
The Best Practices for Managing Minors on Campus

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Dec 2011

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Executive Summary

The universities offer a diverse environment of classrooms, offices, laboratories, recreation and other activities that will attract children and minors to campuses. State statutes generally define children as those under the age of 13 and minors as those under the age of 18. Generally, the invitation of children and minors including those of university employees encouraged with due precaution and limitations to protect health and safety and to maintain productivity and regulatory compliance.

Minors working on campus are regulated by both state and federal statute. While most of these statutes are very similar there are some differences.

There are significant Department of Labor restrictions on the work minors and children are allowed to perform. Serious injuries can and have occurred involving minors whether they are present for work purposes or for educational purposes. Should a university violate the state or federal labor standards for minors, the workers' compensation benefit is doubled in most states and the minor is permitted to file action in civil court and they are not restricted to the traditional exclusivity of workers' compensation that normally applies in employee versus employer actions for injuries or illnesses sustained.

These Best Practices apply to situations where minors and children are participating in private instruction or research or are being paid a wage for work on campus. These practices do not apply to minors on campus for group athletics or academic camps, nor for children participating enrolled in an Early Learning Center (day care). For appropriate Best practices toward these risks, see the respective best practices for Youth Camps on Campus and Best Practices for Early Childhood Learning Centers.

In this Best Practice you will find guidance on:

- Employees bringing children and children to work;
- Students bringing children to class;

Visitors bringing children on campus;

Employment of minors and children; and

Offering extracurricular learning opportunities for minors.

Organization

- The university risk management committee reviews campus activities that may involve minors and develops policy and procedures that minimize the risks to children on campus.
- The university risk management committee maintains an inventory of programs and activities involving minors on campus:
 - Employment of minors, age 14-17
 - Bring Your Children to Work program;
 - Mentoring programs;
 - Athletics
 - Academic / research
 - Other such as music instruction
 - Youth Camps, and
 - Third party organizations
 - Property use rentals
 - University sponsored Early Childhood Learning Center activities
- The university publishes a guideline for preventing abuse of children and minors on campus. The following policy components are offered for consideration:
 - Overall policy and prevention statement
 - Rules related to any university activities associated with minors
 - Prevention strategies
 - Hiring and screening policies
 - Volunteer policies
 - Training requirements
 - Monitoring
 - Incident reporting
 - Clery Act requirements
 - Dealing with false accusations/allegations
 - Investigation procedures
 - Management responsibilities
 - Documentation requirements
- The policies and procedures are reviewed by human resources, risk management and general counsel prior to implementation.
- Proposed programs and activities involving minors and children are reviewed and approved by the respective dean, general counsel, risk management and if employment related, human resources prior to acceptance.
- The university publishes and communicates guidelines on:
 - Employment of minors, age 14-17 (employment of someone under 13 years is prohibited);
 - Employees Bringing Children to Work;
 - Students Bringing Children to Class;

- Visiting Children and Minors;
 - Bring Your Daughter To Work® Day (or son);
 - Mentoring programs;
 - Youth Camps, and
 - Early Childhood Learning Centers
 - Reporting incidents of child abuse
- An Acknowledgement of Risk and Responsibilities form must be completed and signed by the parent or guardian of all minors and children participating in organized activities and offerings such as youth camps, early childhood learning center and mentoring programs offered by the university. These forms are to remain on file in the department hosting the activity.
 - All incidents that occur involving minors and children on campus must be reported for investigation regardless of the severity of the event.
 - Campus Police or local municipal police department, and
 - Appropriate child welfare agency, and
 - The employee's or volunteer's immediate supervisor
 - Mentoring programs that involve private instruction (laboratory, music instruction, etc.) must not take place in a room or other space that is not in full view from outside the room when the door is closed when there is only one adult present. A window opening must exist and allow full view into the room.
 - Minors are accompanied at all times and not permitted to work alone as there may be a need to escort the participant out of the facility in the event of an emergency.
 - Minors that travel overnight with a university group that is not an authorized student class or group field trip, to a university sponsored activity or function will be accompanied by their parent or guardian for the duration of the trip.
 - A child is not permitted to reside overnight in a room or tent with a university employee or volunteer that is not his or her parent or guardian.
 - The Risk Management office publishes a guideline and materials of all employees, counselors and volunteer students working with children on campus that discusses the measures they can take to avoid child abuse allegations:
 - Avoiding one-on-one situations without others in the area
 - Encourage minimum one / two (advisor/children) or greater ratio when mentoring
 - Encouraging the child buddy system when sponsoring youth programs

Employees Bringing Children and Minors to Work

It is not unusual for an employee to bring a child to work and should only be permitted occasionally, for the convenience of the employee or due to a family emergency. Children should not be routinely permitted in offices during scheduled work times.

- A parent or guardian must provide supervision at all times.
- Children should not be left unattended.
- Children should not interfere with workplace activities.

Children and Minors should not be allowed in high-risk areas such as:

- Laboratories, shops, studios, mechanical rooms, power plants, garages, animal facilities, food preparation areas, high security areas (except on bring Your Daughter to Work Day and only if older than 12 years of age;
- Any areas, indoors or out, containing power tools or machinery with exposed moving parts;
- In university boats, aircraft, snow machines, grounds equipment, farm equipment, heavy duty or other motorized equipment; and vehicles except those assigned to the employee for commuting from home to campus or as part of a recognized university program;
- Gymnasium, fitness center or other athletic or employment locker room, and
- Any other high-risk areas (no playing in stairwells or doorways, no access to rooftops, construction zones, etc.).

Exceptions to the above restrictions on having minors or children in visiting restricted high-risk areas may be granted at the discretion of the requesting employee's unit manager, dean, or director, but only with the prior written approval granted by the Director (or equivalent) for Human Resources and Risk Management authorities, for the purpose of observing where a parent or guardian work, but only if all work activities have ceased under the following circumstances:

- No risk of injury or illness is present in the workplace;
- No significant disruption of the working environment of either the requesting employee or other employees will occur, and
- The requesting parent signs an agreement promising to indemnify the university and its agents and employees for any claims (including attorney's fees and court costs) made against the university or its agents or employees that arise out of the presence of the minor in the workplace (the risk management office should maintain copies of this agreement form).

An exception, if granted, may be revoked at any time without cause or explanation by the supervisor, manager, dean, director, and the Directors of Human Resources and Risk Management authorities.

Students Bringing Children and Minors to Class

On occasion a student may want to bring a child to class and should only be permitted occasionally, for the convenience of the student due to a family emergency.

- A child should not be left unattended while the parent or guardian is attending class or conducting any other business or social function on campus.
- Line of sight supervision of children by the parent or guardian is required at all times.
- Minors and children should be not allowed in the following high risk areas:
 - Laboratories, shops, studios, mechanical rooms, power plants, garages, animal facilities, food preparation areas, high security area;
 - Any areas, indoors or out, containing power tools or machinery with exposed moving parts;
 - In university boats, aircraft, snow machines, grounds equipment, farm equipment, heavy duty or other motorized equipment; and vehicles except those assigned to the employee for commuting from home to campus or as part of a recognized university program;
 - Gymnasium, fitness center or other athletic or employment locker room, and
 - Any other high-risk areas (no playing in stairwells or doorways, no access to rooftops, construction zones, etc.).
- Minors and children should not be allowed in classrooms where classes are in session unless permission is granted by the faculty member. The student should ask permission from the faculty member prior to the start of class. If a child becomes disruptive, the faculty member may require the student and child to leave. The faculty member should discuss the frequency of such occurrences with the student if this should begin to occur with frequency.

Visiting Children and Minors

- Line of sight supervision of children by the parent or guardian should be required at all times.
- The parent or guardian must assure the minor or child is not disruptive to others and the situation should be brought to the attention of the parent or guardian.
- The parent or guardian must not leave children unattended at athletic or other university activities, the university should retain the right to ask the visitors to leave if continual disregard occurs.

Visiting Children and Minors should not be allowed in high-risk areas such as:

- Laboratories, shops, studios, mechanical rooms, power plants, garages, animal facilities, food preparation areas, high security areas;
- Any areas, indoors or out, containing power tools or machinery with exposed moving parts;
- In university boats, aircraft, snow machines, grounds equipment, farm equipment, heavy duty or other motorized equipment; and vehicles except those assigned to the employee for commuting from home to campus or as part of a recognized university program;
- Gymnasium, fitness center or other athletic or employment locker room, and
- Any other high-risk areas (no playing in stairwells or doorways, no access to rooftops, construction zones, etc.).

Bring Your Daughter To Work® Day (or son)

Colleges and universities recognizes that children of employees will have an interest in seeing where their parents work, learning more about the University and learning about potential careers. To both recognize and accommodate this interest, some universities sponsor events in which minors and children are encouraged to come to work with their parents.

These guidelines should be considered in addition to, not in lieu of, the general Employee, Student and Visitor Guidelines presented above:

- Conduct a work area cleanup prior to the actual event; make sure that obvious workplace hazards have been minimized or eliminated.
- Consider an initial early day gathering (in each building) to describe safety features, such as exits, fire alarms, bathrooms, first aid, off-limits areas, etc.
- Designate specified areas that are not part of the program; some work areas are simply not appropriate for minors and children.
- Minor participants should be 5 years old or older (Kindergarten through High School). Children under the age of 12 who are not enrolled in a university class or program are not permitted in a laboratory at any time.
- Register each minor's participation prior to the actual event (accountability in the event of a problem).
- Consider employee-guided tours within a building where work area restrictions are applied (not all work areas are child-proof, even though considered safe for adults).
- Participation should be limited to children of university employees only (no cousins, nephews, friends, neighbors).
- Limit the number of participating children with an employed parent to two at any given time.

Employment of Minors

Federal and state labor laws prohibit the employment of minors in occupations that involve hazardous material and equipment. Unique exceptions are made for minors performing research in laboratories; however, the same activity may be barred if the minor is paid a wage.

- Any sponsor - supervisor, manager or faculty desiring to employ a minor for any position must first obtain permission from the human resource department, risk management and the general counsel's office prior to offering a position.
- The sponsor of the position must demonstrate why the position should be filled by a minor.
- The sponsor must demonstrate the employment of a minor will not violate state and federal labor law.
- The sponsor must outline what safety training will be provided and why it is necessary. (The needs specified should be evaluated to determine if by virtue of the training to be provided, if the employment is by its nature, hazardous.)
- The university does not employ minors in the following positions:

CFR 29 V Part 570 Child Labor Regulations, Orders and Statements of Interpretation

Subpart E Occupations Particularly Hazardous for the Employment of Minors Between 16 and 18 Years of Age or Detrimental to Their Health or Well-Being

[570.51](#) Occupations in or about plants **or establishments** manufacturing or **storing explosives or articles containing explosive components (Order 1).**

[570.52](#) **Occupations of motor-vehicle driver and outside helper (Order 2).**

[570.53](#) Coal-mine occupations (Order 3).

[570.54](#) Logging occupations and occupations in the operation of any sawmill, lath mill, shingle mill, or cooperage stock mill (Order 4).

[570.55](#) **Occupations involved in the operation of power-driven woodworking machines (Order 5).**

[570.57](#) **Exposure to radioactive substances and to ionizing radiations (Order 6).**

[570.58](#) **Occupations involved in the operation of power-driven hoisting apparatus (Order 7).**

[570.59](#) **Occupations involved in the operations of power-driven metal forming, punching, and shearing machines (Order 8).**

[570.60](#) Occupations in connection with mining, other than coal (Order 9).

[570.61](#) Occupations in the operation of power-driven meat-processing machines and occupations involving slaughtering, meat packing or processing, or

[570.62](#) **Occupations involved in the operation of bakery machines (Order 11).**

[570.63](#) Occupations involved in the operation of paper-products machines (Order 12).

[570.64](#) Occupations involved in the manufacture of brick, tile, and kindred products (Order 13).

[570.65](#) **Occupations involved in the operations of circular saws, band saws, and guillotine shears (Order 14).**

[570.66](#) Occupations involved in wrecking, demolition, and shipbreaking operations (Order 15).

[570.67](#) **Occupations in roofing operations (Order 16).**

[570.68](#) **Occupations in excavation operations (Order 17).**

Authority: Secs. 3, 18, 52 Stat. 1060, 1069; 29 U.S.C. 203, 218.

Subpart E-1 Occupations in Agriculture Particularly Hazardous for the
Employment of Children Below the Age of 16

(a) Purpose. Section 13(c)(2) of the Fair Labor Standards Act of 1938, as amended (29 U.S.C. 213(c)(2)) states that the ``provisions of section 12 [of the Act] relating to child labor shall apply to an employee below the age of 16 employed in agriculture in an occupation that the Secretary of Labor finds and declares to be particularly hazardous for the employment of children below the age of 16, except where such employee is employed by his parent or by a person standing in the place of his parent on a farm owned or operated by such parent or person.'' The purpose of this subpart is to apply this statutory provision.

(b) Exception. This subpart shall not apply to the employment of a child below the age of 16 by his parent or by a person standing in the place of his parent on a farm owned or operated by such parent or person.

(a) Higher standards. Nothing in this subpart shall authorize non-compliance with any Federal or State law, regulation, or municipal ordinance establishing a higher standard. If more than one standard within this subpart applies to a single activity the higher standard shall be applicable.

(b) Apprentices. Some sections in this subpart contain an exemption for the employment of apprentices. Such an exemption shall apply only when: (1) The apprentice is employed in a craft recognized as an apprenticeable trade; (2) the work of the apprentice in the occupations declared particularly hazardous is incidental to his training; (3) such work is intermittent and for short periods of time and is under the direct and close supervision of a journeyman as a necessary part of such apprentice training; and (4) the apprentice is registered by the Bureau of Apprenticeship and Training of the United States Department of Labor as employed in accordance with the standards established by that Bureau, or is registered by a State agency as employed in accordance with the standards of the State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, or is employed under a written apprenticeship agreement and conditions which are found by the Secretary of labor to conform substantially with such Federal or State standards.

(c) Student-learners. Some sections in this subpart contain an exemption for the employment of student-learners. Such an exemption shall apply when:

(1) The **student-learner is enrolled in a course of study and training in a cooperative vocational training program** under a recognized State or local educational authority or in a course of study in a substantially similar program conducted by a private school and;

(2) Such student-learner is employed under a written agreement which provides:

(i) That the work of the student-learner in the occupations declared particularly hazardous shall be incidental to his training;

(ii) That such work shall be intermittent and for short periods of time, and under the direct and close supervision of a qualified and experienced person;

(iii) That safety instructions shall be given by the school and correlated by the employer with on-the-job training; and

(iv) That a schedule of organized and progressive work processes to be performed on the job shall have been prepared.

Each such written agreement shall contain the name of student-learner, and shall be signed by the employer and the school coordinator or principal. Copies of each agreement shall be kept on file by both the school and the employer. This exemption for the employment of student-learners may be revoked in any individual situation where it is found that reasonable precautions have not been observed for the safety of minors employed thereunder. A high school graduate may be employed in an occupation in which he has completed training as provided in

this paragraph as a student-learner, even though he is not yet 18 years of age.

[28 FR 3449, Apr. 9, 1963, as amended at 33 FR 12777, Sept. 10, 1968.

Redesignated and amended at 36 FR 25156, Dec. 29, 1971]

Under federal law, employers who violate the child labor provisions or any regulation issued under them may be subject to a civil money penalty of up to \$10,000 for each violation.

State laws may further restrict the types of occupations for which minors may be hired.

Appendix

State Child Welfare Law

http://www.childwelfare.gov/systemwide/laws_policies/statutes/resources.pdf

University of Vermont

http://www.uvm.edu/~riskmgmt/?Page=workplace/childrenoncampus.html&SM=workplace/workplacesafety_submenu.html

Children & Infants on Campus Policy

In keeping with the UVM mission of education and outreach, it is appropriate for persons under the age of eighteen years to occasionally enter research laboratories for educational and work-related purposes; e.g. HELIX research program and "bring your child to work" days. But because the Nuclear Regulatory Commission (NRC) restricts the amount of radiation exposure that minors can receive and because there are a wide variety of chemical and biological hazards associated with laboratory work, it is necessary to establish guidelines for the appropriate supervision of minors in laboratory areas. These guidelines are necessary to protect a child's health and safety and to prevent harm arising from a child's exposure to harmful agents or conditions. The policy below clarifies existing radiation safety regulations at UVM and addresses the issue of persons under the age of eighteen in hazardous chemical and radiation handling laboratories.

Policy Statement

1. Persons below five years of age are not allowed in laboratories.
2. Persons below fourteen years of age are not permitted access to a hazardous chemical, biohazard or radiation handling laboratory except for short-term (up to two days) visits, such as a high school or middle school tour of a laboratory. Adequate adult supervision must be provided by the organization sponsoring the visit. The RSO and the Department of Risk Management must be notified of such a visit.

The investigator responsible for the laboratory hosting the visit must ensure compliance with radiation safety policies and regulations. The investigator is also responsible to see that any visitors handling hazardous materials receive chemical safety/hazard communication training. The visitors must be directly supervised by the investigator or his/her designee.

The Department of Risk Management should be notified before the visit when access is provided to organized groups. Risk Management can provide a letter of agreement to be signed by the participating organization to address concerns about responsibility for minors.

3. Persons between fourteen and eighteen years of age are permitted access to hazardous chemical and radiation handling laboratories for both short-term and extended visits for education or research-related reasons. They must be directly supervised by the investigator his/her designee.

If appropriate, a radiation film badge must be worn. The NRC limits persons under eighteen years of age to 10% of the exposure to those eighteen years of age and older. The investigator must provide persons handling hazardous materials with chemical/hazard communication training.

Note: If the person is expected to use radioactive materials, he/she is required to become a certified radiation handler by successfully completing a written examination administered by the RSO.

Areas Affected

1. All laboratories are considered hazardous areas subject to the guidelines described above. "Laboratories" are rooms in which hazardous chemicals, radiation, or biological materials subject to National Institute of Health (NIH) restrictions are handled or stored.
2. Rooms with unusual hazards, such as machine rooms, electrical rooms, and equipment rooms, are considered hazardous areas.
3. Hallways and offices adjacent to laboratories are not considered hazardous, but adult supervision is required for minors to be in those areas because of the potential for emergencies associated with laboratory work.
4. Specific areas requiring adult supervision under the above guidelines include but are not limited to:

Buildings:

- Rowell Building
- Soule Medical Alumni Building
- Hills Building
- Bioresearch Complex
- Cook Building
- Colchester Research Facility
- Stafford Building
- Genetics Lab at 32 North Prospect Street
- Terrill Hall
- Marsh Life Science Building
- Votey Building
- Health Sciences Research Facility
- Carrigan Hall
- Perkins Hall (other than the Geology Museum) other areas as designated by their supervisor.

ENFORCEMENT

As with all other policies affecting the use of hazardous materials, enforcement of this policy is the responsibility of the supervisor of the user of the hazardous material. Their professional judgment will be used to assure that the spirit of this policy is appropriately followed. Problems with compliance with the policy should be referred to the Dean of the College responsible for the building, or the Radiation Safety or Chemical and Biological Safety Committees. Employees will not be discriminated against for raising concerns about this issue to appropriate authorities.

College of William and Mary

<http://www.vims.edu/admin/safety/teen-labor.html>

Teenagers in Laboratories

There have been several questions recently concerning teenagers in the labs, whether as employees, student helpers or interns, volunteers, or working on their own school science projects. The Institute has used the following as a general guideline for the past few years. (see the [table of guidelines](#))

No person under the age of 16 years may work in a laboratory under any circumstances. 16 and 17 year old persons may work in most laboratories but only under the **DIRECT** and **CONSTANT** supervision of an adult competent to evaluate the safety of the work being performed. Persons under the age of 18 years may not work with radioisotopes. "Laboratory" means a (bio-) chemical laboratory wherein chemicals, solvents, etc. are used or stored. Computer and map laboratories are not included in this definition. As with all other persons on campus, every adolescent worker must attend a general Safety Orientation - Right to Know training session before beginning work, and anyone working in a radioisotope laboratory, whether or not they use radioisotopes, must attend a Radioactive Materials Awareness class. Persons under 18 who work in radioisotope laboratories also must have a separate, signed parental permission form on file with the Radiation Safety Officer.

Please note that Virginia's labor laws and regulations, which are stricter than the federal, state "No child under eighteen years of age shall be employed, permitted or suffered to work: ... In any capacity in preparing any composition in which dangerous or poisonous chemicals are used," "No person shall employ, suffer, or permit a child to work in any gainful occupation that exposes such child to a recognized hazard capable of causing serious physical harm or death to such child," and "Any work is prohibited which ... involves exposure to ionizing radiation."

Additionally, we strongly suggest that a faculty member or senior classified staff member serve as the adolescent's supervisor. In general, a Graduate Assistant or, as has happened in the past, a Summer Aide, should not serve as the official supervisor, but the faculty member may delegate some, general supervisory responsibility to Graduate Assistants or other adult employees..

In order to assure that all adolescent persons on campus have the same degree of protection, we require the same standard of safety for volunteers and unpaid students as for employees.

The intent of these requirements is not to place prohibitive burdens on faculty and scientifically curious teens, but to protect the teenagers from potential harm and to teach them good laboratory practice while protecting the Institute, its administrators, and the persons supervising the teens and the labs from the potential consequences of an incident or of a violation of the laws and regulations.

MENTORSHIPS (High School Students)

Date: Thu, 31 Aug 2000 10:47:22 -0400

To: everyone@vims.edu

From: "D. Wright" <wright@VIMS.EDU>

Subject: VIMS Mentorships - New Application Process

In an effort to more effectively manage the numerous requests received for mentorships on the VIMS campus, a new application process is being implemented this September. The purpose is to:

- Provide faculty and staff with a process to which interested students can be directed;
- Assure consistent response to all requests;
- Offer faculty members an opportunity to select their students based on qualifications and merit; and
- Offer students, teachers, and parents assurance that their requests will be considered fairly.

Susan XXXXX in the Grant Advisory Services office will manage the mentorship application process. The application is available on the web at <http://www.vims.edu/adv/ed/hs/mentorship.html>. Please review it and send any comments you may have to Susan.

Student mentorship applications will be accepted year-round, but evaluated on a quarterly basis. Application deadlines have currently been set for the 15th of September, November, April, and June. Application review and placement will take place immediately following each quarterly deadline. Susan will notify staff and faculty when applications are ready for review.

Any and all students considering mentorship positions must fill out an application. Those faculty/staff who randomly commit to a mentorship arrangement must be sure to have the student fill out an application and submit it to Susan for record keeping. Please note we will be testing the waters with this procedure this fall. We will be somewhat flexible regarding deadlines as we determine how to best manage requests.

VIMS must assure the safety of our youngest investigators. This requires that we follow Virginia's child labor laws within the State Code of Virginia as it pertains to minors in laboratory/field environments. All students working/volunteering in VIMS laboratories must be 16 years of age or older. Students under 16 are not permitted to work in any laboratory or field capacity. Of course, VIMS faculty and staff may advise individuals

under 16 years of age on projects done off campus under parental supervision as they wish.

The intent of these requirements is not to place prohibitive burdens on faculty and scientifically curious teens. Rather, the purpose is to protect the students from potential harm and to teach them good laboratory practice while protecting the Institute, the persons supervising the teens, and the labs from the potential consequences of an incident or of a violation of the laws and regulations.

Additionally, this application procedure provides a method of documenting the extent of this activity on our campus. If you have any questions regarding this process, please feel free to contact Susan or me.

Guidelines for Minors on VIMS Campus

VIMS safety guidelines for minors on campus are based on the state Code of Virginia.

14-15 Years Old

Not Permissible	Permissible	Requirements
<ul style="list-style-type: none"> • Laboratory helper or worker • Exposure/access to hazardous materials/chemicals/radiation • Filleting fish/sharp tools • Power machinery/grinders/choppers/cutters • Cooking • Ladders, scaffolds or substitutes • Work on vessels (considered a hazardous environment under the general duty clause) • Use of heavy overboard equipment • Field work • Work near, in or on water 	<ul style="list-style-type: none"> • "Bona-fide office rooms" • Administrative work • Computer labs 	<ul style="list-style-type: none"> • Must fill out parental consent and liability form. • Must participate in VIMS safety training class. • Must be under immediate and constant supervision and follow all VIMS safety guidelines.

16-18 Years Old

Not Permissible	Permissible	Requirements
<ul style="list-style-type: none"> • Exposure to radiation • Exposure to dangerous/poisonous chemicals/pathogens/radioisotopes 	<ul style="list-style-type: none"> • Work in chemical labs • Field work (including vessels) 	<ul style="list-style-type: none"> • Must fill out parental consent and liability form, including lab/field safety checklist. (if appropriate) • Must participate in VIMS safety training class, including any department specific training. • Must be under immediate and constant supervision and follow all VIMS safety guidelines. • Female minors must be accompanied in the field by at least one adult female. • Volunteers must check in with the VIMS volunteer coordinator.

Curtin University

<http://64.233.161.104/search?q=cache:30DQUq->

[MGGJ:www.policies.curtin.edu.au/documents/children_campus.doc+children+on+campus+risk+management&hl=en&gl=us&ct=clnk&cd=7](http://www.policies.curtin.edu.au/documents/children_campus.doc+children+on+campus+risk+management&hl=en&gl=us&ct=clnk&cd=7)

Indiana University

<http://policies.iu.edu/policies/categories/administration-operations/public-safety-institutional-assurance/PS-01.shtml>

Iowa State University

<http://policy.iastate.edu/policy/youthprograms>

<http://policy.iastate.edu/policy/children/workplace/>

Lake Superior State University

http://www.nacua.org/documents/LakeSuperiorStateU_MinorsonCampus.htm

Trinity College

<http://www.trinitydc.edu/current/handbook02/pol.htm#child>

University of Alaska

http://www.nacua.org/documents/UofAlaska_MinorsonCampus.pdf

University of Texas System

http://www.nacua.org/documents/UofTexasSanAntonio_MinorsonCampus.htm

Arizona State University

[http://www.asu.edu/studentaffairs/risk/downloads/ASU%20Risk%20Assessment%20\(3\).doc](http://www.asu.edu/studentaffairs/risk/downloads/ASU%20Risk%20Assessment%20(3).doc)

Events Involving Minors Risk Assessment Worksheet

Name of individual compiling worksheet: _____

(Phone number)

(Email address)

Name of Program: _____

Mission and Purpose of Program:

GENERAL PROGRAM ACTIVITIES

Is all program time scheduled (minimal or no free unsupervised time)? YES / NO / NA

If yes what have you done to minimize unsupervised activities or time on schedule?

If No, what can you do to minimize unsupervised activities or time on the schedule?

Have you considered the portion of free unsupervised time children might have and evaluated this factor's relationship to managing risk? YES / NO / NA

Why is it necessary to have unsupervised time as part of the program?

What proactive steps can you take to educate program participants about strategies as well as expectations for minimizing risks?

Have you developed a comprehensive training program for all staff and volunteers that will serve as supervisors and/or instructors for the program?

YES / NO / NA

Who will facilitate training?

What material will be covered during training?

How frequently and when will training take place?

How will you assure that staff and volunteers have learned materials covered in training?

Have you the evaluated the adult supervisor to participant ratio? YES / NO / NA

What is the ratio of supervisor to participant?

How was this ratio determined to be appropriate for the type of event/activities?

Are recreational events or activities that involve physical activity included in the programming? (Examples: running, jumping, swimming, climbing activities at heights greater than six (6) feet, lifting weights, contact or field competition sports, etc.)

YES / NO / NA

If yes, please list. (*You may attach an additional sheet if necessary.*)

What proactive steps have you taken to minimize the risks associated with each of the physical activities listed above?

1. Do any of the activities for this program involve the operation of hand or power tools such as saws, exacto knives, drills, scissors, or scalpels? YES / NO / NA

If yes, list tools that will be used and why they are used as part of the program AND continue through question 6D.

If no, go to question 7A.

2. Has the sponsors arranged for review of the safe use, proper handling, and supervision of participants engaged in use of such devices? YES / NO / NA

How will the review be conducted so that participants as well as supervisors understand safe handling protocols?

3. Is the equipment in proper working condition? YES / NO / NA

What process is in place to check safety of equipment on regular intervals during the program?

4. Is activity appropriate safety equipment (such as, but not limited to, safety goggles) provided to all individuals participating in the activity? YES / NO / NA

5. Will any activity of this program involve participant use of, or access to, firearms, bows and arrows, or pressurized projectiles? YES / NO / NA

If yes, If yes, list items that will be used and why they are used as part of the program AND continue through question 7E.

If no, go to question 8A.

6. Has the equipment been inspected to ensure proper working condition? YES / NO / NA

What process is in place to check safety of equipment on regular intervals during the program?

7. Will instruction on the safe use or handling of the equipment be provided to supervisors and participants? YES / NO / NA

Who will facilitate this training and what resources have been used to assure training is accurate? How will you assure that participants understand training?

8. Has the sponsor arranged for adequate adult supervision during the use or handling of this equipment?

9. YES / NO / NA

What is the appropriate supervisor structure?

10. Have measures been taken to restrict access to this equipment when not in use? YES / NO / NA

What measures have been identified to limit access?

Who will have access?

11. Will any activity involve the use of chemicals or ignitable or noxious gases? YES / NO / NA
If yes, list items that will be used and why they are used as part of the program
12. If yes, is specific training in the safe use of these materials being provided to participants? YES / NO / NA
Who will facilitate this training and what resources have been used to assure training is accurate?
How will you assure that participants understand training?
13. Will any activity involve water sports (diving, swimming, scuba, or wading)? YES / NO / NA
 If yes, list these activities and continue through questions 9H.
 If no, go to Section B- Housing.
14. If diving, swimming, or scuba diving; will certified lifeguards be on duty at the immediate location of the activity? YES / NO / NA
15. Has consideration been given to the provision of the following?

 Adequate adult supervision? YES / NO / NA
What will the supervisor to participant ratio for water activities be?

 Assessment of swimming skill proficiency in relation to the activity? YES / NO / NA
What type of skill assessment will be used ?
16. Is the person conducting swimming skill proficiency assessments qualified to make proficiency determinations?
 YES / NO / NA
Who will facilitate the assessment?
17. Will a “buddy system” be utilized to ensure that campers do not enter the water alone? YES / NO / NA
18. Will participants be provided a review of safety consideration appropriate for the water activity? YES / NO / NA
Who will facilitate this training and what resources have been used to assure training is accurate?
How will you assure that participants understand training?
19. Are alternative activities planned in the event of bad weather? YES / NO / NA
Who will determine if weather is not suitable for water activities?
What are the alternate activities that you have planned?
Have proactive risk management plans been developed for these activities?

B. HOUSING

1. WILL PARTICIPANTS BE HOUSED OVERNIGHT? YES / NO
2. IF YES, WILL THEY BE HOUSED IN UNIVERSITY RESIDENCE HALLS? YES / NO

Which halls?

What other groups are being housed in the same facilities?

Are there any unique characteristics about the facility being used that need to be considered for children staying there?

3. WILL PARTICIPANTS BE HOUSED IN FACILITIES OTHER THAN RESIDENCE HALLS?

YES / NO / NA

What facilities?

What other groups are being housed in the same facilities?

Are there any unique characteristics about the facility being used that need to be considered for children staying there?

4. Has consideration been given to the restriction of access to the housing area?

YES / NO / NA

How will access be restricted?

Who will be responsible for making sure access is restricted?

Who will have access to housing areas?

5. Will participants be provided instruction on security, loss prevention, and other housing related safety and security issues? YES / NO / NA

What information will be included in the instruction?

When will this information be covered?

Who will facilitate material?

How will you assure participants understand information?

6. Will participants be oriented on exit locations in the event of an emergency? YES / NO / NA

7. Will participants be instructed on emergency exit procedures, common meeting or reporting areas in the event of a building evacuation?

YES / NO / NA

8. Has consideration been given to determining an appropriate number of participants assigned to an established sleeping area/space? YES / NO / NA

9. Has consideration been given to the provision of housing supervision? YES / NO / NA **What is housing supervision ratio?**

10. Will a curfew be established and communicated to participants?

YES / NO / NA **What is curfew?**

11. Is there a process to determine if all participants have been accounted for at curfew, lights out, or other determined points in the day or evening to ensure participants are present or accounted for?

YES / NO / NA **How will curfew be enforced?**

12. Have procedures been established for managing the situation if a participant is absent and unaccounted for (e.g. who should be informed, at what point should security or police authorities be advised, when will parents be advised?) YES / NO / NA

What are procedures and who has been trained on them?

Are procedures for responding to this or any other crisis documented?

What training has been done for supervisors of the program as well as volunteers regarding crisis response?

13. In situations when groups of student participants bring their own adult counselor or supervisor (ex. coaches, drill team advisors, guidance counselors) have provisions been made to brief these individuals on safety, camp established expectations, camp rules, or other provisions? YES / NO / NA

14. Are background checks conducted on program staff, counselors, teachers, or other adults who will work closely with participants? YES / NO / NA
If no what steps have been taken to minimize risks associated with adults being in isolated locations with children?
What types of background checks are done?
Who conducts the background checks?
How is information maintained regarding background checks?
15. Are background checks conducted on adults who will share housing facilities with participants (including adults in homes that will host participants overnight)? YES / NO / NA
If no what steps have been taken to minimize risks associated with adults being in isolated locations with children?
What types of background checks are done?
Who conducts the background checks?
How is information maintained regarding background checks?
16. Will participants be provided information on who to see or contact if they have an emergency? YES / NO / NA
How will this be provided?
17. Will participants be briefed on expectations with regard to conduct (e.g. horseplay, pranks, etc.)? YES / NO / NA
How will this be covered and who will facilitate behavior expectations?
18. Will participants be briefed on safety provisions specific to the facility in which they are housed (Ex. Prohibitions to sitting in windows, on ledges, and railing of high-rise buildings)? YES / NO / NA
What information will be included in the instruction?
When will this information be covered?
Who will facilitate material?
How will you assure participants understand information?

C. Transportation

1. Will participants be transported to and from the camp assembly location by parents, guardians, high school representatives or other individuals who are not directly affiliated with the program? YES / NO
What mode of transportation will be used?
What arrangements have been made for safe drop-off and pick-up procedures?
2. Will participants be transported to and/or from activities by employees or volunteers of program? YES / NO
When will participants be transported?
What safety training has been done to minimize risks associated with travel?
What systems are in place to make sure that all transported participants are accounted for at each phase of transportation?
3. Will participants be shuttled between varied locations of activity by means secured by the sponsoring unit other than public transportation? YES / NO / NA
When will participants be transported?
What safety training has been done to minimize risks associated with travel?
What systems are in place to make sure that all transported participants are accounted for at each phase of transportation?
4. Will participants be transported in vehicles other than University owned vehicles? YES / NO / NA
- A. If yes, has the sponsor determined that the vehicles are reasonably sound and reasonably capable of safely completing the trip? YES / NO / NA

- B. If yes, has the sponsor obtained evidence of insurance on the vehicle?
YES / NO / NA
5. When multiple vehicles are used to transport participants, do all drivers know the destination location and will they be provided individual driving direction? YES / NO / NA
6. Will drivers be briefed on anticipated driving or traffic conditions in relation to transporting participants? YES / NO / NA
7. Have safety considerations been discussed with all drivers (Ex. Entering and exiting traffic while driving in caravans, roadside and emergency stopping, communication provisions, separation contingency plans, automotive problems or flat tires)? YES / NO / NA
8. Does the sponsor know whom to call in the event of a vehicle breakdown? (University vehicles or personal vehicles) YES / NO / NA
12. Will drivers be instructed on what to do in the event of an automotive accident? YES / NO / NA
13. Does the sponsor know whom to call in the event of an automobile accident involving a University owned vehicle? YES / NO / NA
14. Will the sponsor have in his/her possession numbers to contact parents or guardians of participants in the event that it becomes necessary to do so while away from the main activity site? YES / NO / NA
15. Will the sponsor have in his/her possession other contact numbers that may be relevant in the event of an emergency that occurs while traveling YES / NO / NA
16. Has the sponsor assessed the appropriate loading and unloading sites for the buses, vans, and/or cars to avoid participant loading/unloading in or around traffic? YES / NO / NA
17. Will a First Aid kit be present in the vehicles used for transporting participants? YES / NO / NA

D. Charter Services

1. Will this camp or program use chartered transportation services of any kind (buses, boats, airplanes, etc.)?
[Note: Chartered service is defined as services secured to transport participants by land, sea, or air in which one or more vehicles and operators are provided for this purpose.] YES / NO
2. If yes, has or will the sponsor confirm(ed) with the charter service that the charter service maintains appropriate certifications and is certified according to the mode of transportation and that the certificates or licenses are up to date? YES / NO / NA
3. Has or will the sponsor confirm(ed) that the charter services carries liability insurance and that the policy is current? YES / NO / NA
4. For boat charters, has or will the camp sponsor confirm(ed) the availability of appropriately size life jackets for all camp participants? YES / NO / NA
5. Has the sponsor considered arrangements for communicating proper safety measures to participants prior to loading? YES / NO / NA
- What information will be included in the instruction?**
When will this information be covered?
Who will facilitate material?
How will you assure participants understand information?

6. Does the sponsor have enough information about the business practices and safety records of the charter service to maintain reasonable confidence in the ability of the company to deliver quality and safe service to participants? YES / NO / NA

E. First Aid

1. Has the sponsor made arrangements to provide first aid training to staff and volunteers? YES / NO / NA

If yes, check those that apply:

↑ classroom instruction

↑ video instruction

↑ web-based instruction

↑ literature review

↑ other (please explain) _____

- A. Will individuals with first aid or other medical training (may include police or security forces) be present (in the actual vicinity of activities) during program activities? YES / NO / NA
- B. Will medical trainers or technicians be “on call” for the purpose of providing first aid? YES / NO / NA
- C. If none of the above, please provide an explanation of how first aid will be administered for the camp or program (attach additional pages if necessary).

2. Will a First Aid Kit be provided immediately to the location of the program activities? YES / NO / NA
If no, please explain.

If yes, has the sponsor considered which first aid kit items are most appropriate for the contents of the First Aid Kit according to the activities of the program? YES / NO / NA

3. Has or will the sponsor inspect the contents of the First Aid Kit to ensure that used, out of date, or damaged items have been replaced? YES / NO / NA
4. Will program staff be provided information on recognition of and treatment of heat exhaustion or heat stroke? YES / NO / NA
5. For strenuous outside activity conducted between May and September, will heat exhaustion preventative measures be taken? (Ex. The provision of cool drinks and frequent encouragement or reminder to consume them, breaks or rest periods from extended periods of physical activity, staffers alert for the symptoms of the onset of heat exhaustion.) YES / NO / NA

6. Will the camp sponsor collect information from participants regarding special medical considerations (such as food allergies, insect stings or bites, allergic reactions, activity restrictions, injuries sustained prior to camp or program participation that might be aggravated or re-injured while participating in camp activities, possession or use of prescription medication, allergic reactions to medications) YES / NO / NA

How is this information gathered?

What arrangements have been made for participants to receive prescription medications from parent or guardian?

7. If yes, will the camp sponsor provide for the appropriate security of sensitive medical information? YES / NO / NA

How will information be maintained?

8. Is there a process in place to ensure that restrictions are appropriately applied (e.g. providing that 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)? YES / NO / NA
9. In cases where camps will prepare and or serve their own foods, have plans been made to maintain proper storage or transportation temperatures, proper sanitation, and food handling? YES / NO / NA

What unique characteristics of your program will require additional review and action plans? Keep in mind that this form was developed as guide and should not be considered all inclusive for any one program.

Employment of Minors

University of Texas

http://www.utdallas.edu/utdgeneral/business/admin_manual/pdf/d21600.pdf

Australian National University

http://info.anu.edu.au/policies/Procedures/Human_Resources/Children_Within_the_Workplace.asp

Federal Youth Labor Law

<http://www.dol.gov/esa/regs/compliance/whd/childlaborcentral.htm>

<http://www.stopchildlabor.org/USchildlabor/fact1.htm>

State Labor Laws

Maryland

<http://www.dllr.state.md.us/labor/empm.html>

Massachusetts

<http://www.agc.state.ma.us/sp.cfm?pageid=1119>

Missouri

<http://www.dolir.mo.gov/ls/childlabor/>

New Hampshire

http://www.filmnh.org/production/documents/child_labor_information.pdf

New Jersey

<http://www.state.nj.us/labor/lasse/lschild.html>

<http://www.state.nj.us/labor/lasse/childlabor.html>

New York

<http://www.labor.state.ny.us/workerprotection/laborstandards/workprot/minors.htm>

Pennsylvania

<http://www.pde.state.pa.us/k12/cwp/view.asp?a=165&q=105983&k12Nav=%7C6343%7C&k12Nav=%7C1146%7C>

Rhode Island

<http://www.dlt.ri.gov/ls/childlabor.htm>

Vermont

http://labor.vermont.gov/Portals/0/Wage%20Hour/child_labor_pamphlet.pdf

Other Resources

Preventing Deaths and Injuries of Adolescent Workers

<http://www.cdc.gov/niosh/childlab.html>

<http://www.cdc.gov/niosh/pdfs/95-125sum.pdf>

Child Entertainment Laws

<http://www.dol.gov/esa/programs/whd/state/childentertain.htm>

Managing Volunteers Within the Law

by Charles Tremper, Anna Seidman and Suzanne Tufts

http://www.nonprofitrisk.org/csb/csb_mgv.htm

Excerpt

Child Labor Laws

Child labor laws can restrict minors' volunteer service. In the interest of protecting children, U.S. Department of Labor staff may consider some forms of volunteer service to be employment for purposes of the federal child labor law. Even though the child labor law is part of the Fair Labor Standards Act, which generally does not apply to volunteers, the justification for applying the child labor rules to volunteers is stronger than the justification for applying the minimum wage and maximum hour rules.

In light of this uncertainty, some volunteerism experts recommend that organizations design service assignments for young volunteers to comply with the child labor restrictions regarding hazardous occupations, licensing, parental consent, and working hours.

Federal child labor protections do not pose the only obstacle to programs enlisting the service of minor volunteers. Each state enforces its own child labor provisions, some of which impose restrictions more severe than federal law. The New York State Department of Labor advises that employment certificates should be obtained by workers under 18 years of age whether in paid employment or in volunteer service. Because each state's law is unique, you should check with your state labor department if in doubt.