



Protection of Minors on Campus Program Overview

The Office of Risk and Compliance

Introduction

- This presentation is a general overview of the potential compliance or legal issues and risks involved with hosting minors on FSU's campus. The presentation also describes best practices for protecting minors.
- All persons must make all reasonable efforts to remove minors from dangerous or potentially dangerous situations, irrespective of any other limitation or requirement.
- All incidents involving a minor on campus must be reported to the PMOC Office within 24 hours.

Definitions

- **Authorized Adult:** An individual age eighteen (18) and older, paid or unpaid, who works with, supervises, chaperones, or otherwise interacts in Fayetteville State University programs or activities and who has complied with all registration, background check and training requirements pursuant to the PMOC Policy and these procedures.
- **Covered Individuals:** All individuals age eighteen (18) and older, including employees, volunteers, and students of the University and owners, employees, and volunteers of third party entities operating a Covered Program who work closely with, supervise, instruct, or otherwise come into direct, non-incidental contact with minors in a Covered Program. Invited guest speakers, guest lecturers, or guest instructors whose interaction with minors is limited and only in the presence of a Covered Individual, are not required to be considered Covered Individuals.
- **Covered Programs:** Activities, programs, or events primarily serving or including minors and which include either of the following:
 - I. Is conducted by the University (or a department, organization, or other entity thereof), whether located on university property or elsewhere; or
 - II. Is conducted by a third-party individual or organization on university property.
- **Minor:** A person under the age of eighteen (18) who is not enrolled or being considered for enrollment at the University.
- **One-On-One Contact:** Personal, unsupervised interaction between an Authorized Adult and a minor without at least one (1) other Authorized Adult, parent, or legal guardian being present.
- **Program Applicant:** An individual age eighteen (18) and older who has applied to interact with, supervise, chaperone, or otherwise oversee minors in a Covered program.
- **Program Manager:** The person in charge of the program for the External Organization, recognized student organization, or University department, unit, or employee that organizes or is responsible for the overall administration of a Program.
- **Program Participant:** A minor person under the age of eighteen (18) who is not enrolled in an undergraduate/graduate program of study at or employed by the University and who participates in a Program serving minors.
- **Program Personnel:** An Authorized Adult involved with a Covered Program.
- **Third Party:** An organization or individual not affiliated with the university that uses University Facilities to conduct a Program pursuant to an approved contract or other use agreement with the University.
- **University Facilities:** Facilities owned by or under the control of Fayetteville State University

UNC System 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.

Exclusions

- UNC System Policy 1300.10 Protection of Minors on Campus background checks and training requirements do 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.

Note: exemption from registration as a Covered Program does not imply that your program staff is exempt from reporting requirements and university training.

Registration Process

[Registration Form](#)

- 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.
- 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.

Background Checks

- Background checks must 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.
- The FSU Compliance and Enterprise Risk Management Office 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 PMOC Office will communicate any concerns to the program manager.
- 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.
- The PMOC Office may prohibit any person with a criminal background concern from working with programs or activities for children.

Mandatory Training

- Program and activity staff must complete ***annual*** training on protecting minors.
- Third-party programs must complete the same mandatory training program.
- Training must be completed at least 7 business days before the program start date.

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

You are Obligated to Prevent Harm and Injuries.

- FSU expects program leaders to develop and enforce minimum standards for preventing harm to minors. FSU also expects you to adhere to such standards.

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 the Title IX training.

You are Obligated to Report Crime and Safety Concerns.

- 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.
- You may have additional reporting responsibilities if you are classified as a **campus security authority.**

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).

Compliance Reporting Requirements

- Report any crimes to your supervisor and the FSU Police (672-1911).
- Call (910) 672-1911 to report any health or safety emergencies.
- Report child abuse, violence, or neglect of any kind to your supervisor and to the PMOC Office who will forward the report to the Cumberland County Department of Social Services.
- Report to the Title IX Coordinator (910) 672-2325 sex or gender-based discrimination or harassment.

Important Contact Information

The following departments and staff are available to assist with questions regarding your participation in a Minors on Campus program. You should always call 911 in the case of an emergency or immediate threat of harm.

Fayetteville State University Contacts

Department	Contact	Department	Contact
Aquatics Center	fsuaquatics@uncfsu.edu	Parking Permits	910.672.1812
Bronco Card Office	910.672.2310	Police and Public Safety*	910.672.1775
Business Auxiliary Services	910.672.1053	Protection of Minors on Campus	910.672.1043
Cape Fear Valley Medical Center	910.615.4000	Residence Life	910.672.2116
Clery*	910.672.2462	Risk and Compliance	910.672.1041
Counseling & Personal Development Center	910.672.1222	Student Conduct*	910.672.1788
Athletics*	910.672.1314	Student Affairs*	910-672-1201
Emergency Services and Reporting Crime	1911 or 911 off campus	Student Health Services	910.672.1259
Food Services (Aramark)	910.672.1816	Title IX*	910.672.2325
Housing & Residence*	910.672.1884	University Ombuds	910.672.1474
Legal*	910.672.1145	Victim Assistance Program*	910.672.2486

(*) These offices are designated as places where FSU Community members may report crimes.



FSU Guidelines for Protecting Minors

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

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

Auxiliary Services

Please contact the Office of Business and Finance for information about the following services.

Card and Key Access

- Card access is specific to campus locations, e.g. residence halls and classroom buildings.
- Campus representatives interfacing with programing coordinators must request building and classroom access on or before contract signing.
- Requests for hard keys is contractual and must be submitted on before contract signing.

Food Services

Programs must contract with FSU for food service options.

The following information is required on or before contract signing:

- Notification of food allergies.
- Confirmed number of program participants, number of feeding days and food service options.
- Total program days.
- Total number of ID cards.



Residence Life

Protection of Minors on Campus



Residence Hall Policies

- Participants are expected to follow FSU policies, rules and guidelines. The FSU Guide to Residential Living will be provided to the program manager.
- Possession of firearms or weapons of any kind, ammunition, fireworks, explosives, or highly flammable materials in the residence halls are prohibited.
- Possession of alcohol or drugs (without prescription and consent from parent) on state property is strictly prohibited.
- Smoking is strictly prohibited in the residence halls.
- Participants may not occupy windowsills, roofs, or any other external appendage of FSU facilities.
- Tampering with or removal of windows, window screens, fire systems, fire-fighting equipment, or emergency call systems is not tolerated. Please do not hang any items on the sprinkler heads found in the residence hall rooms.

Guidelines

- All program participants are expected to respond and evacuate the building in the event of a fire drill or fire emergency.
- Behavior dangerous to persons or property including fighting or threatening another person is not allowed.
- Report all lost or damaged keys/cards to the Department of Housing and Residence Life, the Residence Hall Staff, Camp Coordinator or Residence Life Administrator (RLA) **immediately** to receive a replacement key or key card.
- Lost keys charge: Main Campus Buildings with a physical key will cost \$65 for a replacement key; buildings with Key Card Access are \$30 per replacement card. Lost key charges are added to final invoice.

Guidelines

- All program participants must sign an FSU Release and Waiver of Liability Form prior to moving into the buildings.
- Notify the Department of Housing & Residence Life immediately when any incidents occur (policy violations, injured camp participants, etc.) In case of an emergency please contact Campus Police at 910-672-1911.
- Groups should always remain together. Programs must check on participants frequently, especially at night.
- Do not allow any minor to be unescorted/unattended while in the halls and/or on campus.
- If your group has male/female participants, the camp must provide both genders as chaperones.
- All meals must be coordinated through the Bronco Card Office and are invoiced separately from the housing charges.

Guidelines

- Please be considerate of other groups. The residence halls are limited to program participants only. However, programs may have to share the building with other groups. It will be the responsibility of the Program Manager and staff to set and enforce the rules for program schedules and curfews.
- If parents need to contact a student for emergency purposes, depending on your group you may have a direct contact number you share with parents. Residence life will occasionally staff the front desk in the residence halls, and they'll be signage posted with the building cell phone number for our staff to assist them.
- All staff and participants are invoiced for their stay in any residential facility.
- All parking needs must be facilitated through FSU Police Department.

Staffing

Program Managers are responsible for providing staff to meet the needs of their program's participants.

The Department of Housing & Residence Life will staff the front desk area occasionally, conduct periodic rounds of the building, and address maintenance concerns. If someone is not on duty, there will be live-in staff with a building specific cell to assist with questions and immediate on-site assistance with lock outs and emergencies.

A Residence Life Administrator (RLA) will be on call weekly to answer any questions and respond to any issues and/or emergencies. You will be given direct contact with FSU camp and conference coordinator.

Property Security Officers will be present at each residence hall from 10pm –6am daily.

Title IX Reporting

Protection of Minors on Campus
Authorized Adults Training



University Expectations

You are encouraged to report all incidents or concerns related to any suspected acts of the following to the Title IX office:

- Prohibited Sexual Conduct
 - Sexual Harassment
 - Sexual Misconduct - fondling, incest, rape, statutory rape
 - Relationship Misconduct
 - Dating Violence and Domestic violence
 - Stalking
 - Retaliation
- Sexual/Gender-based Discrimination
 - Sexual Orientation
 - Gender Identity
- Gender Equity

FAYETTEVILLE STATE UNIVERSITY

Title IX Office

Key Resources

Sexual Harassment & Misconduct

WHOM TO CONTACT WHEN I WANT TO...

HAVE YOU EXPERIENCED SEX/GENDER-BASED DISCRIMINATION, HARASSMENT, AND/OR VIOLENCE?

TALK TO SOMEONE IN CONFIDENCE

Student Health Services (Medical Assistance)
(910) 672-1259
healthservices2@uncfsu.edu

Counseling & Personal Development Center
(910) 672-1222
counselingservice@uncfsu.edu

Employee Assistance Program
(866) 465-8933

Cape Fear Valley Medical Center
(910) 615-4000

University Ombuds
(910) 672-1474
ombuds@uncfsu.edu

DISCUSS OPTIONS/MAKE A REPORT

Contact Title IX
Shaquanna Adams

Collins Building, Upper Level, Office 203
<https://fsularc.highq.com/fsularc/renderSmartForm.action?formId=daa6c41c-cdf2-498a-b64d-3c5ff1f940de> (online reporting form)
TitleIX@uncfsu.edu (email)
(910)672-2325

Contact the Police
FSU Police & Public Safety
(910) 672-1911

THE TITLE IX OFFICE IS HERE FOR YOU!

The Title IX Office is responsible for supporting all members of the FSU community and can provide support and resources **even if you do not want to file a complaint. We can help with:**

- ✓ Obtaining supportive measures such as academic assistance, housing adjustments, and No Contact Orders.
- ✓ Facilitate informal resolutions, as appropriate.
- ✓ File a police report or a Formal Complaint with the University.
- ✓ Connect with on and off campus resources.

WHAT IS TITLE IX

Title IX is a federal law that protects people from discrimination based on sex in education programs or activities that receive federal funding. Discrimination under Title IX includes sexual harassment and gender-based harassment.

Are You a Mandatory Reporter?

While we encourage everyone to report Title IX incidents, **University administrators at the level of director/department chair or above with knowledge of Prohibited Sexual Conduct MUST report such incidents to the University Police (if a crime is involved) and the Title IX Coordinator.** Other employees should also report their knowledge of such incidents to the Title IX Coordinator or University Police. No employee is authorized to investigate or attempt to resolve an incident. Additional information about FSU Mandatory Reporters can be found in the University's Policy on Prohibited Sexual Conduct.



FSU CAMPUS SAFETY RESOURCES

Police & Public Safety
(910) 672-1775

Clery Office
(910) 672-2462

Title IX Office
(910) 672-2325

Victim Assistance Program
(910) 672-2486

Student Conduct Office
(910) 672-1788

Student Affairs
(910) 672-1201

Housing & Residence
(910) 672-1884

Human Resources
(910) 672-1146

CONFIDENTIAL RESOURCES

Student Health Services
(910) 672-1259

Counseling & Personal Development Center
(910) 672-1222

Employees should contact HR's EAP program for similar resources
(866) 465-8933

University Ombuds
ombuds@uncfsu.edu
(910) 672-1474

**** Confidential Resources provide a free, confidential place for students to seek support, information, assistance, and resources.**



Fayetteville State University is committed to providing a safe, inclusive, and welcoming environment for all students, employees, applicants, and visitors.

UNCFSU.EDU

Reporting Responsibilities

- ***Prohibited Sexual Conduct*** is defined as Relationship Misconduct, Retaliation, Sexual Harassment, and/or Sexual Misconduct.
- University Administrators at the level of Director/Department Chair and above with knowledge of Prohibited Sexual Conduct* in any covered youth program are required to report such incidents to the University Police (if a crime is involved) and the Title IX Office. All other University Employees should also report their knowledge of such incidents.

University Police

- 910-672-1911 (emergency) 910-672-1775 (non-emergency)
- Mitchell Building

Title IX Office

- TitleIX@uncfsu.edu 910-672-2325
- www.uncfsu.edu/title-ix (Online Reporting Form)
- Collins Building, Upper Level, Office 203



Policies and Procedures

Please visit the website below to review the following policies and procedures:

- Non-Discrimination
- Prohibited Sexual Conduct
- Sexual Harassment
- Title IX

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

Additional Guidance

- Do not engage in any sexual activity with minors.
- Do not make sexual comments to minors in a covered program.
- Do not tell sexual jokes to minors in a covered program.
- Do not share or provide sexually explicit material with minors in a covered program.
- Touching should generally be in response to the needs of the Non-Student Minor. Touching should be only for a purpose that is consistent with the Covered Program's mission, and/or for a clear developmental, educational or health-related purpose, e.g. treating an injury. If you must touch a Non-Student Minor, ask them if it is okay to touch first.
- The Non-Student Minor has the permission and power to say "No". Any resistance from the Non-Student Minor should be respected.

Campus Reporting Options

University Police Mitchell Building

- Officers are available 24 hours per day, every day of the year **910-672-1911** (emergency) 910-672-1775 (non-emergency)

Title IX Office Collins Building, Upper Level, Office 203

- Reports may be made at any time using the secure online reporting form: [Equity Intake Form \(highq.com\)](https://highq.com)
- Title IX Office Personnel are available Monday through Friday during normal office hours. TitleIX@uncfsu.edu
910-672-2325
- Emergencies should always be reported to University Police.

See Something, Say Something

Incidents can thrive in environments where individuals are inattentive, in denial, or afraid to report concerns.

- We must also actively work together to maintain a safe environment.
- If you suspect an incident occurred or any related concern, you should trust your instinct and report it.
- You do not have to witness an incident to report it.
- It is not your responsibility to investigate or verify whether a report or suspicion is truly an actual concern.
- Do not be concerned that you are making a mistake. You are protected for reporting a suspicion.

Abuse, Neglect and Mandated Reporting

Protection of Minors on Campus



Mandatory Reporting

In accordance with North Carolina State Law (G.S. 7B-301), any person or institution who reasonably suspects that a minor has been abused or neglected by a parent, guardian, custodian, or caretaker, has an absolute obligation to report that suspicion to the appropriate County Department of Social Services (County DSS), regardless of where the offense occurred.

Covered Programs are responsible for reporting all forms of child maltreatment, including peer-related abuse or inappropriate conduct involving a minor.

If you suspect child abuse or neglect:

1

Contact campus police at 1911, (910) 672-1911.

2

Call Child Protective Services for Cumberland County at (910) 677-2450 or (910) 489-4583 (after hours)

3

Be prepared to provide information and specifics about the possible abuse or neglect of the child

4

If the child is participating in a program on campus, call the Compliance Officer at 910-672-1043.

Recognizing Child Abuse

Signs and Behaviors Displayed by The Child

- Sudden changes in behavior or school performance
- Lack of medical care for physical or medical problems that are known to the parents
- Learning problems that cannot be attributed to specific physical or psychological causes
- Always watchful, as if expecting something bad to happen
- Lacks adult supervision
- Overly compliant, passive, or withdrawn
- Comes to school or other activities early or stays late, and does not want to go home

Recognizing Child Abuse

Signs and Behaviors Displayed by The Parent

- Shows little concern for the child or views the child as bad, worthless, or burdensome
- Blames the child for problems in school or at home
- Asks teachers or other caregivers to use harsh physical discipline if the child misbehaves
- Looks primarily to the child for care, attention, and satisfaction of emotional needs

Potential Signs of Abuse

Consider the possibility of physical abuse when the following signs are displayed by the parent.

- Offers conflicting, unconvincing, or no explanation for the child's injury
- Describes the child as "evil," or in some other very negative way
- Uses harsh physical discipline with the child
- Has a history of abuse as a child

Consider the possibility of physical abuse when the following signs are displayed by the child.

- Unexplained injuries
- Fading bruises or other marks after an absence from school
- Frightened of the parents and protests or cries when it is time to go home
- Shrinks at the approach of adults
- Reports injury by a parent or another adult caregiver

Potential Signs of Neglect

Consider the possibility of neglect when the following signs are displayed by the parent.

- Appears to be indifferent to the child
- Seems apathetic or depressed
- Behaves irrationally or in a bizarre manner
- Is abusing alcohol or other drugs

Consider the possibility of neglect when the following signs are displayed by the child.

- Frequently absent from school
- Begs or steals food or money
- Lacks needed medical or dental care
- Consistently dirty and has severe body odor
- Lacks sufficient clothing for the weather
- Abuses alcohol and/or other drugs
- States that there is no one at home to provide care

Potential Signs of Sexual Abuse

Consider the possibility of sexual abuse when the following signs are displayed by the child.

- Difficulty walking or sitting
- Experiences a sudden change in appetite
- Suddenly refuses to change for gym or to participate in physical activities
- Reports nightmares or bedwetting
- Demonstrates bizarre, sophisticated, or unusual sexual knowledge or behavior
- Runs away
- Reports sexual abuse by a parent or another adult caregiver

Grooming and Red Flag Behaviors

Child grooming is a deliberate process by which offenders gradually initiate and maintain sexual relationships with victims in secrecy.

- Special attention/preference to a child
- Gift giving
- Touching or hugging the child
- Sympathetic listener
- Offers to help the family
- Gaining access via the internet

Personal Boundaries

1. Always maintain the highest standard of personal behavior when interacting with minors.
2. Refrain from being alone with a child at any time in connection with the program. Try to have another adult present when you are working with minors in an unsupervised setting.
3. Whenever possible meet in open, well illuminated spaces or rooms with a window observable by other adults.
4. Be aware of how your actions and intentions might be perceived and could be misinterpreted.
5. Consult with other adult supervisors or colleagues when you feel uncertain about a situation.
6. Abide by all guidelines stated within the University's policies and procedures.

Personal Boundaries

DO NOT

1. Relate to minors as if they are peers, conduct private correspondence or take on the role of a “confidant”. Do not ask a minor to keep a secret.
2. Engage in abusive conduct of any kind toward, or in presence of any child.
3. Administer force upon a child with or without an implement or tool for the purpose of discipline (i.e., corporal punishment).
4. Touch a child or have physical contact in an inappropriate or illegal manner.
5. Engage in the use or possession of alcohol, tobacco, or illegal drugs in the presence or vicinity of children.
6. Possess, produce, access or make available to children, any sexually explicit images, material, or media.
7. Use inappropriate language, tell risqué jokes, or make sexually suggestive comments around children, even if the children themselves do so.
8. Engage in or communicate with Minors through, text messages, social networking websites, internet chat rooms, or other forms of social media unless such communication is for the business purpose of University (i.e. Admissions, scheduling, recruitment).
9. Take or utilize photographs of any child without the written express consent of the child’s parent/guardian. A waiver of this guideline can be obtained by contacting the Youth Program Coordinator.
10. Date or become romantically or sexually involved with a child. Do not show pornography to a child or involve children in pornographic activities.

The Clery Act

Protection of Minors on Campus



Clery Act Requirements

Campus Crime Data:

- Requires all colleges and universities who receive Title IV funding to share information about crime on campus and their efforts to improve campus safety as well as inform the public of crime in or around campus via the university's Annual Security Report (ASR).

Support for Victims:

- Under the Act, institutions must provide the reporting party of sexual assault, domestic violence, dating violence, and stalking with options such as changes to academic, transportation, or living, or working situations, and assistance in notifying local law enforcement, if the student or employee chooses to do so. It also provides both parties in a campus disciplinary process certain rights.

Policies & Procedures:

- Universities must outline specific policies and procedures within their ASF SRs, including those related to disseminating timely warnings and emergency notifications, options for the reporting party of sexual assault, domestic violence, dating violence, and stalking, and campus crime reporting processes.

Behavioral Strategies for Minors

Protection of Minors on Campus



Program Code of Conduct

- Obtain parent and participant signature on Program Code of Conduct.
- Review Code of Conduct with participants.
- Report conduct incidents to the PMOC Office within 24 hours.
- Notify the participant's parent or guardian of conduct violations.
- Document decision to remove a participant due to conduct violations.
- Remain calm and maintain a professional perspective.
- Follow pre-planned intervention strategies for misbehavior.
- Act with consistency and fairness when intervening.

Recommended Strategies

- Be aware of what is happening around you to proactively intervene before a situation escalates.
- Give warnings to give youth a chance to correct their behavior.
- Relax before responding.
- Be respectful while addressing the behaviors.
- Discuss specifically why the behavior was wrong.
- Calmly discuss appropriate ways to behave.
- Do not get entangled in arguments/ power struggles.
- Use strategies to disengage. Examples of disengaging strategies are lowering your voice while using a more business-like tone or move away from the youth.

Recommended Strategies

- **Avoid asking "why" questions.** Why questions can imply that you are blaming them. Instead utilize open-ended questions to gather additional information about the situation.
- **Emphasize the positive in your request.** Avoid using negative phrasing like: "If you don't sit down, then I can't help you. Instead use a positive statement such as: "I will be over to help you once you sit down".
- **Give praise that is specific & does not embarrass.** Defiant youth respond well to adult praise but only when it is sincere, specific and does not embarrass them. Examples: writing a note of praise, praising them in a private conversation, calling their parent to praise them.
- **Give frequent positive attention.** Try to give positive attention to problem youth at least three times more frequently than you reprimand them for negative behavior. Heavy dosing of positive attention can greatly improve your relationship.

Response Plan

Develop a response plan for conduct or behavioral issues.

- Identify the criteria for impermissible behaviors in advance of your program beginning as well as any corresponding consequences to the aggressive behavior.
- Increase awareness about common behaviors and symptoms associated with youth mental health
- Contact your supervisor
- Contact parents

For more information on common behaviors and symptoms related to child and adolescent mental health, visit the following websites: the American Academy of Child and Adolescent Psychiatry at www.aacap.org or The National Institute of Mental Health at www.nimh.nih.gov.

Prevention and Management of Bullying

- Every program serving minors on campus is responsible for providing a safe environment.
- Program Managers must ensure everyone participating in the program treats one another with equal respect.
- For all individuals, bullying is never an acceptable behavior.

Safety

Protection of Minors on Campus



Lab Safety

A **Laboratory** is a research or clinical setting where scientific research or instruction is conducted. This includes research and teaching laboratories and their associated support and core facilities where hazardous chemicals, radiation, or biological materials are handled or stored as well as machine shops, electrical rooms, field sites, museum collections, conservation laboratories or any other research or clinical environments with unusual hazards.

For purposes of PMOC procedures, a laboratory does not include dry or computational laboratories, or any other laboratories where no hazardous chemicals, radiation, or biological materials are handled or stored.



Academic Lab Camps

Minors may only participate in FSU academic lab program if:

- They have written consent from their parent or guardian.
- They have completed the general lab safety training from the Environmental Health and Safety Office (EH&S).
- They have been trained in the specific hazards to which they may be exposed in the laboratory, and they agree to strictly adhere to the laboratory-specific requirements concerning Personal Protective Equipment (“PPE”)
- They are always under the direct supervision of a qualified adult designated for this responsibility.

Supervision Required: Minors may not, under any circumstances, be alone in a University laboratory, even if they are only conducting computational work. An authorized adult must closely supervise the minors at all times.

Accidents and Injuries

Program Managers should report all accidents and injuries involving employees to Human Resources (HR) and Environmental Health and Safety (EHS) immediately.

Program Managers should report all accidents and injuries involving minors to the PMOC Office using the [Incident Reporting Form](#).

Accident Procedures

If an accident or injury occurs, the following steps should be taken:

1. Get the person medical attention.
2. Protect others.
3. Minimize property damage if possible.
4. Stabilize the situation if possible.
5. Conduct an accident investigation immediately.
6. Contact Human Resources (HR) and Environmental Health & Safety (EHS).
7. Report all accidents involving non-student minors using the [Incident Report Form](#).

Emergency Preparedness

Building Evacuation Procedures

- When the fire alarm is activated, evacuation is mandatory, even if you don't smell smoke.
- Do not use elevators.
- Take personal belonging (keys, purse, wallets).
- Follow directions given by first responder.
- Assist persons with disabilities



Assembly Point Sign

- Identify an assembly point on the first day of activities.
- Find your assembly point for emergency evacuation.
- Look for the Call Box nearest your building.



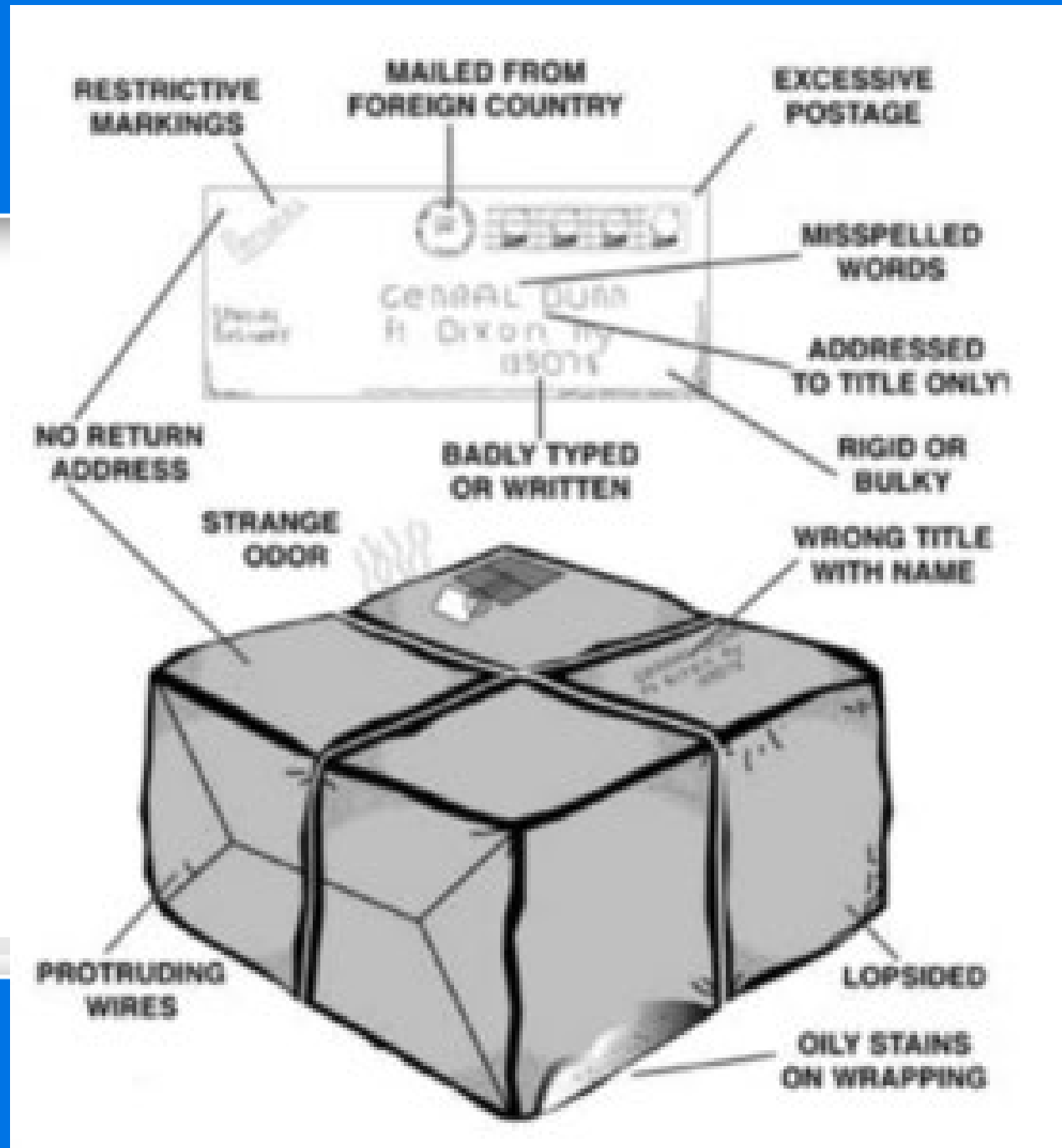
Suspicious Person

- Do not physically confront the suspicious person
- Do not block the person's access to exit
- Secure the area if possible
- Call Campus Police at 910-672-1911.



Suspicious Packages

- Do not touch or disturb the object or package.
- Call Campus Police at 910-672-1911.
- Notify your supervisor and/or the building's Emergency Coordinator.



Bomb Threat

- Remain calm
- Get as much information as possible
- Call Campus Police at 910-672-1911
- Follow instruction of emergency personnel



Fire

- Evacuate the building.
 - Evacuation is Mandatory.
- Activate the nearest fire alarm pull station and call Campus Police at 910-672-1911.
- Extinguish the fire only if you have been trained and if it is safe.
- Do not re-enter the building until authorized by first responders.



Weather Emergency

- Follow first responder/FSU official instructions
- For up-to-date weather information:
 - Monitor local radio and television stations
 - Check the conditions on campus on the FSU website—www.uncfsu.edu
 - Be prepared to shelter in place



Active Shooter

Protection of Minors on Campus



RUN

- The second you think you hear gunshots, run. Look for the nearest exit and run away from the gun sounds.
- Help others and get out. When you're clear of the building and in a safe place, call 911 and provide as much detail as possible.

HIDE

- If you can't run, hide.
- Block the door. Slowing down the shooter could save your life.
- Don't bunch together.
- Turn off the lights & silence your cellphones.

FIGHT

- When you have no options left, fight.
- Make a plan and work together.

Additional Resources

[The Department of Homeland Security](#)

[Options for Consideration Active Shooter Training Video](#)

The Fayetteville State University Police Department can assist with providing training. For more information contact the FSU Police Department at (910) 672-1775.



Human Trafficking

Protection of Minors on Campus



Red Flags

- Exhibits change in behavior or school participation (unexplained absences)
- Homelessness, periodic homelessness of family
- History of running away from home
- Signs of abuse or inattentive caregivers (untreated illness or injury, bruises, scars, etc.)
- Signs of physical trauma, withdrawn behavior, depression, anxiety, or fear
- Hungry, malnourished, sleep deprived, inappropriately dressed for weather
- Attempts to conceal recent scars / bruises

Red Flags

- Has multiple cell phones
- Stays in constant contact with third party via phone / text
- Exhibits sexual behavior that is high risk and/or inappropriate for age
- Has explicitly sexual online profile
- Involved in relationship with noticeably older individual, frequently picked up by individual or receiving gifts from individual
- Engages in sexual activity in exchange for something of value
- Knowledge of commercial sex industry

Interacting with Minors Online

Protection of Minors on Campus



Communicate Expectations

Program Managers should provide parents and caregivers with a “Digital Learning Plan” to inform them of expectations and rules.

The plan should include the roles and responsibilities of students, teachers, and parents, terminology for online learning, attendance guidelines, interaction expectations, content and timing, assessment and progress monitoring, and specifics of the learning experience expectations.

The program must address the need for supervision of the minor during the program.

Guidelines

- Always have two or more Program staff present in online interactions with minors.
- Always use proper FSU credentials, such as logging in with your network ID in FSU licensed Zoom, MS Teams or other program platforms.
- Avoid using personal email addresses and personal social media platforms. Only properly branded program/unit specific platforms should be used.
- When using videoconferencing apps, ensure both staff and youth are aware of their background surroundings and personal appearance or attire in order to maintain professionalism.
- Programs must restrict discussion to curriculum or activity. There must be no discussion of personal issues, sexual conversations, pornography, drugs or alcohol.
- There must be no taking or posting images/video of classmates and instructors to the web or to social media without parent or guardian written permission.
- Send and reply to text messages with youth in group messages, with a supervisor or another staff member copied.

Guidelines

- Ensure that staff designate their personal social media profiles to “private” so youth cannot befriend or access staff’s personal information. Authorized Adults may not accept friend requests from minors in the program.
- Use electronic communication strategically to communicate with youth by keeping conversations focused on curriculum or projects, goal attainment, and safety tips, rather than personal details of one’s life
- When providing general encouragement or support to youth at this challenging time, keep in mind the necessity to maintain consistent and professional boundaries to protect oneself from false allegations.
- Ensure any conversation that may be misinterpreted as inappropriate is immediately brought to a supervisor’s attention.

Guidelines

- Do not engage in any derogatory, demeaning, or humiliating conversations with youth.
- Do not engage with youth in sexually oriented conversations, memes or posts.
- Do not post inappropriate or suggestive comments on pictures/videos on youths' profiles.
- Staff should not have photos of youth participants on their personal devices (cell phones).
- Friending' youth on social media is prohibited.
- There is to be no staff-to-youth contact outside the program.
- There is to be zero tolerance for bullying or harassment.

Liability Issues

Protection of Minors on Campus



Liability Issues

- Background Checks
- Travel with Minors
- Pool
- Locker Rooms
- Supervision Guidance

Travel with Minors

Contact FSU Office of Legal Affairs for liability forms. 910-672-1145

Contact the FSU Travel Office for travel approval.

<https://www.uncfsu.edu/faculty-and-staff/divisions-departments-and-offices/division-of-business-and-finance/materials-management/travel>

All FSU campus programs that are sponsoring minors on campus must review the travel liability forms with the minors and parents.

Program Managers must obtain the necessary travel documents to be approved for participants to travel.

Pool Access

If your program is interested in swimming pool activities, please read the Lifeguard Requirements/Pool Rules and Regulations and complete the reservation request.

[Bronco Aquatics Center \(uncfsu.edu\)](http://uncfsu.edu)

Locker Room Access

- Adults should not change clothing or shower in locker rooms at the same time as minors, nor should they watch minors undress or shower.
- While minors shower, at least one adult in charge of the activity should stand within earshot of the minors to ensure that no adults are showering with them and that the minors are respectful of one another.

Supervision Guidelines

- Minors must always be accompanied by an authorized adult.
- Minors are not permitted to be alone as there may be a need to escort the participant out of the facility in the event of an emergency.
- Adults should monitor bathrooms to ensure minors are not lingering or acting inappropriately in them.
- Program Managers are responsible for ensuring appropriate supervision levels at all times.

Protection of Minors on Campus

Phone: (910) 672-1043

Email: Equity@uncfsu.edu

Location: Collins Building 201

[Register a Program](#)

[Incident Involving a Minor](#)

