

# PROVIDENCE COLLEGE

## MINORS ON CAMPUS PROTOCOLS

### I. Overview

1. These protocols apply to any organized activity on campus involving minors (those under age 18 who are not enrolled Providence College (“PC” or the “College”) students) except for the following exemptions, which have specific and unique requirements established through the Office of General Counsel:
  - Programs arranged and organized through the Admissions Office involving student recruitment (campus visits, etc.)
  - Programs arranged and organized through the Athletics Compliance Office involving individual prospective student-athlete visits
  - Outside rentals of Schneider Arena and other athletic facilities rentals through Athletics
2. The College applies different requirements for accompanied minors vs. unaccompanied minors

### II. Requirements for Accompanied Minors

1. **Accompanied Minors** are minors that are accompanied by a parent/guardian or duly authorized chaperone (an employee of the minors’ school who has care, custody and control) *at all times* (i.e., PC employees and/or students will not be alone, for any period of time, with the minors)

Examples:

- St. Pius V Elementary School arranges for a class trip to visit campus, with the St. Pius V teachers being with the students at all times while they are on campus
  - A PC department hosts an event where minors and their parents attend together
2. The requirements for events with *accompanied* minors are:
    - The minor’s parent/guardian must sign the College’s standard waiver form.
    - If a school is involved (e.g., St. Pius versus the minors’ own parents/guardians) then:
      - ✓ a certificate of insurance from the organization is required (contact the Office of College Event Management and Planning for specific requirements)
      - ✓ a space utilization agreement, with minors addendum, may be required if they are using space or College resources for the activity (contact the Office of College Event Management and Planning for specific requirements)
      - ✓ individuals who are assisting with the event may be required to sign the College’s standard waiver form (contact the Office of College Event Management and Planning for specific requirements)
    - A PC representative from the sponsoring PC Department is required to be present at all times throughout the entirety of the event and oversee compliance with College expectations and, if applicable, any contractual requirements of the outside group
    - If any PC students or employees are involved with the event and will have interaction with the minors, the PC sponsoring department must provide to those students/employees for their review:
      - ✓ The College’s “Child Abuse or Neglect Reporting Policy”; and
      - ✓ The College’s “Guidelines for Working / Volunteering with Minors”

### III. Requirements for Unaccompanied Minors

1. **Unaccompanied Minors** are minors that are not accompanied by a parent/guardian or duly authorized chaperone from the minors' school. Any activity involving unaccompanied minors on College property presents a significant risk and therefore has heightened additional requirements. Note: the College does not generally approve overnight events with minors. Any proposed overnight event requires the approval of the President's Cabinet.

Examples:

- An outside group/organization, sponsored by a PC department, hosts a summer camp, event, or activity for high school students
  - A PC department hosts high school students from a local school for a learning opportunity, but the high school students attend on their own without being accompanied by their parents or teachers from their high school
  - A PC department offers dance, drama, or music lessons for minors, where the parents may not be present
2. The requirements for events with *unaccompanied* minors are:
    - **If the activity is primarily being run by a PC department** (including an athletic coach hosting his/her personal camp or clinic) then the College's "Manual for Athletics and Other Programs, Activities, Camps and Clinics Involving Minors" (the "Manual") is applicable. The Manual requires the following, among other requirements:
      - ✓ All personnel involved in the activity (PC employees, students, and any third-party) to undergo and/or present a current criminal background check and to review, be familiar with, and acknowledge the College's "Child Abuse or Neglect Reporting Policy" and "Guidelines for Working / Volunteering with Minors" (this requires completion of various forms contained in the Camp Manual – Forms 2 & 3)
      - ✓ If a PC Athletic Coach is operating his/her own camp, then the Coach is also responsible for providing a certificate of insurance and completion of other forms as contained in the Camp Manual (Forms 1 & 5)
      - ✓ The Parent/Legal Guardian Form (as contained in the Camp Manual) completed for all minors participating in the event
      - ✓ During the entirety of the event, the presence of a PC representative from the sponsoring PC department is required to oversee compliance with College expectations
    - **If the activity is primarily being run by an outside group** (with a PC Department sponsoring the event, which is required in all instances) the requirements are:
      - ✓ A waiver signed by the minor's parent/guardian (utilizing the PC "Voluntary Waiver Form")
      - ✓ The outside group will be required to sign the College's standard facility use agreement, with the minors addendum (this also includes required criminal background checks and providing a certificate of insurance evidencing coverage in accordance with the facility use agreement); individuals who are assisting with the event may be required to sign the College's standard waiver form (contact the Office of College Event Management and Planning for specific requirements)
      - ✓ During the entirety of the event, the presence of a PC representative from the sponsoring PC department is required to oversee compliance with College expectations and, if applicable, any contractual requirements of the outside group

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- ✓ PC *student-volunteers who will have contact with the minors* must review, be familiar with, and acknowledge:
  - The College’s “Child Abuse or Neglect Reporting Policy”; and
  - The College’s “Guidelines for Working / Volunteering with Minors”
- ✓ PC *employees who will have contact with the minors* must review and be familiar with:
  - The College’s “Child Abuse or Neglect Reporting Policy”; and
  - The College’s “Guidelines for Working / Volunteering with Minors”

**IV. Other Vulnerable Populations**

From time to time, the College may host other groups / individuals that involve vulnerable populations who are not minors (e.g., Special Olympics events; Adult Literacy Group). Specific procedures, including current criminal background checks for volunteers and signed liability waivers, may be required for such activities – please contact the Office of College Event Management and Planning or Office of General Counsel to discuss.

**V. Additional PC Resources / References**

- Child Abuse or Neglect Reporting Policy
- Event Planning Guide
- Guidelines for Working / Volunteering with Minors
- Mandatory Reporting of Sexual Misconduct Policy
- Manual for Athletics and Other Programs, Activities, Camps and Clinics Involving Minors

Questions regarding these protocols may be directed to the Office of College Event Management and Planning or Office of General Counsel