



Protecting Minors on Campus

LP 6.3

Effective:
6/11/19

Revised:
6/11/19

Approved:
6/11/19

Policy Owner:
Board of Trustees

Policy Administrator:
Vice President for Student
Affairs

Affected Parties:
Employees
Students
Program Managers
Authorized Adults

Table of Contents:

- I Purpose
- II Scope
- III Definitions
- IV Reporting Harm to Minors
- V No Retaliation
- VI Policy Statement
- VII Program Registration
- VIII Program Requirements
- IX Participation Requirements
- X Training
- XI Screening & Background Information
- XII Guidelines for Employees/Students

I Purpose

The purpose of this policy is to ensure the protection and safety of minors on the Lander University campus.

II Scope

This policy applies broadly to interactions between all minors and institution faculty, staff, students, and volunteers in **authorized programs**, as defined herein, on property owned or leased by Lander University or at university-sponsored programs at other locations. Furthermore, this policy also establishes requirements for non-Lander University entities that operate such programs for minors on the Lander University **campus** or on behalf of the university.

III Definitions

A. Campus

For the purposes of this policy, campus includes property that is owned or controlled by the university AND activities sponsored by the university, whether on or off Lander University property.

B. Authorized Program

A program, activity, or service operated or sponsored by Lander University or by non-university entities using Lander University facilities during which agents, employees, or volunteers of Lander University or non-university entities are responsible for the care, custody, or control of participating minors, rather than their parents or guardians. Authorized programs do not include: (1) performances or events that are open to the general public and typically attended by minors who are escorted by and/or under the supervision of their parents or legal guardian (e.g., athletic competitions, plays, concerts, open houses, lectures, speaker events); or (2) visits and tours for prospective students organized by the Office of Admissions. Certain programs may be designated as exempt from this regulation by the president or members of the President's Cabinet.

C. Program Administrator

A person, paid or unpaid, who assumes general oversight and responsibility of the authorized program. The facility request form must be completed by the program administrator.



Protecting Minors on Campus

D. Authorized Adult

A person, paid or unpaid, who may have direct contact, interact with, treat, supervise, chaperone, or otherwise oversee minors. This definition does not include temporary guest speakers, presenters, or other individuals who have no direct contact with program participants other than short-term activities supervised by program staff or individuals whose only role is a participant in the educational services or programs offered. An “authorized adult” is any adult who has complied with the requirements to be present with minors under this policy and who is responsible for either escorting or supervising the minor(s) while on campus or while participating in any programs. An authorized adult may also be a minor’s parent or legal guardian.

E. Minor Abuse

Physical injury or death inflicted upon a minor by a parent or caretaker thereof by other-than-accidental means; neglect or exploitation of a minor by a parent or caretaker thereof; sexual abuse of a minor; or sexual exploitation of a minor.

F. Institutional Facilities

Buildings, structures, and improvements of all types, outdoor areas, campus grounds, and athletic venues owned or leased by Lander University.

G. Mandatory Reporter

A person who is required by South Carolina law to report suspected minor abuse to the appropriate authorities. Mandatory reporters include, but are not limited to, faculty/teachers, administrators, counselors, social workers, psychologists, law enforcement personnel, and other persons who participate in providing care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to minors. Mandatory reporters whose communications would otherwise be legally privileged are generally required under South Carolina law to report suspected minor abuse.

H. Non-Student Minor

Any individual under the age of eighteen (18) that has not been legally emancipated and/or is not enrolled or accepted for enrollment at Lander University.

IV Reporting Harm to Minors

Authorized adults or any other **mandatory reporter** under South Carolina law with reasonable cause to believe that suspected minor abuse has occurred, shall immediately report the suspected abuse to the Lander University Police Department, as well as the appropriate supervisor/**program administrator**. Depending on the circumstances (e.g., suspected abuse by a parent or guardian), a report may also have to be filed with the Department of Social Services (DSS). If warranted, Lander University will ensure that DSS is notified of the suspected abuse immediately and in no case later than 24 hours after the reporter first had reasonable cause to suspect the abuse. Reporting requirements are applicable to all university-sponsored or university-affiliated programs/activities involving minors and to all non-university entities using Lander University facilities during which agents, employees or volunteers of



Protecting Minors on Campus

Lander University or non-university entities are responsible for the care, custody, or control of participating minors in place of their parents or guardians. It is expected that all Lander University employees will appropriately report suspected **minor abuse**, regardless of the enrollment status of the minor. Employees who fail to report minor abuse, or employees and/or students who engage in abusive, reckless, and/or negligent behaviors with minors will be subject to disciplinary action in accordance with the Employee Handbook, Student Code of Conduct, Title IX policy, and/or South Carolina Code of Laws. **In the event of an emergency, one should immediately call the Lander University Police Department at 864-388-8911 or 864-388-8222.**

V No Retaliation

No student or employee will be subject to retaliation as a result of making a good faith report of suspected abuse under this policy.

VI Policy Statement

In order to promote the safety and general welfare of all minors participating in programs at Lander University, it is the expectation of Lander University that all **non-student minors** participating in such programs must be reasonably and appropriately supervised by an authorized adult. Further, it is expected that all **authorized adults** will understand and comply with the Code of Conduct as described within **Appendix B** of this policy.

VII Program Registration

Lander University is responsible for establishing and maintaining a registry of **authorized programs** for **non-student minors**. The registry will include pertinent information about each of the **authorized programs** (e.g., the name and contact information of the **program administrator**, the number of participants, and the number of **authorized adults**). Programs will be registered annually, at least 30 days in advance of program start date, with the Office of Facilities Scheduling. **Program administrators** will be required to acknowledge full compliance with Lander University's Protecting Minors On-Campus Policy.

VIII Program Requirements

All **program administrators** are required to complete the minors on-campus accountability checklist. Furthermore, it is expected that all of the following important considerations have been thoughtfully examined prior to seeking approval for any **authorized program**:

- A. The dates and locations when and where **non-student minors** will be participating;
- B. The general nature of the activities to be undertaken or offered in the program;
- C. Training requirements;
- D. Proper screening and background checks for volunteers;



Protecting Minors on Campus

- E. Safety and security planning;
- F. Arrangements for transportation;
- G. Response protocols for injuries or illnesses;
- H. Response protocols for accusations of misconduct;
- I. Transportation needs;
- J. Housing needs;
- K. Participation requirement forms;
- L. Insurance requirements;
- M. Licensing or exemption therefrom by any and all applicable government agencies; and
- N. Appropriate staffing and supervision ratios.

For camps, ratios of staff to participants will be as required for accreditation by the American Camp Association.

AGE OF CAMPER	STAFF TO PARTICIPANT RATIO
5 and younger	⇒ 1 staff for each 5 overnight campers and 1 staff for each 6 day campers
6–8	⇒ 1:6 for overnight, and 1:8 for day
9–14	⇒ 1:8 for overnight and 1:10 for day
15-18	⇒ 1:10 for overnight and 1:12 for day

The **program administrator** is responsible for maintaining the names, email addresses, and cell phone numbers of all adults who will be participating directly with **non-student minors** in the program, and a list of participating **non-student minors**, to include their assigned **authorized adult** and temporary room assignment information, if the **authorized program** includes the use of residential facilities. In the event that officers must respond, the Lander University Police Department must be provided with access to all such information.

IX Participant Requirements

Parents or legal guardians of **non-student minors** must sign and submit required forms before **non-student minors** will be allowed to participate in **authorized programs**. It is the responsibility of the **program administrator** to ensure that such forms are appropriately obtained and secured. These forms may include, but are not limited to, the administrative requirements associated with the **authorized program** (e.g., medical information), waivers, and permission slips to be obtained from the parents/guardians of participating minors. If a parent or legal guardian does not sign a photo release waiver, the **program administrator** is responsible for notifying the Office of University Relations, in writing (univrel@lander.edu), prior to the start of the **authorized program**.



Protecting Minors on Campus

X Training

All authorized adults must receive appropriate periodic training on safety, security, and mandatory reporting requirements and procedures. (Additional training may be required depending upon the role of the staff member or volunteer.) It is the responsibility of the program **administrator**, whether an employee or a third-party, to ensure that all **authorized adults** have been properly trained on all aspects of this policy.

XI Screening & Background Information

Non-university entities using **institutional facilities** for **authorized programs** are required to certify that they have conducted appropriate screening and background investigations and that the results and methods are sufficient to meet institutional standards prior to the start of the **authorized program**. The cost of the screening and background investigations are the sole responsibility of the non-university entity.

Program administrators, whether Lander University employees or otherwise, are responsible for ensuring that participating staff have been appropriately screened by a state-authorized vendor in advance of any **authorized program**. Background screenings/investigations are valid for a one-year period. With regard to employee-sponsored programs, Lander University reserves the right to take appropriate action with respect to employees who may have falsified, or failed to disclose, information material to their employment on employment applications uncovered as a result of the background check, including and up to termination of employment.

A decision not to permit an individual to participate in an **authorized program** covered by this policy based on the results of a background report will be made by the appropriate Vice President(s), the Office of the Administration, the General Counsel, Human Resources, or others, as needed. The results of background reports conducted under this policy will be used only for the purposes of this policy.

XII Guidelines for Employees/Students (parenting and minors in university facilities)

The circumstances under which minors may be brought into a particular workplace or classroom setting should be established in a discussion between the employee and supervisor or the student and instructor, respectively, taking into account the following factors:

- A. The parent is willing to accept full responsibility for the minor's safety and for any damage to property or injury to persons that may be caused by the minor's presence.
- B. When considering the presence of minors on **campus**, the extent to which the minor's presence in the workplace or the classroom creates a potential danger to the minor or exposes the



Protecting Minors on Campus

department and the university to liability must be considered. Safety is a primary concern for parents, supervisors, and the university.

- C. The extent to which the minor's presence in the workplace or the classroom poses a risk of breach of confidentiality with respect to information in the workplace.
- D. The extent to which the minor's presence in the workplace or in the classroom disrupts or has the potential to disrupt the work or classroom environment and/or creates an atmosphere that is not conducive to achievement of the specific goals and objectives of the workplace or classroom.
- E. The parent agrees to assume responsibility for the minor at all times and for ensuring that the minor's presence does not disrupt his or her work or interfere with the workplace or classroom activities.
- F. The parent agrees to supervise the minor at all times and agrees that he or she will not leave the minor with another employee.
- G. Such other factors as the supervisor or instructor deems appropriate.

[Reference the Guide to Community Living](#)¹ for policies specific to **non-student minors** in the residence halls apart from their participation in an **authorized program**.

¹ The Guide to Community Living can be found on Lander's website under the Student Affairs *Guides and Resources* page: <https://www.lander.edu/student-life/housing-residence-life/guides-resources>