

OFFICIAL POLICY

Subject/Title: Minors on Campus

Policy Number: FPU-1.0385P

New Policy Revised Technical Revision Only Emergency Policy

Date First Adopted: August 9, 2024

Date Revised:

Responsible Division or Department: Administration and Finance

Initiating Authority: Office of the General Counsel

A. APPLICABILITY and PURPOSE:

This policy applies to all activities and programs on University property or sponsored by the University where minors will be in attendance ("Programs for Minors"). For the purposes of this policy, a minor is any person under the age of 18. This policy does not apply to the following programs:

1. Events open to the public where guardians or chaperones are invited or expected to accompany and supervise minors;
2. Minors who are employed by or volunteering/interning for the university;
3. Field trips or visits supervised by a minor's school or organization; and
4. Activities involving a minor that is enrolled, dually enrolled, or accepted for enrollment at the University.

B. POLICY STATEMENT:

The University is committed to ensuring that minors who participate in University activities and programs do so in a safe and secure environment free from any physical, mental, or sexual abuse, injury, or harm.

C. DEFINITIONS:

1. For purposes of this policy, the terms "abuse", "abandonment", "neglect", and "caregiver" are defined as listed in section 39.01, Florida Statutes.
2. **University Administrator** means the following high-level personnel who have been assigned the responsibilities of University-wide academic or administrative functions: university president, provost, senior/executive vice presidents, vice presidents, associate vice presidents, associate/vice provosts, deans, chief of police, equal opportunity programs director, intercollegiate athletics director, internal audit director, Title IX coordinator and university compliance officer

D. PROCEDURES:

1. **Approval.** All Programs for Minors must receive the proper approvals in EMS prior to the date of the Program. Requests for approval must include the following information:
 - i. Name and contact information for the person/department/organization responsible for the Program for Minors;

- ii. A detailed description of the Program for Minors including dates, times, locations, required transportation, and overnight stays;
 - iii. The anticipated number and ages of participants; and
 - iv. A list of all University employees, students, and volunteers that will be assisting with the Program for Minors and whether or not they have completed required trainings and background checks.
 - v. A Safety Proposal indicating how the program will respond to emergency situations, including but not limited to inclement weather, a missing minor, and illness or injuries.
2. **Required Training.** Any person assisting with a Program for Minors is required to complete minors on campus training prior to assisting with the Program for Minors.
3. **Mandatory Reporting of Child Abuse, Abandonment, and Neglect.**
- i. Section 39.205, Florida Statutes, requires University administrators and the University Police Department to report known or suspected child abuse, abandonment, or neglect committed on University property or during University-sponsored events immediately to the Department of Children and Families ("DCF"). Failing to report or preventing another person from reporting such acts may result in a \$1 million fine against the University.
 - ii. In addition to the above institutional requirements, everyone in the State of Florida has an independent, individual obligation to report any instances of known or suspected child abuse, abandonment, or neglect to DCF whether it occurred on or off campus. Any person who knowingly and willfully fails to do so, or who prevents another person from doing so, can be found guilty of a 3rd degree felony, punishable by up to 5 years imprisonment and a \$5,000.00 fine. All University employees, students, and volunteers who witness or learn of an instance of child abuse, abandonment, or neglect are strongly encouraged to report each instance.
 - iii. Instances of known or suspected child abuse, abandonment, or neglect must be reported to DCF by:
 - 1. Telephone to the Florida Abuse Hotline: 1-800-96-ABUSE (2-2873) (Available 24/7)
 - 2. Web reporting at <http://www.dcf.state.fl.us/abuse/report/>
 - 3. Facsimile: 1-800-914-0004
4. **Background Checks.** Owners, operators, employees, or volunteers of Programs for Minors are required to undergo a Level 2 criminal background check prior to assisting with a Program for Minors.
- i. **University Employees.** Eligibility to work with minors will be determined by DCF. All program sponsors and program staff must successfully pass a level two background screening in accordance with FPU-6.011. Screenings are required to be completed at least once every five years to remain in compliance with Section 39.001, Florida Statutes, and industry standard. If there is a break in service for longer than 90 days, the individual must be screened and cleared again, prior to returning to work with minors. Florida

Poly also reserves the right to conduct screenings at any time after a program has begun.

- ii. **Coaches.** Athletic coaches that work for 20 or more hours within a calendar year, whether for compensation or as a volunteer, who have direct contact with one or more minors, are required to undergo a Level 2 criminal background check.
 - iii. **Volunteers.** Volunteers who assist on an intermittent basis for less than 10 hours per month need not be screened, as long as a person who meets the level two screening requirement is always present and has the volunteer within sight.
5. **Release, Waiver of Liability, and Assumption of Risk.** A release, waiver of liability, and assumption of risk form, as reviewed and approved by the Office of the General Counsel, must be completed by a parent or guardian for every minor prior to the minor participating in a Program for Minors.

POLICY APPROVAL	
Policy No.: _____	
_____	Date _____
Initiating Authority	
_____	Date _____
Policies Committee Chair	
_____	Date _____
President	
FPU-BOT Approval:	
<input type="checkbox"/> Required	_____
<input type="checkbox"/> Not Required	Date Approved (if required)
EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL	