



MEMORANDUM

To: USG Institutional Leads for Programs Serving Non-Student Minors
From: Wesley Horne, AVC Ethics & Compliance *W SH*
Date: January 2, 2024
Re: 2024 Summer Camp Planning and Safety Reminders

Background

USG institutions offer a variety of athletic camps, science camps, clinics, after-school programs, enrichment classes, and activities which bring non-student minors onto campus. These programs and activities are of great educational value and serve to benefit both the institution and the larger community. Since May 1, 2017, each USG institution has in place a policy to help ensure the safety and well-being of non-student minor participants.

Below are some helpful reminders and recommendations as we plan for the upcoming summer camp season. Information regarding the upcoming Programs Serving Minors Workshop is also provided below. We expect the attendance of each institution's primary point of contact for oversight of Programs Serving Non-student Minors.

Authorization for Summer Camps & Other Programs Serving Non-Student Minors

The authorization of summer camps and other programs serving non-student minors at USG institutions continues to be a decision left to the discretion of the institution president or his or her designee. All camps, however, must be operated in a safe manner and consistent with USG policies. There should be a review of each proposed program and a corresponding determination of whether the program is approved. A record should be maintained of this approval.

Screening & Background Checks

All USG institutions must conduct background investigations and appropriate screening of all staff and volunteers working in programs for non-student minors consistent with [USG Background Check Requirements](#). Personnel in charge of screening staff and volunteers should be aware of the inherent limitations of background checks and should seek to utilize other screening methods in addition to background checks, when possible, to include written applications, in-person interviews, and reference checks.

Training

Each institution must maintain a training program for all staff and volunteers working directly with non-student minors that addresses mandatory reporting requirements, responsibilities and expectations, relevant institutional policies, safety and security procedures, and Staff Code of Conduct. It is recommended that each youth program have a pre-camp training session for all staff and volunteers of that individual program which includes relevant topics such as:

- Purpose & mission of the camp
- How to maintain a positive, respectful, and encouraging environment
- The planned schedule of activities
- Assignments and responsibilities of staff

- Preventing bullying, hazing, or sexual harassment
- Staff Code of Conduct
- Cell phone and electronics policy
- Maintaining constant supervision
- Safety and security protocols
- Social Media and privacy rules
- Reporting and responding to incidents of misconduct
- Detecting and reporting suspected abuse
- Resolving conflicts between participants.

Participant Orientation

Each program should provide an orientation session for program participants, as may be appropriate, which may include but is not limited to:

- Program schedule
- Rules and regulations
- Safety plans and procedures
- Expectations as to appropriate conduct
- How to report problems or concerns

Code of Conduct:

All staff and volunteers working in programs serving minors must agree to abide by the institution's Code of Conduct for programs serving non-student minors. Each institution has a Code of Conduct form that has been approved. Each program staff and volunteer must agree to abide by and sign the Code of Conduct. Additionally, training should be provided on the Code of Conduct. It is recommended that each program or camp director review this document during a pre-camp training session with all staff and volunteers of that program. A sample USG Code of Conduct can be accessed from the following link: [Sample USG Staff & Volunteer Code of Conduct](#).

Safety & Security Planning:

Each camp and program should ensure appropriate safety and security planning for youth programming to minimally ensure that:

- Risks associated with specific activities are identified and addressed to include special events, trips, competitions, and water safety
- Safety and security protocols are in place to include a requirement of constant supervision, taking and retaking attendance and maintaining, as needed, an attendance log
- There is a lost child protocol in place
- Appropriate camp-to-counselor ratios are maintained with consideration of age & activity
- Guest visitation rules are in place
- Check-in & check-out procedures in place
- Prescription and other medication procedures in place

Program Registration and Approval

Each institution must maintain a registry of authorized programs. Before a program can be authorized, its program sponsors must have properly considered the following:

- Qualifications of personnel leading and supervising the program
- Screening and background checks of staff and volunteers
- Supervision ratios
- Safety and security planning
- Response protocols for injury, illness, participant misconduct, and staff misconduct
- Transportation needs, if any
- Housing needs, if any
- Participation requirement forms
- Licensing requirements of other government agencies

Recognizing that every program/activity is different, Administrators and Sponsoring Units must evaluate the nature of the program/activity and take appropriate actions to ensure the safety and security of all individuals involved. A sample USG Youth Program Planning Checklist can be accessed from the following link: [Youth Programs Checklist](#).

Third-Party Programming – Facility Use Agreements

Institutions licensing, leasing, or allowing the use of institutional facilities by non-USG entities for programs serving non-student minors must include language in a binding written agreement requiring the non-USG entity to comply with institutional policies on youth safety, background checks, training and minimum insurance requirements. In accordance with [Board of Regents Policy 6.14.2](#), the form used for such agreements must be USG-approved. A pre-approved USG Facility Use Agreement can be accessed from the following link: [Approved USG Facility Use Agreement](#).

Upcoming Programs Serving Minors Workshop

Registration is now open for the upcoming Programs Serving Minors Workshop! Please click on the below link to register:

[2024 Programs Serving Minors Workshop](#)

Please see below for some additional important information:

Who Should Attend:

The target audience for this training are those with direct compliance responsibility for Programs Serving Non-Student Minors at each USG institution. These programs include summer camps, academic camps, athletic camps, music camps, pre-college programming and other programs which involve non-student minors. These programs would also include those who oversee outside parties (3rd parties) that use institutional resources to provide youth programming.

Topic Covered:

Topics covered during this workshop will include camp planning, training, screening, finding, registering and approving programs, policy requirements and best practices to address risks. The workshop will also include information about the system-wide audit completed by the USG Office of Internal Audit Ethics and Compliance and how to incorporate recommendations to make these programs more safe and meaningful.

Format:

In an effort to accommodate employees who are travelling from across the state, the training will be divided into two half-days as follows:

Tuesday,

11 – 12 p.m. Registration Opens (Box Lunches Provided)
12 p.m. Workshop begins
5:00 p.m. Workshop concludes for the day

Wednesday

8 a.m. Workshop resumes (Breakfast provided)
12 p.m. Workshop concludes

Lodging:

We have established a block of rooms for the conference. This will help to keep expenses low. This hotel is walking distance to the Workshop location. Please reserve your room before availability runs out. Please click the following link to reserve your accommodations: [Hampton Inn - Georgia Tech](#)

Helpful Links:

[Board of Regents Policy 6.9 - Programs Serving Minors](#)

[USG Programs Serving Minors Resource Page](#)

[USG Background Check Requirements](#)

[State Licensing Requirements](#)

[National Sex Offender Registry](#)

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