

Minors on Campus Procedures

These Procedures are issued subject to the GSU [Programs Serving Non-Student Minors Policy](#) and the University System of Georgia [Programs Serving Minors Policy](#).

Table of Contents

[Definitions](#)

[GSU Personnel Requirements](#)

[Timelines for Program Submittal](#)

[Enforcement of Procedures](#)

[Sponsored Programs](#)

[Program Director Guidelines & Responsibilities](#)

[Documenting Program Requirements](#)

[Selecting Program Staff](#)

[Background Checks/Screening](#)

[Training of Program Staff](#)

[Code of Conduct](#)

[Reporting Harm](#)

[Forms](#)

[Ratios](#)

[Minors in Labs](#)

[Hosted Programs \(Third Party Programs\)](#)

[Collaborative Programs](#)

[Overnight Programs](#)

[Requesting an Exception](#)

[Video/Film Releases](#)

[Social Media](#)

[Athletics Programs](#)

Definitions

Definitions for the purposes of this Procedure:

Program: A University Sponsored Program or Hosted Program serving non-student Minors

Sponsored Program: a Program, activity, or service operated by University faculty or staff and authorized by the University pursuant to the minors on campus policy

Program Staff: GSU staff, faculty or volunteers who are supervising Minors in a Sponsored Program

Hosted Program: A Program, activity, or service operated by a non-University entity or individual using University facilities and subject to a Facilities Use Agreement or License Agreement pursuant to the minors on campus policy

Minor: a non-GSU student under the age of 18 participating in a Program pursuant to the minors on campus policy

Collaborative Program: a Program in which GSU invites Minors onto campus, usually at no cost, and collaborates with a third-party organization, parents or guardians on planning and/or supervisory duties.

GSU Personnel Requirements for Program Submittal

Georgia State University faculty/staff planning a Program for Minors should review the Policy linked above and these Procedures. Then the individual designated as coordinating the Program (“Program Director”) must access the [Minors on Campus registry website](#) and submit the required information.

- If GSU personnel are supervising Minors, the Program Director should select that option. This is a Sponsored Program under the Policy, and the Program must meet the registration requirements before the Program is authorized.
- If a third party is renting GSU space for a Program for Minors, GSU personnel should select that option and request a Facilities Use Agreement.
- If Minors are invited to campus by GSU personnel but are to be supervised by an outside organization (such as their school personnel or a nonprofit organization), or by their parents or guardians, GSU personnel should select that option on the website and request an Exception under the Policy.
- If GSU personnel are registering for an Athletics Program (e.g., a coach’s camp), the Program Director should select that option and follow the Athletics procedures, contacting the Associate Athletic Director for questions and approval.
- If GSU personnel are planning a Collaborative Program, please contact IRM and Office of Legal Affairs for review and documentation.
- Complete all necessary steps for the designated Program per the details below.

Timelines for Program Submittal

Program Directors must submit Programs for review at least annually, specifically:

- **Ongoing Sponsored Programs** (e.g., year-round on-campus tutoring or enrichment Programs) must submit Program information to the website annually. Additionally, Sponsored Program Directors must add any new Program Staff on an ongoing basis, as background checks must be verified before such individuals may supervise Minors.
- **One-time Sponsored Programs** should be registered as soon as possible, but at a minimum of **30 days** before the planned Program to allow time for background checks, training, and Program review.
- **Minors in Labs Programs:** Sponsored Programs where Minors will be in labs should begin the registration process at least **60 days** before the planned Program, as additional approvals are required before the Program can be registered.
- **Recurring Sponsored Programs** (e.g., a Program that takes place in March of each year) must be registered annually, at least **30 days** before the planned Program to allow time for background checks, training, and Program review.
- **Requests for Exceptions** should be made as soon as possible, but at a minimum of **30 days** before the planned Program to allow time for verification of exception criteria. Recurring or Ongoing Program exception requests must be made at least annually.

Enforcement of these Procedures

If the Program is not authorized the following consequences may occur.

Sanctions for violations of these procedures will depend on the circumstances and the nature of the violation but may include a full range of available University sanctions applicable to the individual including suspension, dismissal, termination, prosecution, and where appropriate exclusion from campus. The University may also take necessary interim actions before determining whether a violation has occurred. The University may terminate relationships or take other appropriate actions against non-University entities that violate GSU policy or Procedures.

Sponsored Programs

GSU Program Directors must adhere to the following guidelines and responsibilities that address the safety of Minors on campus.

Program Director Guidelines & Responsibilities

Documenting Program Requirements

The following important considerations must be addressed by Program Directors prior to approval by Insurance and Risk Management of a Sponsored Program. Sponsored Program Directors must sign and complete the checklist below. Items can be checked off as they are completed (e.g., program staff background checks will be submitted before forms are completed by parents).

1. Program Staff added to the registration.
2. Background checks completed within the past 12 months and meet requirements.
3. Appropriate staffing and supervision ratio
4. Safety and security planning
5. Response protocols for injuries or illnesses.
6. Response protocols for accusations of misconduct by Minors or staff
7. Emergency plan submitted to Insurance and Risk Management.
8. Transportation arrangements/charter bus contracts routed, if applicable
9. Housing requested (for overnight programs)
10. Program Staff Training
 - a. Safety and Security
 - b. Response protocols
 - c. Code of Conduct completed.
 - d. Mandatory Reporter Training completed.
11. Upon request, Program Director submitted copies of completed Code of Conduct and Mandatory Reporter Training certificates to Insurance and Risk Management.
12. Participation requirement forms have been signed by parents/guardians. These include Participation Agreement and Waiver, Medical Information and Release, Media Release (if applicable), Pick-Up Authorization (if applicable)
13. Posting of licensing exemption from GA DECAL
Signed form or other acknowledgement of these procedures.

Selecting Program Staff

Program Directors should carefully select Program Staff, interviewing/screening candidates to help ensure that they are appropriate for the Program. For volunteers (non-GSU personnel), the Program Director must complete the [volunteer request form](#) and notify the candidate that they will also need to undergo a background check.

Background Checks/Screening

Program Directors must submit Program Staff information to request background checks via the Program [registry](#) website. Program Directors should inform Program Staff to expect an email regarding their background checks and to provide the requested information promptly.

Procedures for appropriate background investigations are found in the USG Human Resources Administrative Practice Manual: Background Investigation. **Program Staff without a completed background check are not permitted to participate in the Program.** All Program Staff must undergo a background investigation at least once a year.

Training of Program Staff

All Program Directors must attend training from Insurance and Risk Management at least annually. Program Directors are responsible for training Program Staff for their Program.

Although some training may vary depending on the structure of the Program, certain topics must be included, such as safety protocols, emergency plans (including missing child), code of conduct, and mandatory reporter standards.

Code of Conduct

Program Directors should train Program Staff on a code of conduct that addresses appropriate behavior and prohibited conduct when interacting with Minors. Authorized Adults or Program Staff should be positive role models for Minors and act in a responsible manner that is consistent with the mission of GSU. The [template code of conduct](#) is available from IRM and includes a prohibition against being alone with Minors and restrictions on electronic communication and social media (see [Social Media](#) section below).

Mandatory Reporter Requirements

Under Georgia law, Program Staff are mandatory reporters of harm.

1. Training: Program Staff should be trained on the mandatory reporter requirements. A free online training, [Recognizing and Reporting Suspected Child Abuse](#), is available. Program Staff should be trained to immediately report suspected abuse or neglect to the Program Director.
2. Reporting: Program Directors are required to report child abuse or neglect if they have reasonable cause to believe that a child in their Program has been abused. The law requires a report within 24 hours. Program Directors should call 855-GA-Child (422-2253) to make a report and inform the Office of Insurance and Risk Management. IRM will then contact appropriate GSU officials/departments.

Forms

Program Directors must confirm that participation requirement forms have been completed by parents/guardians. These include the Participation Agreement and Waiver, Medical Information and Release, Media Release (if applicable), Pick-Up Authorization (if applicable). In some instances, a separate Code of Conduct for Minors may also be appropriate. Program Directors should be able to easily access needed information from the forms; forms that are to be stored electronically should be done so in accordance with GSU data security protocols.

Ratios

Program Directors are to consider appropriate staff-to-participant ratios for their Program. The American Camp Association recommends:

- 5 years & younger: 1 staff for every 5 overnight campers and 1 staff for each 6 day campers.
- 6–8 years 1:6 for overnight, and 1:8 for day
- 9–14 years 1:8 for overnight and 1:10 for day
- 15–18 years 1:10 for overnight and 1:12 for day

Minors in Labs

Sponsored Programs that will have Minors in labs must additionally follow the [Minors in Labs Policy](#) and select that option on the registration website.

Hosted Programs (Third Party Programs)

If GSU is not conducting and controlling the event, a Facilities Use Agreement, certificate of insurance, and applicable use fees shall apply. All third-party rentals of University facilities must be approved by the applicable department (where the event will be hosted on campus), the GSU Office of Legal Affairs, and the GSU Office of Insurance and Risk Management.

GSU Personnel facilitating the Hosted Program are responsible for the following:

- Confirm availability of facilities with applicable department(s) (no schedule conflicts or disruption to standard academic activities).
- Complete the Facilities Use Agreement (on the standard GSU template) and route to the Office of Legal Affairs for review/approval along with the external group's certificate of insurance.
- The Facilities Use Agreement should outline the schedule of events, locations, anticipated attendance, support staff (e.g., maintenance, food service, security), and/or any proposed modifications to University facilities.
- Some exceptions to the requirements in the FUA may apply to external events when the events are open to the general public and any Minors in attendance will remain under the custody and care of a parent or legal guardian. These requests will be reviewed and approved by Insurance and Risk Management and the Office of Legal Affairs.
- If minors are to stay in the dorms as part of a third-party program, contact Housing for the contract.
- Note that any third-party advertisements or promotions for such events shall clearly indicate that GSU is not a sponsor (e.g., no use of GSU logos, no identification as a GSU Camp).

Collaborative Programs

In certain instances, GSU may seek to collaborate with a third-party organization in planning and supervising a Program for Minors. These Programs are authorized on a case-by-case basis and may require a Memorandum of Understanding, other needed documentation, and payment of associated use fees.

Overnight Programs

Sponsored, Hosted or Athletics Programs may request a contract with Housing for overnight Programs. All Housing and Minors on Campus safety protocols must be followed for overnight Programs.

Requesting an Exception under the Policy

The minors on campus policy does not apply to all programs where minors are present; some may meet the criteria for an exception. The most common exception requests are when Minors are to be supervised by their parents/guardians or by a third-party organization (“field trip exception”). Other exceptions are listed in the Policy.

If planning an event for Minors where the Minors’ parents/guardians are supervising them, the Program Director should go to the [registry website](#) and select the “parents/guardians” option on the supervision screen. If the Program Director thinks another exception in the Policy may apply, they should select the “Exception” option and fill out that form. Supporting documentation should be submitted to IRM.

Programs requesting an exception may not take place until the request is approved. Following IRM and Legal Affairs review of the Exception Form, IRM will advise the Program Director if the exception is granted or if the Program is subject to the Policy. For ongoing or recurring programs, exceptions must be requested on an annual basis.

Media/Video/Film Releases

If GSU personnel plan to use photos/video of a Program for promotional purposes or on a website (with identifiable images of Minors), then permission forms should be obtained by Minors’ parents. Contact the Office of Legal Affairs for a template release form or more information.

Use of any images of Minors via GSU sites, apps, handles, etc. is subject to both parental consent to such use and approval via GSU Public Relations and Marketing Communications. Program Staff are not allowed to publish, share, post or send photos or videos of Minors except as permitted by these Procedures. Any sharing of photos must be limited to the scope of parental consent.

Social Media

Program Staff are not permitted to friend/follow/interact with students or event participants on social media or communication sites or apps, or have direct private communication (text, direct messages, email, etc.), other than on the official GSU pages and sites. Any necessary electronic communication (such as logistical information about Program locations, start times, etc.) should be facilitated by the Program Director and include the Minors’ parent or guardian.

Program Staff may not use names of students or parents on any personal social media site or app or refer to them in any way that could lead to their identification.

Athletics Programs

GSU Personnel planning an athletics Program (e.g., a coach’s camp) are subject to all general Non-Student Minors on Campus Policy requirements, and questions related to specific Athletics procedures should be directed to the Associate Athletic Director.