2019 Programs Serving Minors Webinar & Conference Call

Welcome

Agenda

I. Opening Comments

II. Lessons Learned & Legal Insight

III. Training Strategies for Camp Compliance Professionals

IV. Training Strategies for Camp Directors

V. Q & A

VI. Best Practices – Keep Moving Forward

VII. Concluding Remarks

Wesley Horne
Director of Ethics & Compliance
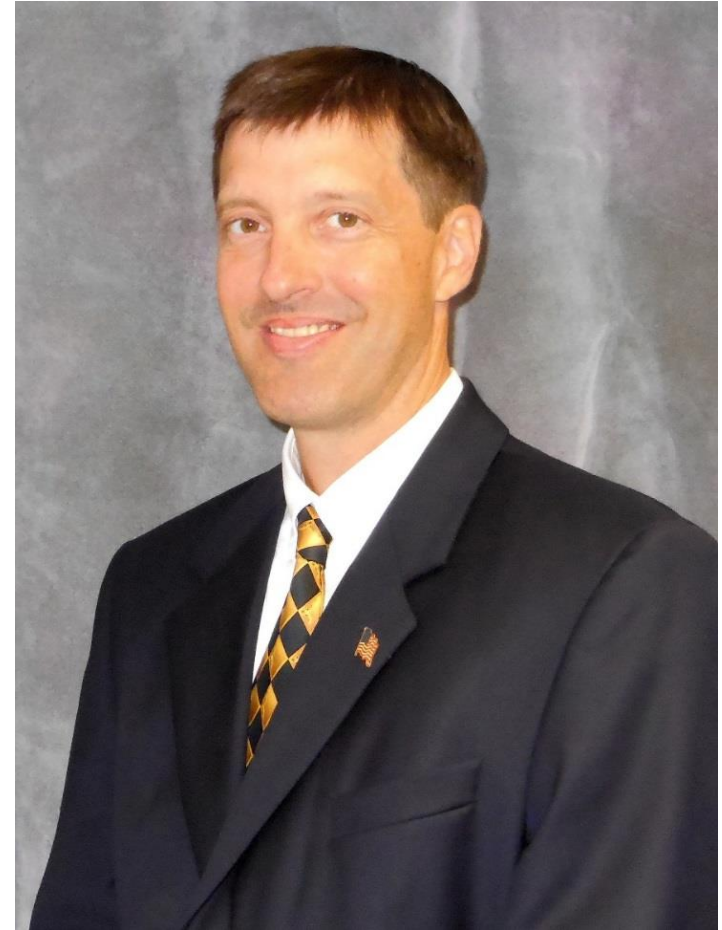**Organizational Effectiveness**
Board of Regents

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Lessons Learned & Legal Insight

➢ Discussion of Troubling Incidents from Last Year
➢ Counselor / Camper Relationships (Online and In-person)
➢ Camper Interaction with Other Parents
➢ Importance of Proper Screening, Training, and Supervision of Counselors
➢ Orientation for all participants

Questions and Discussion??

Chris McGraw, JD

Assistant Vice Chancellor for Legal Affairs
Board of Regents

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Campus Perspective: Training Strategies for Camp Compliance Professionals

Madison Burnett, JD
Associate General Counsel
Georgia State University

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The University considers the safety and well-being of these non-student minors while on campus immensely important. Accordingly, this **Programs Serving Non-Student Minors Policy** sets forth certain operational standards for the activities described herein, in compliance with the Board of Regents of the University System of Georgia Policy 6.9 ("Programs Serving Minors").

Program Directors

Parents and Guardians

DECAL Exemption Certificate

Minors on Campus Training Registration

Minors On Campus Program Registration

Program Directors

All Sponsored and Hosted Programs must register annually and complete annual calendar year training (offered in the Fall for the following calendar year) with the Office of Safety & Risk Management. Program Directors of Sponsored Programs must complete the **Program Checklist** and submit to the Director, Safety & Risk Management as verification of compliance. Should you have any questions with compliance requirements, please review the **Minors on Campus Policy FAQs** and contact the Director, Safety & Risk Management. It is the responsibility of Program Directors to ensure background checks are completed for all staff and volunteers working in the Program.

All incidents must be reported to the Director, Safety & Risk Management immediately. The **Code of Conduct** is to be reviewed and signed by each staff member and volunteer. Please see **GSU Atrial Defibrillator Locations**.

All Sponsored programs that have Minors In Lab will need to comply with the **Minors In Lab Policy.**

It is also required that employees all organizations serving non-student minors complete an online "Recognizing and Reporting Suspected Child Abuse" training module. (Permalink) (Note: this Permalink training link is for GSU Sponsored Programs only, not host programs). You can also report suspected child abuse at 1-855-GA-CHILD (422-2253).

Training the Trainers

Items to consider in developing training for your camp and program directors:

- Types of sessions- does it make sense to split them up (e.g., sponsored, hosted, athletics)?
- Scheduling- are all of your programs summer? Or year-round?
- Who should represent each program at the training? Who are the campus contacts for third party programs?
- Documents/website- what would your camp directors find helpful?

Content to Consider for University-Run Programs

- Background/policy
- Program registration & requirements
- Collaborating with outside organizations
- Screening and background checks
- Training program staff
  - Code of Conduct/Signs to watch for
  - Mandatory Reporter training
  - Safety planning
  - Incident reporting
- Issues to be aware of (e.g., ADA, discrimination, data security/privacy)
- Implementation forms, data retention
- Ensuring smooth transitions

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Content to Consider for University Contacts for Third-Party Programs

- Policy
- Facilities Use Agreement (insurance, background checks)
- Program Registration
- Exceptions (i.e., "there's kids at my event, but...")
- Being helpful, but not too helpful (and why)

Following up

- Keep in contact! (Registry deadlines, checklist deadlines, FYIs)
- Collaborative approach- you're working together to keep kids safe on campus
- Word-of-mouth
- Program mentoring (new programs and established programs)
- Continually updating content, materials, presenters

Qs for Madison?

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Campus Perspective: Training Strategies for Camp Directors

Brian Stone, Lieutenant Colonel, USAF (Retired)
Program Coordinator
UGA Center for Continuing Education & Hotel

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Programs and Activities Serving Minors

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| Policy | Program/Activity Registration | Background Checks | Training | Mandated Reporter | Resources | FAQ | Contact Us |

Policy

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POLICY FOR PROGRAMS AND ACTIVITIES SERVING MINORS

The University of Georgia is committed to providing a safe and healthy environment for all who participate in programs and activities on campus or otherwise affiliated with the University. There are a variety of opportunities available for minor children, including academic camps, athletic camps, clinics, conducting or viewing research, after-school programs, work or activities under the supervision of an individual faculty member, enrichment classes, and other activities. These programs and activities are integral to the University's mission as a land grant and sea grant institution and provide a benefit to both the University and the larger community. This Policy recognizes the special duty of care and supervision when working with minors and sets forth operational requirements to enhance the protection of minors.

I. Definitions

Mandatory Reporter: Any person who is required by Georgia law (O.C.G.A. §19-7-5) to report suspected child 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.

Minor: Any person under 18 years of age (O.C.G.A. §39-1-1)

Program/Activity: Any academic, admissions, athletic, educational, service, leadership, or recreational program serving one or more Minors, including, but not limited to, camps, clinics, conferences, workshops, tutoring, mentoring, group lessons, seminars, competitions, internships or experiential learning, conducting or viewing research, pre-enrollment visits, after-school programs, or other enrichment opportunities.

Program/Activity Administrator: Any individual who has primary and direct operational responsibility for the overall content and execution of a Program/Activity and who serves as the primary point of contact.

Program/Activity Staff: Individuals, whether paid, volunteer, or for academic credit, who have care, custody, control, and/or direct contact or interaction with Minors involved in Programs/Activities. This includes, but is not limited to, University administrators, faculty, staff, students, volunteers, and third parties when operating a Program/Activity.

Third Party: An individual, organization, or entity external to the University, to which the University allows use of its facilities to operate a Program/Activity.

Sponsoring Unit: Any department or unit of the University that offers a Program/Activity.

Minors Program Staff

- Identifying & Hiring Staff
  - Staff Training
- Supervising Staff

Finding Staff for Minors Programs

Option 1: Student population of your institution

- Advantages: Energetic, represent institution, close in age/life experience to minors

- Potential disadvantages: Too close to minors, brain development, individual/group decision making can be ineffective

Option 2: External hires

- Advantages: More depth of knowledge, older, great for instructors

- Potential disadvantages: More risk of inappropriate behavior, may not understand institution mission

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Training Staff for Minors Programs

Three Main Methods of Effective Staff Training:

- Online

- In Person

- Written Guidance

1) Online:

- Effective for formal policy required trainings (Mandated Reporter, Non-Discrimination)

- Can be done in advance of programming

- Can be easily tracked

- Can be done from any location (for external hires)

- May not be as effective at ensuring key information is understood

Training Staff for Minors Programs (Cont.)

2) In Person:

- Can emphasize key information

- Assurance that staff understand critical information

- Does require time built in for training (may be difficult with shorter programming)

- Need to prioritize what needs to be covered in person

- Safety procedures, institution rules for working with minors, emergency situations, communication requirements

Training Staff for Minors Programs (Cont.)

3) Written Guidance:

- Can be used for advance training and refresher guidance throughout program

- Staff Handbook – covers all key policies and procedures for program

- Staff Code of Conduct – reminders of what is appropriate and inappropriate actions as staff member

- Staff Website – internal site with guidance on procedures

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Staff Supervision for Minors Programs

- Critical to have system/procedural checks in place to protect minors (no 1-1 rule)
- Eagle Eyes: all trained to watch for unusual activities that might signal an unsafe situation
- Continual three way communication: up, down, across
- Refresher training throughout longer programs
- Reminder that staff represent your institution at all times, even when off duty
- Post Programming: ensure inappropriate interactions are avoided (e-mail/call/text/social media between staff and minor)
- Qs for Brian?

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Best Practices – Keep Moving Forward

www.usg.edu/organizational_effectiveness/programs_serving_minors

1. Registry of programs
2. Minimum requirements for these programs
3. Proper Training
4. Proper Screening
5. Proper Use of Facility Use Agreements

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