



Protection of Minors on Campus Program Overview

Compliance and Enterprise Risk Management

Introduction to Protecting Minors on Campus

- 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.
- For more specific details, reach out to the contact person named at the end of the presentation.
- All persons must make all reasonable efforts to remove minors from dangerous or potentially dangerous situations, irrespective of any other limitation or requirement.

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.

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 Elizabeth Hunt at ehunt6@uncfsu.edu. She 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 Elizabeth Hunt, Compliance and Enterprise Risk Management Officer. Contact your FSU point of contact or the FSU ASTRA Administrator ((910) 672-1724) to inquire about the FSU rental process.

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-incidental 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 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 FSU Compliance and Enterprise Risk Management Office will review background information and communicate any concerns to the program or activity leaders.
- 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.

Mandatory 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 Compliance and Enterprise Risk Management Office . 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-incidental 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 must complete the same mandatory training program.
- The FSU Compliance and Enterprise Risk Management Office will communicate approvals of training to program or activity leaders.
- Training must be completed at least 7 business days before the program start date.

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.

FSU requires all programs or activities for minors to register with the Compliance and Enterprise Risk Management Office.



**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).

Minimum Compliance Requirements

- 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.
- Parents or guardians must complete liability release forms. FSU employees may contact Legal Affairs to obtain forms.

- Complete background checks on ALL paid and unpaid staff, faculty, contractors, parent volunteers, student volunteers, and administrators. Contact the Compliance and Enterprise Risk Management Officer, Elizabeth Hunt (672-1043).
- Check sex offender registries.
 - State: <http://sexoffender.ncsbi.gov/>
 - Federal: <https://www.nsopw.gov/>
- Adequate supervision of ALL minors under age 16. (In the lab, under age 18).
- Put in place a medication administration policy and emergency preparedness plan.
- Health forms for voluntary disclosure of needs' assistance.

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.

FSU encourages anyone with an emergency concern to contact the FSU Police emergency number at 910-672-1191 (ext. 1911 from a campus phone).

While FSU has identified many CSAs, the following offices have been officially designated as places where FSU community members may report crimes:

- FSU Police Department: Mitchell Building 910-672-1775
- Clery Compliance Officer: Williams Hall, room 201 910-672-2462
- Division of Academic Affairs: Barber Building, room 256 910-672-1460
- Division of Student Affairs: Collins Building, room 202 910-672-1201
- Office of Student Conduct: Williams Hall, room 101 910-672-1788
- Housing and Residence Life: Williams Hall 910-672-1884
- Athletics: Health & Physical Education Complex, room 328 910-672-1314
- Title IX Coordinator: Barber Building, room 242 910-672-2325
- Victim's Assistant and Crime Prevention (FSU Police Department): Mitchell Building 910-672-2656

Emergency Services and Reporting Clery 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	Compliance and Enterprise Risk Management	Elizabeth Hunt	(910) 672-1043
Report Title IX Questions/Complaints regarding sexual harassment, misconduct, equity, discrimination	Title IX Coordinator	Jessica Stevens-Tuttle	(910) 672-2325
Liability, Abuse & Neglect, and Other Legal Questions	Assistant General Counsel	Benita (Angel) Powell	(910) 672-1145
Bullying Concerns	Police Officer	Robin Williams	(910) 672-2656
Residence Life Issues	Director of Residence Life or AVC for Student Affairs	Adrina Russell Greg Moyd	(910) 672-2116 or 1162

Clery Act and Campus Security Authority Crime Reporting Compliance Concerns	Clery Compliance Director	Erica Cooper	(910) 672-2462
Safety Preparedness and Fire/Disaster Drills	Safety Professionals		(910) 672-1827
Sanitation Concerns	Facilities Services	Jon Parsons	(910) 672-1954
Medical, Health, and Medication Questions FSU Student Health Services will answer questions and connect you with local resources Behavioral Health FSU Center for Personal Development will answer questions and connect you with local resources	Acute Care Nurse Practitioner Physician Assistant	Vinette Gordon Becky Hermann	(910) 672-2602 but you should contact 1911 for emergencies
	Licensed Professional Counselor	Dionne Hall	(910) 672-2167 but you should contact 1911 for emergencies
CPR & First Aid Certification Training	Police and Public Safety		(910) 672-1559



Background Checks	Compliance and Enterprise Risk Management Office	Elizabeth Hunt	(910) 672-1043
Pool Questions	Office of Legal Affairs		(910) 672-1145
Travel Questions	Administrative Support Specialist	Keith Townsend	(910) 672-1091
Business Auxiliary Services			(910) 672-1053
Bronco Card Office	Director	Anthony Watson	(910) 672-1762
Food Services	Aramark	Joeroyal Evans	(910) 672-1816 or EvansJoeroyal@aramark.com

Information may change. Please check the PMOC website for the most up to date contact information.

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



FSU Guidelines for Protecting Minors

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

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