

NUMBER: UNIV 4.00 (NEW)
SECTION: University Administration
SUBJECT: Programs Involving Minors
DATE: November 22, 2013
Policy for: All Campuses
Procedure for: All Campuses
Authorized by: Harris Pastides
Issued by: President's Office

I. Policy

This policy has been established to ensure appropriate supervision and protection of minors who participate in University sponsored programs regardless of location. This policy applies to all University of South Carolina campuses.

This policy does not apply to general public events where parents/guardians are expected to provide supervision of minors.

A. Definitions:

1. Minor - A person under the age of eighteen (18) who is not enrolled or accepted for enrollment at the University. Programs involving minors participating in activities in University laboratories or research facilities must also comply with applicable Environmental Health and Safety guidance documents.
2. University Facilities - Facilities or grounds owned, leased or utilized by the University.
3. Programs - Programs and activities offered or sponsored by various academic or administrative units of the University. This includes but is not limited to outreach activities, workshops, sport camps, academic programs and similar activities.
4. Sponsoring Unit - The academic or administrative unit of the University which offers a program or gives approval for use of facilities owned, leased or utilized by the University.
5. Program Staff - Individuals paid or unpaid who interact with, supervise, chaperone, or otherwise oversee 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 staff roles may include positions as counselors, chaperones, coaches, instructors, etc.

II. Procedure

A. Any University sponsored program involving minors shall:

1. Exercise due diligence in designing program activities in such a way as to reflect safety considerations for all minor participants. Sponsoring units should design safe program activities and identify potential hazards or risk before accidents or injuries occur. Additional assistance can be obtained through Law Enforcement, Office of Risk Management, Office of General Counsel, Continuing Education and Conferences and Human Resources as necessary.
2. Make all reasonable efforts to ensure the safety of minors participating in programs and activities covered by this Policy, including removal of minor participants from dangerous or potentially dangerous situations, irrespective of any other limitation or requirement. If a situation is felt to present imminent danger, or potential criminal activity toward a minor, University Law Enforcement must be called immediately.
3. If a minor participant discloses any type of assault or abuse, or a program staff member has reason to suspect that the minor participant has been subject to such assault or abuse, the incident must be reported to University Law Enforcement immediately. The program staff member should then notify:
 - a. Office of General Counsel;
 - b. Human Resources;
 - c. Risk Management.
4. The Sponsoring unit should ensure that if an allegation of inappropriate conduct has been made against a program staff member involved in a program, the staff member must discontinue any further participation in programs and activities covered by this University Policy until such allegation has been satisfactorily resolved.