

Protection of Minors Policy

Roles & Responsibilities

Program Participant

- Obtains clearances, if necessary, as directed by the program sponsor
- Reads policy and sign acknowledgement form
- Reports any concerns of possible abuse as outlined in the policy
- Conducts one's self in a manner consistent with the policy and is vigilant in the care of minors under his/her watch
- Reports any misdemeanor or felony conviction to supervisor and HR within 72 hours

Program Sponsor

- Submits program registration form and list of participants for programs involving minors
- Notifies all participants if clearances are required
- Ensures that all participants in program have acknowledged policy and obtained clearances, as required
- Verifies that any external 3rd parties requiring clearances have provided necessary documentation to satisfy obligation of Protection of Minors Policy
- Ensures that all program participants conduct themselves in accordance with policy during event; addresses inappropriate behavior and reports incidents as required

Area Representative

- Acts as the “eyes and ears” of the policy in one's respective department
- Answers routine questions on the policy and its application
- Serves as the first point of contact for submission of program registration forms
- Recommends initial determinations on clearance requirements for events in one's area
- Facilitates communication between program sponsor and HR
- Ensures accuracy and completeness of materials submitted for programs

Human Resources

- Processes clearances for employees and volunteers for all University-sponsored programs
- Acts as a central repository for clearances; maintains log of cleared individual
- Makes final determinations on need for clearances for programs
- Maintains a central log of registered programs
- Makes determinations on adverse clearances in consultation with General Counsel and senior management
- Interprets policy and provide guidance on its application
- Keeps policy current and maintains website/materials
- Performs random audits of programs to ensure compliance