

# **WORKING WITH MINORS**

**Presented by  
Human  
Resources,  
Student Services  
& Legal Counsel**

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# AGENDA

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



# SCOPE

- Regent's Policies & 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

# PROGRAMMATIC & TRAINING RECORDS

- 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

# THIRD PARTY OPERATORS

- 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**

# ADULT SUPERVISION

- 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

# ABUSIVE CONDUCT & MODESTY

- 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

# REPORTING

**Under Oklahoma law you are required to report child abused or neglected**

|                           |                     |
|---------------------------|---------------------|
|                           |                     |
| <b>Emergency</b>          | <b>911</b>          |
| <b>OKDHS</b>              | <b>800-522-3511</b> |
| <b>Connors<br/>Police</b> | <b>918-463-6375</b> |
|                           |                     |

**No retaliation for reporting**



# 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)



# VIOLATIONS OF POLICY

- 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



# RESOURCES



**THANK YOU FOR KEEPING KIDS SAFE!**

