



Introduction to Protecting Minors On Campus

- This presentation is a general overview of the potential legal issues and risks involved with hosting minors on FSU's campus. The presentation also describes best practices for protecting minors.
- For more specific details, reach out to the contact person named at the end of the presentation.

A. UNC System Policy

The Policy

- Effective May 22, 2019, activities or programs hosting children under age 18 must comply with UNC System Policy 1300.10 Policy on Protection of Minors on Campus.
- The UNC System policy applies to FSU activities or programs for minors hosted by FSU (on or off-campus) or third-parties (on-campus).
- The UNC System policy establishes requirements for registration and minimum training and background checks of staff, faculty, contractors, and volunteers.

Registration

- The UNC System Policy requires all programs or activities for minors to be registered and approved by FSU.
- Programs or activities hosted by FSU must register prior to 60 calendar days before the start date.
- Third-party programs or activities must register prior to 90 calendar days before the start date.
- To obtain or submit registration forms, contact Dr. Jane Smith at jsmit101@uncfsu.edu. Dr. Smith will review each program request to ensure compliance with UNC System Policy and communicate with the program leader about approval status.
- Third-parties who would like to rent FSU space must complete the FSU contracting process. A contract should be signed by all parties prior to submitting program registration forms to Dr. Smith. Contact your FSU point of contact or the FSU ASTRA Administrator (afairley@uncfsu.edu) to inquire about the FSU rental process.

UNC System Policy (Continued)

Background Checks

- The UNC System Policy requires that all leaders, faculty, staff, contractors, student workers, and volunteers of programs and activities for minors complete mandatory background checks. Background checks will be conducted on all individuals 18 years old or older, who work closely with, supervise, instruct, or otherwise come into direct, non-incident contact with minors. This policy applies to:
 - Program and activity leaders, employees, faculty, volunteers, contractors, and working students of FSU, and
 - owners, leaders, employees, contractors, faculty, and volunteers of third-party entities.
- The FSU Office of Legal Affairs conducts background checks for programs or activities hosted by FSU. Third-party programs or activities may conduct their own background checks if approved by the FSU Office of Legal Affairs.
- The FSU Office of Legal Affairs will review background information and communicate any concerns to the program or activity leaders and the Office for Adult Learners. The minimum background checks will include a review of:
 - Criminal history from every state of residence;
 - Driving records of any person who will transport program or activity participants; and
 - State and federal sex offender registries.
- FSU may prohibit any person with a serious background concern from working with programs or activities for children.

UNC System Policy (Continued)

Training

- The UNC System Policy requires that program and activity staff participate in ***annual*** training on protecting minors. Such training will be provided by the FSU Office for Adult Learners. Staff who must be trained include all individuals who are 18 years old or older and who work closely with, supervise, instruct, or otherwise come into direct, non-incident contact with minors, including:
 - program or activity leaders, faculty, employees, contractors, volunteers, and working students of FSU, and
 - owners, leaders, employees, contractors, faculty, and volunteers of third-party entities.
- Third-party programs may conduct their own training if approved by the FSU Office of Adult Learners. However, such training must, at a minimum, include the same topic areas provided in the training program provided by the FSU Office for Adult Learners.
- The Office for Adult Learners will communicate approvals of training to program or activity leaders.
- Training must be conducted prior to 7 business days before the program start date.

UNC System Policy (Continued)

Exclusions

UNC System Policy 1300.10 Protection of Minors on Campus background checks and training requirements does not apply to:

- early college high schools operating on the campus of FSU;
- externally sponsored field trips or visits that bring minors to FSU property;
- programs, activities or events that are open to the general public, such as concerts or theatrical performances; or
- Programs or activities designed exclusively for students enrolled or matriculated at FSU.

However, FSU requires all programs or activities for minors to register with the FSU Office for Adult Learners.

B. You have a Legal Responsibility to Do What is Reasonable to Protect Minors From Harm

You are obligated to Prevent Harm and Injuries.

- Later in this training, you will learn minimum standards for preventing harm to minors who access FSU programs. FSU expects program leaders to develop and enforce minimum standards for preventing harm to minors. FSU also expects you to adhere to such standards (Assessing Risk and Best Practices for Programs Involving Minors on Campus, National Association of University Attorneys (2010)).

You are obligated to Report Child Abuse, Violence, or Neglect.

- You must report child abuse, violence, or neglect to law enforcement and the Cumberland County Department of Social Services. You must also report such crimes to your supervisor. You must report any child abuse, violence, or neglect that you know about, that you **suspect**, or that you should **reasonably** know about (NCGS 7B-301 and Session Law 2019-245 (NCGS14-318.6)).

You are obligated to Prevent Sexual Discrimination, Gender Inequity, Sexual Harassment, Stalking, Dating Violence, or Sexual Abuse or Misconduct by Reporting Incidents to the Title IX Coordinator.

- You must report sexual discrimination, gender inequity, sexual harassment, sexual violence, stalking, dating violence, or sexual abuse/misconduct to the Title IX Coordinator if the incident occurred on-campus. You must also report any incidents occurring off-campus if:
 - The incident is between program or activity participants, or
 - The incident is between a program or activity participant and a faculty, staff, contractor, student worker, or volunteer.
- To report incidents to the Title IX Coordinator, call 672-2325. Your reporting responsibilities will be described in more detail later **in this training** (Title IX 20 U.S.C. Sections 1681-1688)).

You have a Legal Responsibility to Do What is Reasonable to Protect Minors From Harm.

You are obligated to Provide Disability Accommodations.

- FSU must provide reasonable accommodations to assist people with disabilities in accessing FSU programs. Some minimum requirements for accommodating participants are described later **in the training on managing medical risks of children** (ADA 42 USC § 12182).

Reporting Crime and Safety Concerns.

- Many program leaders, faculty, staff, contractors, student workers, and volunteers are responsible for supervising the safety and security of the children in FSU programs. These individuals are called “campus security authorities.” Campus security authorities are required to notify law enforcement of certain crimes reported to them.
- Remember, you must report child abuse, violence, or neglect to police and the Cumberland County Department of Social Services . However, you may have additional reporting responsibilities if you are classified as a campus security authority.
- **Later in this training**, we will describe who is considered to be a campus security authority and exactly which crimes must be reported (20 U.S.C. § 1092 (f)(1)(F), (f)(7), (i), and (j)).



C. Minimum Requirements for Compliance

- Report any crimes to your supervisor and the FSU Police (672-1911) or on the LiveSafe App.
- Call 672-1911 to report any health or safety emergencies.
- Report child abuse, violence, or neglect of any kind to your supervisor, to the Cumberland County Department of Social Services by calling at (910) 677-2450, and to the University Police by calling 672-1911.
- Report to your supervisor and the Title IX Coordinator (672-2325) sexual discrimination, inequity, harassment, assault, stalking, violence or dating violence.
- Ensure that someone on your staff is immediately available and trained in medication administration, CPR, First Aid, and Emergency Management.
- Have parents complete liability release forms. FSU employees may contact Legal Affairs or the Office for Adult Learners to obtain forms.

C. Minimum Requirements for Compliance (Continued)

- Complete background checks on ALL paid and unpaid staff, faculty, contractors, parent volunteers, student volunteers, and administrators. Contact Terrance Robinson in the Office of Legal Affairs (672-1145).
- Check sex offender registries.
 1. State: <http://sexoffender.ncsbi.gov/>
 2. Federal: <https://www.nsopw.gov/>
- Ensure adequate supervision of ALL minors under age 16 at ALL times. (In the lab, under age 18).
- Put in place a medication administration policy and emergency preparedness plan.
- Have health forms for voluntary disclosure of needs' assistance.

FSU Contacts (this list is posted on the webpage under Resources)

Emergency Services and Reporting Clergy Crimes, Child Abuse, Violence, or Neglect: 910-672-1911 (on campus) or 911 (off campus)

Report Child Abuse or Neglect: Cumberland County Department of Social Services 910-677-2450

Program Registration, Training, and Staff/Volunteer Background Checks: 910-672-2262

Report Title IX Questions/Complaints re sexual harassment, misconduct, stalking, dating violence, sexual inequity, sex discrimination: Title IX Coordinator, Jessica Stevens-Tuttle 910-672-2325

Liability, Abuse & Neglect, and Other Legal Questions: Benita (Angel) Powell, Assistant General Counsel 910-672-1145

Bullying Concerns: Robin Williams, Police Officer 910-672-2656

Residence Life Issues: Adrina Russell, Director 910-672-2116 or Greg Moyd, AVC for Student Affairs 910-672-1162

Emergency Preparedness Plan Assistance: Melvin Lewis, Director of Emergency Management 910-672-1456

Clergy Act and Campus Security Authority Crime Reporting Compliance Concerns: Erica Cooper, Clergy Compliance Director 910-672-2462

Safety Preparedness and Fire/Disaster Drills : Cindia Wetherwax, Safety Professional 910-672-1827

Sanitation Concerns: Tai Davis, Facilities Services 910-672-1979

Medical, Health, and Medication Questions:

- Vinette Gordon, Acute Care Nurse Practitioner and Becky Hermann, Physician Assistant, FSU Student Health Services will answer questions and connect you with local resources, 910-672-2602, **but you should contact 1911 for emergencies**

Behavioral Health: Dionne Hall, Licensed Professional Counselor, FSU Center for Personal Development will answer questions and connect you with local resources 910-672-2167, **but you should contact 1911 for emergencies**

CPR & First Aid Certification Training: George Earl Johnson, Police and Public Safety 910-672-1559 or Cindia Wetherwax, Safety Professional 910-672-1827

Background Checks: Terrance Robinson, Paralegal 910-672-1145

Pool Questions: Terrance Robinson, Paralegal 910-672-1145

Liability Form or Travel Questions: Terrance Robinson, Paralegal 910-672-1145

Director of Business Auxiliary Services: Donald Pearsall 910-672-1053

Bronco Card Office: Anthony Watson, Director 910-672-1735

Food Services: Joeroyal Evans 910-672-1816 (Evans-Joeroyal@aramark.com)

FSU Guidelines for Protecting Minors

<https://www.uncfsu.edu/faculty-and-staff/departments-and-offices/office-of-legal-affairs>

<http://www.uncfsu.edu/PMOC>