Planning System

www.auburn.edu/aeevent

Objectives of a Centralized Website

- Provides advice and guidelines for students, faculty, and staff to put on successful and safe events.
- Works with students, faculty, employees, and guests of the university to plan events on campus.
- Tracks review of campus event requests and provides advice regarding event facilitation in light of university policies as well as city ordinances and/or state statutes.
- Tracks all types of events held on campus property; however, meetings and classes are not included in this process.
- Enforce the Minors on Campus Policy
- This system is NOT a booking agent.



Who approves events?

- Public Safety and Security
- Risk Management and Safety
- Auxiliary Services
- Student Affairs
- Facilities
- Athletics
- Parking Services
- Housing and Residence Life
- Communications and Marketing
- Auburn Police Department
- Auburn Fire Department
- Other entities as they apply



What does the system do?

- Ensures that your organization's planner has fully prepared for your event.
- Allows campus event approvers to give feedback and approvals in one central location – you no longer have to go to many different places to seek approvals



The system does NOT:

- Provides advice and guidelines for students, faculty, and staff to put on successful and safe events.
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Please submit events early.

- Level 2 Events: 50 or fewer participants – 15 days in advance
- Level 3 Events: 150 or fewer participants – 20 days in advance
- Level 4 Events: 150+ participants – 30 days in advance
- For more criteria on levels, please visit www.auburn.edu/aeevent
- Please submit events even earlier than the guidelines. This helps prevent a backlog and allows for quicker approvals.
- Minors on Campus events require more time for approval.

These deadlines are subject to change due to the number of events in the system.



Hiring Security

- During event planning, it might be necessary to hire Auburn Police Officers or additional security.
- The Office of Public Safety and Security may ask for additional security at their discretion.
- Additional Security
 - Auburn Police Department (contact Debbie Sullivan at 334-501-3150 to book officers)
 - Allied Barton – contract for Auburn University's campus
 - Event Organization Group – contract for Auburn Athletics facilities

*Additional security comes with a fee;
prepare for this in your budget.*



Certificates of Insurance

- Certificates of Insurance may be required if your event will include:
 - A live band
 - Large numbers of attendees
 - Additional setup or structures (including inflatable structures)
 - Using a third-party vendor
- Risk Management and Safety will review events and ask for Certificates of Insurance when required
- Certificates of Insurance must be endorsed to name Auburn University, its Board of Trustees, Faculty, Staff, and Agents as Additional Insureds





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Background Checks

Policy Highlights – Background Checks

- It is the responsibility of the person in charge of the program or activity at the university to assure that each program staff member has received clearance to participate.
- HR contracts with Verified Credentials to conduct these searches.
- Information form and a list of all authorized adults involved with the program required to be uploaded to the Event Management Protocol website.



Policy Highlights – Background Checks

- Required for individuals who interact with, supervise, chaperone, or otherwise oversee minors.
- Not required for temporary guest speakers, presenters and other individuals who have no direct contact with program participants other than short term activities supervised by program staff.





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AU PROTECT
Background Check
Portal

AU PROTECT

Welcome
to our online
verification center!

Get Started 



powered by
VERIFIED
CREDENTIALS



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Why a New Process?

- Eliminates paper tracking.
- Protects participants' personal information (SSN/DOB not required on paper documents given to AU staff), allowing participants to enter their information via a thoroughly secured web site.
- Creates a database of backgrounds checked for MOC purposes
- Set costs:
 - \$39/Basic Background
 - \$54/Background Plus Driving Record



Auburn's Message to Participants

Auburn University is committed to ensuring that a safe and supportive environment exists for all staff, students and visitors to the campus. The University strives to conduct its operations and maintain its facilities in a manner consistent with its mission as a land grant institution with a tradition of service and access.

With this understanding, Auburn University recognizes both its institutional and legal obligations to ensure the safety and wellbeing of all individuals - but especially minor children - that utilize university facilities, participate in university-sponsored events, or are involved with university-affiliated individuals.

Therefore, Auburn University has recently passed policies requiring background checks be conducted on all individuals involved in these activities prior to their participation. To achieve this, the University has created a web portal called AU PROTECT. This online process allows you to enter your personal information via an online program rather than having to complete a paper document, providing the highest level of security available to protect your personal information.



Activity Set-Up

AUBURN UNIVERSITY
MINORS ON CAMPUS/VOLUNTEERS
CAMPS & ACTIVITIES

NAME OF CAMP/ACTIVITY: _____

SPONSORING/HOSTING DEPARTMENT: _____

KEY AU ADMINISTRATOR:

Name _____

Phone Number _____

E-Mail _____

PROCESS MONITOR:

Name _____

Phone Number _____

E-Mail _____

BILLING CONTACT:

Name _____

Phone Number _____

E-Mail _____

Is this an AU sponsored program or a third-party program?

DRIVING REQUIRED? Yes ___ No ___



Roles & Responsibilities

Key AU Administrator: This is the AU administrator responsible for overseeing the activity in its entirety. This may be a faculty member, academic programs administrator, event coordinator, etc. who has decision-making authority for all aspects of the program or ensuring that any third-party complies with contract terms.

Process Monitor: This is the AU employee who is provided the names and contact information of all participants on whom background checks are required. They are responsible for sending notifications and instructions regarding the AU Protect system, monitoring the site to determine that the person has complied, and approving the processing of the background checks. This individual will be able to track the process of the checks so that they know when the background checks have cleared and that the participant may come on campus. This may be the key administrator, or it may be someone assigned to this task by the key administrator.

Third-Party Program: This is an activity which is not being conducted by Auburn University and for which Auburn University does not bear any financial responsibilities. An example of this would be a sports camp utilizing University facilities, but conducted under the auspices of an LLC or an external foundation.

Billing Contact: This is the entity financially responsible and to whom the invoice will be sent to pay for the services.



Process Monitors' Responsibilities

- Review the AU PROTECT Monitor Instructions
- Send e-mail notification to all participants.
(Spreadsheet listing all participants will be required to be submitted via the Campus Event Planning System web site.)
- Log onto the Verified Credentials site to approve orders and track progress.



Placing Orders –Awaiting Review

- From the home page, click the ‘**Awaiting Review**’ tab.
- Two statuses:
 - Rapid Order/Information Complete
 - Order/Information Incomplete
- Click ‘**Rapid Order**’ to approve & process order.
- If entry remains at ‘**Order**’ for several days, you may need to follow-up with participant.



Rapid Order Form

- Current oversight by Human Resources/Angela Erlandson.
- Indicate either **‘Background Check’** or **‘Background Check Plus Driving Record’**.
- Click **‘Submit’**. (Do not modify any other fields or settings.)



Removing Participants

- If someone drops off the participant list or an unknown name appears, click the name you need to delete.
- Click the status field to access the drop-down box.
- Select **‘Do Not Process’**



Tracking Statuses of Background Checks

- Click ‘**Custom Reports**’ and then ‘**Auburn University Protect Report Grading**’.
- Select your activity (sublocation) from the drop-down box, and a date range.
- Three statuses:
 - **Approved**/Okay to participate
 - **Pending**/Under review by HR
 - **Not Approved**/Cannot participate



PENDING

- Information has been reported which may be problematic.
- Human Resources will contact the Key Administrator & Risk Management to discuss.
- Fair Credit Reporting Act – Requires notification prior to any adverse action.
- Must allow five working days before making final decision.
- Human Resources will change status to **Not Approved** if issues not resolved.



Keys to Success

- **Must allow sufficient time for background checks to clear before start of activity – minimum 30 days.**
- Participants must be background checked every three years (Departmental tracking/Verified web site).
- Key Administrators/Process Monitors need to understand their roles and monitor the processes closely until all participants are cleared.





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Wrap Up

Minors on Campus Policy

- The full Provost report, all policies, forms, information on training, registration and background checks are available at:

<https://cws.auburn.edu/rms/minorsOnCampus.aspx>



Questions?



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