WORKING WITH MINORS
AGENDA

- Scope
- Who is a minor?
- Appropriate behavior
- Reporting
- Violations of Policy
- Resources
SCOPE

- Regent’s Polices & Procedures Task Force
- Risk mitigation
- Responsibility for protection of minors
WHO IS A MINOR?

- Anyone under the age of 18
- Applies to all units of the College
- On College property
- Under the authority and/or direction of the College
  - Athletic Camps
  - Academic Camps
  - Livestock Camps
  - Science Camps
  - Extension Offices
  - Branch Campuses
  - Housing on campus

Exception: CSC Students who are minors
RECORDKEEPING REQUIREMENTS
RECORDKEEPING

- **Individual participant records**
  - Liability waivers
  - Medical permissions
  - Photo and video waivers
- **Programmatic records**
  - Listing of programs
- **Training records**
  - Documents that prove training occurred
Sponsoring college entity must maintain a current list of programs which involve minors

- Name of program
- Date(s)
- Location
- Number and age of participants
- Emergency contact
  - Should be the name you provide as the conference contact to Residence Life

Form charts were developed to aid you if you need help

Training documentation
Working with third party operators of camps
- Who is a third party operator?

Contracts with residence life

Required content of the contracts
- Insurance
- Indemnity provisions
- Program dates
- Locations
- Program Contact
- Times
- Attendance
APPROPRIATE BEHAVIOR WITH MINORS
Avoid one-on-one contact with Minors
Involve two or more adults
Meet in open, well-illuminated spaces with windows observable by others
Exceptions must be authorized by President or designee, Dean, or Department chairperson
Health care providers are an exception
TRANSPORTING MINORS

- More than one adult in vehicle
- Except: When multiple Minors will be in the vehicle at all times
- Avoid using personal vehicles
ACTIVITIES WITH MINORS

- Do not meet with Minors outside of established times
- Do not invite individual Minors to your home
- Exceptions require written parental authorization and must include more than one adult
 PHYSICAL CONTACT

- Do not touch Minors inappropriately

- Touching should only be in the open and in response to the Minor's needs
  - Consistent with Program mission
  - Educational
  - Developmental
  - Health related (treatment of an injury)

- Any resistance from the Minor should be respected
Do not engage in any abusive conduct of any kind
- Verbal
- Striking
- Hitting
- Punching
- Poking
- Spanking
- Restraining

If restraint is necessary to protect a Minor from harm, incident must be documented and disclosed to Director and the Minor's parent/guardian.

Do not shower, bathe, or undress with or in the presence of Minors

Bad idea to share beds in hotel
SOCIAL MEDIA WITH MINORS

- Consent required to friend minor on Facebook
  - Do not recommend personal Facebook
  - Office Facebook account only
- Consent required to text message minor
SUBSTANCES AROUND MINORS

- Do not use, possess, or be under the influence of alcohol or illegal drugs when responsible for a Minor's welfare.
REPORTING RESPONSIBILITIES

Reporting Child Abuse and Neglect
Under Oklahoma law you are required to report child abused or neglected.

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Emergency</td>
<td>911</td>
</tr>
<tr>
<td>OKDHS</td>
<td>800-522-3511</td>
</tr>
<tr>
<td>Connors Police</td>
<td>918-463-6375</td>
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INVESTIGATION

- **External**
  - DHS

- **Internal**
  - CSC Police Department
  - Office of the Vice President and General Counsel
  - CSC Human Resources (staff)
  - Dean of Students (student)
  - Office of Academic Affairs (faculty)
Failure to report is a misdemeanor

Sanctions, up to and including termination, dismissal or expulsion
- CSC Faculty Handbook
- Campus-based Academic Handbooks
- CSC employee policies and procedures
- Student Code of Conduct

Legal prohibitions regarding physical presence on campus
THANK YOU FOR KEEPING KIDS SAFE!