



PROTECTION OF MINORS ON CAMPUS (PMOC)

Mandatory Program Training

The Office of Risk and Compliance

compliance@uncfsu.edu

- This training is intended to serve as guidance for working with minors as they engage in valuable experiences on campus. It may not encompass every encounter with a minor and should be flexible depending on the circumstances.
- 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 Office of Risk and Compliance within 24 hours.**

Explore: Penn State Scandal

The Penn State Scandal is a prime example of what can happen when people neglect their responsibility to protect minors on campus.

Beginning

The Penn State Scandal started with Jerry Sandusky, an assistant coach for the Penn State Nittany Lions football team, engaging in sexual abuse of children over a period of at least 15 years. The abuse may have begun as early as the 1970s.

Criminal Charges

On June 22, 2012, Sandusky was convicted of 45 counts of sexual abuse. He was sentenced to a minimum of 30 years and a maximum of 60 years in prison.

Impact

The school president, vice president, & athletic director were charged with perjury, obstruction of justice, failure to report suspected child abuse, and related charges, though some were later dropped. Shortly after the scandal broke, the university president resigned and the Penn State Board of Trustees terminated the contracts of the athletic director and of the longtime head football coach.

Report

The Board of Trustees commissioned an independent investigation of the scandal. The Freeh Report stated that the President, Head Coach, Athletic Director, and Vice President had known about the child abuse allegations as early as 1998 and were complicit in failing to disclose them. The investigation found a "total and consistent disregard by the most senior leaders at Penn State for the safety and welfare of Sandusky's child victims," which "empowered" Sandusky to continue his abuse.

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.

University PMOC Policy

All Covered Programs are required to comply with the Fayetteville State University Protection of Minors on Campus Policy and associated procedures. Program managers are responsible for reviewing the PMOC policy with all staff and volunteers.

The Office of Risk and Compliance has authority to disapprove, revoke approval or cancel any program or activity covered by the University's PMOC policy due to non-compliance or unacceptable risk to the University.



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 public, such as concerts or theatrical performances.
- Programs or activities designed exclusively for students enrolled or matriculated at FSU.

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-incidental contact with minors.
- 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

01

Program and activity staff must complete ***annual*** training on protecting minors.

02

Third-party programs must complete the same mandatory training program.

03

Training must be completed at least 7 business days before the program start date.

Preventing Harm

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

You **must** report child abuse, violence, or neglect to law enforcement and the Cumberland County Department of Social Services.

You must report any child abuse, violence, or neglect that you **know** about, that you **suspect**, or that you should **reasonably** know about.

Program staff and volunteers should report to the program manager. Program managers must notify the Office of Risk and Compliance immediately.

(NCGS 7B-301 and Session Law 2019-245 NCGS14-318.6)

Preventing Discrimination

- **All program staff and volunteers are expected to maintain an environment free from harassment, discrimination, and retaliation.**
- Prohibited Sexual Conduct, which includes several forms of Sexual Harassment, Dating Violence and Domestic Violence, Retaliation, Sexual Misconduct, and Stalking, are illegal under several federal, and state laws and will not be tolerated at FSU.
- Several University Policies, including the *Prohibited Sexual Conduct*, *Title IX*, and *Nondiscrimination Policies*, prohibit all forms of sex-based discrimination – including equity, violence, harassment, violence, and retaliation against all campus community members.
- The Policies also explain the processes related to Supportive Measures, Title IX investigations, and other Formal Complaint resolution options.

Mandatory Reporting

Program staff and volunteers must report sex-based discrimination, sexual harassment, sexual violence, stalking, dating violence, or sexual abuse/misconduct to the Title IX Coordinator.

To report incidents to the Title IX Coordinator, call 910-672-2325 or email titleix@uncfsu.edu.

Program Managers are considered **Campus Security Authorities** and must report any crimes or safety concerns to Police and Public Safety.

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. Engage in abusive conduct of any kind toward, or in presence of any child.
2. 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.
3. Administer or 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.

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.

Americans with Disabilities Act, 42 USC §12182

Third Party Sponsored Programs

- Third Parties such as schools, school districts, or extracurricular organizations may contact the University to use our space for events that include minors.
- If a University department agrees to provide space for this event, it must designate a departmental contact person who will be responsible for communicating University requirements to the Third-Party sponsor of the event.
- The Third-Party sponsor is responsible for designating their own Program Manager to make sure minors are adequately supervised and to serve as a point of contact.

Additional Documentation

- Third Party program sponsors must complete the same PMOC training and background screenings as University sponsored programs.
- Third Party sponsors must sign a Facilities Use Agreement from the University department providing space; a copy of this agreement should be provided to the University's Office of Risk and Compliance. The agreement will include the cost of the leased space, the minimum insurance requirements, and liability and indemnification language protecting the University from claims that may arise out of the event.
- Each sponsor must provide contact information for the event and submit all required documentation prior to the event.
- If the event involves athletics, the contact information and forms must be provided to the Department of Athletics.

Supervision

It is the responsibility of the program manager to ensure every minor participating in their program or activity on the campus of Fayetteville State University is properly supervised at all times.

Each event shall designate at least one person as a Head Supervisor and provide his or her contact information to the University. Head Supervisor must ensure all minors are properly supervised and shall be the point of contact between the activity and the University.

Supervisors must be at least 18 years old. Minors may not supervise other minors.

Overnight Supervision

Some situations may require minors to stay overnight on campus.

A **Head Chaperone** must be designated when the minors are staying overnight and must provide all contact numbers to the Director of Housing and Residence Life.

At least one chaperone must be on-call and present at all times to ensure that the minors are secure in their rooms.

Designated chaperones **may not leave the premises** once minors are secure in their rooms.

Transportation

- Each program must have a plan for how students will be dropped off and picked up from campus. Drop-off and pick-up procedures should be followed at all times.
- Programs may only release minors to approved persons. Program Manager is responsible to ensure identification verification from all persons picking up minors.
- Parents must give written/verbal consent to your Head Supervisor for students to transport themselves or to ride with friends. Never leave any minors unattended.
- Contact Campus Police if a minor is not picked up.

Security Measures

The Program Manager should conduct a security and safety briefing addressing inclement weather procedures and fire and safety evacuation procedures.

Ensure that all minors are identified as part of a group to help make sure none are overlooked if an emergency. This identification must be appropriate to the age of the participant and the nature of the event, such as name tags with the event name and contact information.

If any minor is injured during the program, other than minor scrapes, bumps and bruises, it must be reported to the Head Supervisor and contact 911 for emergency assistance.

Program Managers are responsible for eliminating any known hazards immediately to ensure minors' safety.

Exceptions and Unique Scenarios

- Generally, minors should not be secluded with an adult supervisor. However, there are circumstances in which this situation will occur. These could include
 - One-on-one sports or arts lessons.
 - Minors in plays and performances.
- In these circumstances, the minor should either be accompanied by their parent or legal guardian, or this
 - one-on-one situation should transpire in a location where others can see the supervisor or instructor with the minor or where the area is frequented by other people.

High Risk Areas

Minors are not allowed in the following high-risk areas:

- Labs, shops, studios, mechanical rooms, power plants, garages, animal facilities, food prep areas & high security areas.
- Indoor or outdoor areas containing power tools or machinery with exposed moving parts.
- University vehicles, boats, aircraft, grounds equipment, farm equipment, heavy duty or other motorized equipment.
- Stairwells, rooftops, constructions zones or other high risk areas.

For Programs on the HSC campus that may involve laboratory experience, please see the additional policies discussed at <https://risk.ouhsc.edu/Minors-on-Campus>

Student Guidelines

There are some situations where students may feel the need to bring their children or other minors to campus. In these cases, the student must have faculty member approval to have the minor present. The same criteria apply as before: The student must maintain line-of-sight supervision of the minor at all times, and the minor may not be disruptive to others. Minors may only be allowed into the classroom with the permission of the faculty member, and if the minor becomes disruptive, the student and minor may be required to leave.

Visitor Guidelines

Visitors frequently bring minors to the University, such as for campus tours or family events. The parent, guardian, or other adult responsible for those children must maintain line of sight of the minor or minors they are supervising at all times. They must assure that the minors are not disruptive to others and do not damage or tamper with University property. They must not leave minors unattended including when they are at athletic events or other public events.

What is the Clery Act?

The Clery Act is a federal law requiring colleges and universities that receive federal financial aid to disclose certain crime statistics and policies regarding safety and security programs to the campus community on an annual basis. Any crimes witnessed by you or reported to you must be reported to the University of Oklahoma Police Department (OUPD). The OUPD is responsible for compiling and providing information to meet our requirements under the Clery Act.

Supervising third-party members working with Minors on Campus have this same obligation. It is your responsibility to make sure all members of your group are aware of this obligation and to familiarize themselves with responsibilities and reporting links noted below:

CSA role and responsibilities: <https://www.ou.edu/clery/campus-security-authorities>

Reporting crimes to OUPD: <https://www.ou.edu/clery/reporting>

Best Practices

The PMOC Program Best Practices training includes recommendations for programs involving minors on campus.

These recommendations do not conflict or replace the policies and procedures of the relevant university department.

Please consult the Office of Risk and Compliance for further guidance.



Program Managers

- Select program staff (both paid and volunteer) with appropriate experience, qualifications and training based upon the age of the participants and the nature of the program.
- Ensure no one is allowed to work with a minor alone until the background checks are completed.
- Evaluate the ratio of adult program supervisors (18 years of age or older) to program participants. The number of chaperones recommended is determined by age and special needs.
- Develop and document a general safety plan and include the plan in staff and participant orientation. For higher-risk activities (water activities, strenuous sports, use of special equipment, etc.) more specific planning and training should be documented.
- Establish procedures for managing the situation if a participant is missing/absent/unaccounted for during program activities. You must immediately notify the PMOC Office.
- Develop an incident reporting plan to assure completion of incident reports to document emergencies, medical incidents, and participant misconduct.
- Develop a protocol for staff to have access to contact information for parents or guardians, medical/health information, consent for emergency medical treatment and liability waivers of participants in the event of an emergency—both at and away from the main program area.

Health and Medical

- Obtain medical health forms to collect participant information regarding special medical considerations (i.e., food allergies, insect stings or bites, allergic reactions, activity restrictions, injuries sustained prior to program participation that might be aggravated or re-injured while participating in program activities, possession or use of prescription medication, allergic reactions to medications).
- Follow up to ensure that restrictions are appropriately applied (e.g., providing those alternative foods and other preventative measures are taken to avoid exposure when allergies are noted and ensuring that arrangements are made to prevent specific contacts in the case of severe allergies).
- Establish rules related to securing participants' medical information, medication, scheduling dispensation, refrigeration, or storage needs, and return of the medication to the participants or parents at the end of the session.

Transportation

Establish rules for participant transportation to and from the program assembly location at the beginning and end of the program.

Assess transportation needs for participants during program/camp.

When using university vehicles, comply with the following:

- Drivers must comply with University policy and successfully complete all required vehicle training.
- Driving responsibilities for youth requires a motor vehicle record check prior to picking up keys to the vehicle for use in the program or camp.
- Provide orientation on the university motor pool policy and related rules.

Personal vehicles must not be used to transport participants youth programs or camps. The University will not reimburse an employee, or other private owner, or their insurer for any deductible or liability claim paid by their personal auto insurance policy, or for any damage to the vehicle.

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

Auxiliary Services

Please contact the Auxiliary Services Office 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.

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- Total program days.
- Total number of ID cards.

Chaperones and program participants are asked to clean their tables by removing all dishes, trays, paper waste and leftover food after each use. Please return all dishes to the dish conveyor.

Due dates for deposits and advance payments are negotiated via the program contract. Payments are due, accordingly.

Contact Auxiliary Services at 910-672-1053

Call Boxes

- There are currently 43 call boxes on campus.
- Call boxes are white poles with a large blue/white/red box on the pole and a blue in color light on the top of the pole.
- To utilize the call box, press the red button on the box and you will see the blue light on top start to flash.
- The call box will reach the police department communications directly.
- To talk press and hold the button, then release when finished talking.
- Standby if safe to do so, for officers to come to you.



Police & Public Safety

Mitchell Building
1200 Murchison Rd.
Fayetteville, NC 28301
910-672-1775- Non-Emergency
910-672-1911- Emergency

NOTE: 1911 Can be dialed from any University line.



Common Emergencies

Minors may experience a medical emergency because of their health status or disability.

Asthma attacks, dehydration, medication reactions or overdose, allergic reactions (food, insect bites or bee stings), hypoglycemic reactions for IDDM, swallowing or choking; head injuries, falls, high fevers and seizures, burns or cuts, respiratory, heart, physical or other disabilities.

Heat Exhaustion First Aid

- Remove from the sun
- Elevate the legs and feet slightly.
- Loosen or remove clothing.
- Provide cool water or other nonalcoholic beverage without caffeine to drink.
- Cool by spraying or sponging with cool water and fanning.
- Monitor carefully. Heat exhaustion can quickly become heat stroke.



Dehydration

- **Triggers**-diarrhea and vomiting (losing fluids) in children, heat exhaustion, high blood sugar, exercise.
- **What to observe** –dry mouth and tongue, no tears when crying, sunken abdomen, eyes, or cheeks, high fever, listlessness or irritability, skin that does not flatten when pinched and released, increased thirst.

Do Not:

- Provide routine medication or care to treat temporary illnesses except for first aid/CPR
- Accept or administer Over The Counter (OTC) medications. Medications must be labeled by a pharmacist
- Assume minors are capable or self-administering medication
- Allow minor to attend if contagious or feverish (temperature greater than or equal to 101)
- Prepare food yourself - Get a 3rd party vendor or permanent location vendor to prepare the food

Do

- Contact Student Health Services if your staff/volunteers want CPR/First Aid training (cost associated with training)
- Ensure a nut free or latex free zone
- Have a plan to deal with behavioral issues
- Ensure proper forms and guidelines are developed that address all medical, behavioral and medication administration procedures
- Require health related forms to be completed by parents and physicians
- Inform parents about your medication, medical and behavioral guidelines and procedures
- Ensure program staff, volunteers and participants wash their hands
- Wear gloves when serving food
- Use bleach and water to clean tables
- Remind minors not to relieve themselves in the pool

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.

Residence Life



Residence Hall Policies

- Participants must follow University policies, rules and guidelines. Copies of 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) 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.
- Do not hang any items on the sprinkler heads found in the residence hall rooms.

Guidelines

- In case of an emergency, please contact Campus Police at 910-672-1911.
- Program staff, volunteers and participants must respond and evacuate the building in case of a fire drill or fire emergency.
- Behavior dangerous to persons or property including fighting or threatening another person is not allowed.
- **Immediately** report lost or damaged keys/cards to the Residence Hall Staff.
 - Lost keys charge: Main Campus Buildings with a physical key will cost \$65 for a replacement key; buildings with Key Card Access are \$30per replacement card.
 - Lost key charges are added to final invoice.

Guidelines

- Program participants must sign an FSU Release and Waiver of Liability Form prior to moving into the buildings. Housing and Residence Life Camp Coordinator will send waivers to each program coordinator in advance.
- Immediately notify the Department of Housing & Residence Life of any incidents, such as policy violations or participant injury.
- Groups must remain together. Each program must check on participants frequently, especially at night. Minors may not 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.
- Meals must be coordinated through the Bronco Card Office and are invoiced separately from the housing charges.

Guidelines

- It is the responsibility of the Program Manager and staff to set and enforce the rules for program schedules and curfews.
- Residence life staff may staff the front desk in the residence halls. Signage will be posted with the building cell phone number for those that need staff assistance.
- All staff and participants are invoiced for their stay in any residential facility.
- All parking needs must be coordinated through FSU Police Department.

Environmental Health and Safety



EHS Role in Protecting Minors

The Environmental Health and Safety department is available to:

- Identify and reduce environmental risks in campus spaces used by minors.
- Conduct hazard assessments and safety walkthroughs for camps and events.
- Provide safety training, guidance, and resources for program coordinators.
- Ensure compliance with OSHA, EPA, and university safety policies.

Common Hazards to Address

 **Laboratories** – Chemical exposure, broken glass, eye wash stations

 **Facilities/Maintenance** – Electrical panels, tools, ladders

 **Construction Zones** – Restricted areas, signage, fencing

 **Building Access** – Unsecured doors, mechanical/equipment rooms

 **Outdoor Areas** – Trip hazards, animal exposure

Accidents and Injuries

Supervisors should report all accidents and injuries involving employees to Human Resources (HR) and Environmental Health and Safety (EHS) immediately, utilizing the appropriate accident investigation form.

Supervisors should report all accidents and injuries involving minors to the Environmental Health and Safety (EHS) office immediately, utilizing the appropriate accident investigation form(s).

All incidents involving minors participating in programs on campus must be reported to the Office of Risk and Compliance: Protection of Minors on Campus. Compliance@uncfsu.edu

Accident Procedures

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

1. Get the person medical attention
2. Protect others
3. Contact Police & Public Safety or 911 if an emergency
4. Stabilize the situation if possible
5. Conduct an accident investigation immediately
6. Contact Human Resources (HR) and Environmental Health & Safety (EHS)

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.
- Exit the building quickly and calmly at your nearest stairwell and exit.
- Follow directions given by first responder.
- Assist persons with disabilities



Fire Safety

- Evacuate the building
- Activate the nearest fire alarm pull station and call 911 or campus police at 672-1911.
- Extinguish the fire only if you have been trained and if it is safe to do so.
- Do not re-enter the building until authorized by first responders



Weather Emergency

- Follow first responder/FSU officials' 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



EHS Contacts

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