

# Policy on Interactions with Non-enrolled Minors

## PURPOSE AND SUMMARY

The University of Arizona (“University”) is committed to maintaining a safe and supportive environment for all individuals in the University community, particularly Minors who participate in University Sponsored or Hosted Programs. The purpose of this Policy is to provide reasonable safeguards for the protection and supervision of Minors participating in University-Sponsored Programs or in Programs operated by Outside Entities which are held in University Facilities.

## SCOPE

This Policy applies to all Programs involving Minors, as defined below, which are sponsored by the University or conducted by other organizations in or on University facilities, including but not limited to:

### A. University Sponsored Programs

1. On-campus University-Sponsored Programs which involve Minors, including but not limited to: summer camps, specialty camps (e.g., academic camps, tutoring, music lessons, athletic camps, and recruiting visits for prospective students;
2. Off-campus University-Sponsored Programs which involve Minors, including but not limited to: outreach programs, community service activities, and pipeline programs;
3. Minors participating in University affiliated Internships. This includes both formal internship programs and one-off internships involving a single student not part of a structured program.

### B. Hosted Programs

1. Any Hosted Program must be operated consistently with the requirements of this Policy. “Hosted Program” is defined as any Program involving Minors operated by an Outside Entity in or on University Facilities.

### C. Exemptions

While the University is committed to the welfare and appropriate treatment of all Minors, the requirements of this Policy do not apply to:

1. Individuals who are enrolled or accepted for enrollment in a degree-granting program at the University.
2. Individuals under 18 taking University classes offered to degree seeking students not part of a University Sponsored Program designed for individuals under 18
3. Minors who are employed by the University; see [UA Policy on Employment of Children](#)

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4. Minors participating in Campus field trips and other educational activities where Minors are under the supervision of school employees and/or volunteers
5. Minors who attend an event on campus which is open to the general public and who attend at the sole discretion of their Parent or Legal Guardian (e.g., museum tours, football games, etc.);
6. Minors participating in Institutional Review Board approved research;
7. Health care provider/patient or lawyer/client relationships (including those of a guardian *ad litem*).

### DEFINITIONS

Capitalized terms used in this Policy have the meanings given below:

**Authorized Adult or Program Staff:** Any individual, paid or unpaid, who interacts with, treats, supervises, chaperones, or otherwise oversees Minors in Program activities. This includes but is not limited to faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, and independent contractors/consultants. The Authorized Adult's or Program Staff's roles may include positions as counsellors, chaperones, coaches, instructors, health care providers, etc. This definition does not include temporary guest speakers, presenters or other individuals who have no Direct Contact with Minors other than short term activities supervised by Program Staff.

**Child Abuse:** Infliction or allowing of physical injury, impairment of bodily function, disfigurement, or infliction of or allowing another person to cause serious emotional damage. Abuse consisting of serious emotional damage is that form of abuse which is (1) evidenced by severe anxiety, depression, withdrawal or untoward aggressive behavior, (2) diagnosed by a medical doctor or psychologist, and (3) caused by acts or omissions of a person having care, custody and control of a child. Abuse expressly includes, but is not limited to, 8 inflicting or allowing sexual abuse, sexual conduct with a minor, sexual assault, child molestation, commercial sexual exploitation of a minor, sexual exploitation of a minor, incest and child sex trafficking. Abuse also includes physical injury resulting from permitting a child to enter or remain in any structure or vehicle where volatile, toxic or flammable chemicals are found or equipment is possessed by anyone for manufacturing a dangerous drug, and also includes unreasonable confinement of a child.

**Child Neglect:** The inability or unwillingness of a parent, guardian or custodian to provide a child under that person's care with supervision, food, clothing, shelter or medical care, if that inability or unwillingness causes unreasonable risk of harm to the child's health or welfare, unless the inability to meet the needs of a child with a disability or chronic disease is solely due to the unavailability of reasonable services

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**Direct Supervision:** Minors are directly supervised when they are in the line of sight and/or sound of an Authorized Adult at all times while not in restroom, shower, or sleeping quarters.

**Hosted Programs:** Programs conducted on Campus or other University Facilities and administered or financially supported by an Outside Entity. Examples include a sports camp conducted by a University coach engaging in a private enterprise and/or a youth organization program held on a University field in which no University staff member acts as a Program Administrator as a part of their assigned duties and/or responsibilities.

**Internship:** A program which is: a) Intended to be enriching educational or research experiences with a defined educational purpose; b) Designed to inform an individual about the nature of endeavors at the university and potential career paths; c) Time-limited and generally does not exceed one academic year; d) Either informal or part of an organized internship/mentoring program and e) Either paid or unpaid.

**Minor:** An individual under 18 years of age who is not either enrolled or accepted for enrollment in a degree-granting program at the University or taking University classes offered to degree seeking students. However, an individual under 18 years of age who is considered to be “dually enrolled” in a University Program designed for individuals under 18 years old while also enrolled in elementary, middle or high school is considered a Minor covered by this policy.

**One-on-One Contact:** Personal, unsupervised interaction between any Authorized Adult and a Minor participant in a Program without at least one other Authorized Adult or Program Staff, parent or legal guardian being present. For purposes of this definition, another adult will be deemed "present" if he/she is within line of sight of the adult interacting with the Minor.

**Outside Entity:** Any entity that administers or oversees a Program in or on University Facilities that is not the University of Arizona or an academic or administrative unit of the University.

**Program:** Any program or activity offered by an academic or administrative unit of the University, or by an Outside Entity using University Facilities, where the parents or legal guardians are not responsible for the care, custody, or control of their children. This includes, but is not limited to: workshops, services, camps, conferences, campus visits and similar activities.

**Program Administrator:** The individual(s) who has primary and direct operational responsibility for managing a Program.

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**Sponsoring Unit:** The academic or administrative unit or sponsoring student organization of the University that offers a Program or gives approval for the use of University Facilities for Hosted Programs.

**Student Organization:** An organization composed primarily of students, which has received official University recognition as a Student Organization

**University Facilities:** Facilities owned by or under the control of the University including housing and Program space.

**University-Sponsored Programs:** Programs that are directly managed by University faculty, staff, or Student Organizations on behalf of the University. This includes all Programs that the University operates or sponsors or in which University students, faculty or staff engage in the care and custody of Minor

## POLICY

### A. Minimum Standards for University Sponsored Programs

#### 1. Safety and Supervision of Minors

##### a. Direct Supervision of Minors

Minors must be directly supervised by an Authorized Adult at all times while they are participating in a Program. Direct Supervision means generally that a Minor remains in line of sight and/or sound of an Authorized Adult at all times. (Please see the Definitions Section of this Policy for the full meaning.) At no time may a Minor be unattended or left in the care of an individual that is not an Authorized Adult. Please refer to the Policy Implementation Guide for guidelines and best practices related to supervision of meal times, restroom/locker room use and overnight programs.

##### b. Adult to Minor Staffing Ratios

Staffing needs may vary depending on the type of Program, the activities involved, and requirements imposed by the Sponsoring Unit. Programs must follow [American Camping Association \(ACA\) ratios](#) for day and overnight camps; any exceptions must be approved in advance by the Office of Youth Safety.

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### c. One-on-One Contact

One-on-One Contact between an Authorized Adult and a Minor is permitted **only** when conducted either:

- i. plain sight of passersby or witnesses, such as at a dining hall or café, or
- ii. in an office or other unlocked space with the door(s) open and in a building open to the public at the time of the interaction.

If the Dean or his/her designee(s) determine that meeting in the manner specified above is not practical and approves other arrangements, the Dean or his/her designee(s) shall submit an Exemption Request to the Office of Youth Safety no later than sixty days prior to the first day of the Program.

### d. Transportation

A Program may permit Minors 16 years and older to travel and arrive to a Program without a parent or legal guardian. Programs that permit such Minors to sign themselves in and/or out of a Program must: a) develop procedures to follow if the Program begins and that Minor is not present and b) require that a Parent or Legal Guardian has authorized such travel in writing via the Pick-up Authorization form.

### e. Medical Treatment of Minors

- i. Medication may be distributed to Minors by Authorized Adults only in accordance with written authorization and instructions via:  
Self-Administration of Prescription Medication Form  
Over the Counter Medication Authorization Form
- ii. Medication must be provided in its original pharmacy container labeled with the Minor's name, name of the medication, dosage and timing of consumption.
- iii. The Program shall keep the medicine in a secure location and maintain the confidentiality/privacy of medical/prescription information
- iv. An Authorized Adult will meet with the Minor and provide any authorized Medication to the Minor in accordance with the instructions provided. The Authorized Adult shall allow the Minor to self-administer the appropriate dose as shown on the prescription
- v. A Minor's parent or legal guardian must make arrangements for the administration of any medicine that the Minor cannot self-administer.

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- vi. Devices for the self-administration of medications which are prescribed by a physician may be carried by the Minor during program activities (Examples include personal “epi” pens and asthma inhalers).

### 2. Screening and Training of Authorized Adults

This Policy prescribes minimum requirements for the screening, training and conduct of Authorized Adults. No individual shall serve as an Authorized Adult until these requirements have been met in full.

#### a. Criminal Background Check

Any faculty, staff, appointee, student, student employee, graduate associate, or volunteer working in a Program, who is likely to have responsibility for the care, custody, or control of a Minor as part of that activity or program must complete a Fingerprint-Based Criminal Background check before working with Minors in a Program.

#### b. Training

Authorized Adults must successfully complete the University’s free online [Youth Safety Training for Authorized Adults](#) before interacting with Minors and on an annual basis thereafter. Successful completion means receiving a passing score of 80% or above on a comprehensive assessment.

#### c. Code of Conduct for Authorized Adults

Authorized Adults shall conduct themselves in a caring, honest, respectful and responsible manner that is consistent with the mission of the University.

Authorized Adults must sign and agree to abide by the behavioral expectations of the [Code of Conduct for Authorized Adults](#).

### 3. Program Registration

- a. All University-Sponsored Programs involving Minors must register annually with the Office of Youth Safety prior to commencing Program operations.
- b. Programs must be registered within sufficient time to meet the requirements of this Policy, but no later than 60 days before the Program start date. Please visit the [OYS website](#) for registration instructions and other relevant procedures.

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## 4. Use of University Participation Forms and Waivers

University-Sponsored Programs are required to use University-provided waiver and permission forms for Programs involving Minors. The parent or legal guardian of a participant must sign and submit required forms before a Minor is allowed to participate. The Program Administrator is responsible for ensuring the following forms have been completed for each Minor participant:

### Required: All Programs

- a. Participation Agreement and Waiver Form
- b. Participant Conduct Agreement
- c. Medical Authorization to Treat
- d. Pick-Up Authorization

### Required: If Applicable

- e. Media, Photo & Video Release
- f. Medication Distribution Record
- g. Over-the-Counter Medication Authorization
- h. Self-Administration of Prescription Medication

*These forms will be published by the Office of Youth Safety and updated as needed.*

## 5. Duty to Report Suspected Abuse or Neglect

- a. Any Authorized Adult or another individual who works for or with a program individual who knows, suspects, or receives information indicating that a Minor has been abused or neglected, or who has other concerns about the safety of a Minor **MUST** immediately make **two** calls and within one business day submit **one** report:
  1. **Call:** University of Arizona Police Department (UAPD) at (520) 621-UAPD.
  2. **Call:** Arizona Child Abuse Hotline at 1-888-SOS-CHILD (1-888-767-2445).
  3. **Report:** Complete a [Child Abuse, Sexual Abuse, or Neglect Incident Report](#) and submit it to the Office of Youth Safety within one business day.
- b. “Any individual who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted on the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature” A.R.S. § 13-3620. Mandated Reporters are required by law to report all concerns of child abuse or neglect, including all instances of abuse disclosed to them by Minors, irrespective of the location, time or individuals involved in the alleged incident.

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- c. This legal obligation extends to all Authorized Adults participating in Programs involving Minors, whether on or off the University's premises and whether or not using University Facilities to report child abuse extends to all Authorized Adults participating in Off-campus Programs involving Minors.
- d. If consultation is needed regarding reporting, or if there are questions on the process or other support needed, please contact the Office of Youth Safety at (520) 621-8223
- e. The Program will immediately take steps to prohibit anyone whose conduct has resulted in a report under this section from having any further contact with Minors until representatives from the Office of Youth Safety and UAPD have reviewed the report and provide suitable assurances that the individual whose conduct resulted in the report has been absolved of any wrongdoing.

### B. Minimum Standards for Hosted Programs

1. All facilities use agreements (or other contracts for the use of University Facilities by an Outside Entity) for Hosted Programs involving Minors must reference this requirement and include a link to this Policy;
2. Each Program Administrator for an Outside Entity must certify that they have conducted criminal background checks and determined the fitness for all Authorized Adults and Program Staff before being allowed to use or lease University Facilities;
3. A signed Third Party Acknowledgement of Responsibilities Form must be submitted by the Outside Entity to the Office of Youth Safety at least 30 days prior to the start of the Program;
4. For additional information regarding this Policy, Outside Entities should reference the current Guidelines for Third Party Use of University Facilities, which will be updated periodically and made available by the Office of Youth Safety.

## COMPLIANCE AND RESPONSIBILITIES

### A. Policy Exemptions

1. The University recognizes that Programs involving Minors vary greatly in their size, scope, and available resources. If a Dean/Department Head of a Sponsoring Unit (or their respective designee) deems a provision of this Policy would place an undue hardship on a Program, an exemption may be requested by the Dean or respective designee by submitting an Exemption Request.



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2. Absent extenuating circumstances, an Exemption Request form must be submitted to the Office of Youth Safety no later than six weeks prior to the Program. Approval or denial will be communicated at least four weeks prior to the event.

### **B. Compliance**

[The Office of Youth Safety](#) is responsible for monitoring compliance with this Policy and making recommendations for sanctions in the event of non-compliance. As part of its responsibilities, the Office of Youth Safety (OYS) shall issue necessary procedures and conduct compliance investigations, both randomly and for cause, as it deems appropriate.

Program Administrators are responsible for complying with requests from OYS and implementing OYS recommendations in the event of non-compliance. The University's Internal Audit Department shall, from time to time and pursuant to its policies and procedures. Site visits may be conducted by the Office of Youth Safety to promote Policy compliance. Programs are required to cooperate with and participate in any site visits or audits. Sponsoring-Units that violate this Policy may be prohibited from offering, sponsoring, hosting, or otherwise operating Programs for Minors.

Employees and others who violate this Policy may be subject to discipline, including but not limited to, dismissal or suspension from employment, dismissal from participation in current Programs, or ineligibility to participate in future Programs. The University may terminate relationships with Outside Entities or take other appropriate actions, including contract termination or non-renewal, based on violations of the Policy.

### **C. Investigations**

Investigations of allegations of child abuse or neglect will be conducted in accordance with the investigatory protocols of children service agencies, local law enforcement agencies, and/or the University.