WHO ARE MINORS

- Students under 18 yrs.
- Precollegiate
- 9 – 12 grades
- Participating in Alliance Summer Institutes
- From 10 Alliance High Schools
  - First Generation
  - Limited Income
  - Racial/Ethnically Diverse

- When minors are involved in virtual programs certain safeguards and best practices must be observed.

* Note that registered CSU students under 18 do not fall within the protection of Policy for Minors
CHILD ABUSE AND NEGLECT

• As a person employed by Colorado State University, you are a Mandatory Reporter under Colorado and Federal Law
• It’s against the law not to report if you have reasonable cause to know of suspected child abuse/neglect
• *Do not promise confidentiality
• Working with children and young people, you may be in a position to identify a potential problem
• If you suspect something is not right, contact Support and Safety Services 970-491-7407
• No liability if you are wrong as long as you acted without malice
• **Considerations**
  
  • Request about internet access should be in the registration.
  
  • Not all participants will be able to access multiple platforms.
  
  • Accessibility features of the platform must be explored and learned before implementation.
  
  • Parents should contact the program director and/or senior mentor for help with all accessibility issues.
  
  • If program director is unable to find a solution, the program director/senior mentor may contact Assistive Technology Resource Center (ATRC) for issues with electronic accessibility.
DURING THE ONLINE PROGRAM

• Avoid one-to-one virtual contact with a minor

• Please ensure you have at least 2 adults online during live programs to help supervise content and participant behavior. These may be two CSU staff members or one staff member and the minor’s parent or legal guardian.

• If you break participants into separate “rooms”, please ensure that you have one adult monitoring each separate “room.”

• If not two staff staff- May have another staff rotating through rooms
During the Online Program

• May want to send instructions @platform and use to participants prior to program

• Access to the online program must be set so that the program leader must accept each person into the meeting location to avoid unwanted guests in the program.

• Consider only showing the first names of participants while in the virtual environment.

• Helpful to be familiar with participants applications

• Consider, if possible or available, locking the meeting for any late participants.
Sometimes you will have to communicate with just one student

- **Guidance:**
  - Try to limit that but if you must …
  - Copy another CSU staff on any email
  - Have another employee on the call, in the meeting or on the communication
  - Should you have to have a one to one session, Inform other staff members/ responsible individuals
  - Ensure you document any unusual incidents, including behavioral problems and how they were handled
MINORS & SOCIAL MEDIA

• Best practices: Twitter, Emails, Messenger, Slack, Jabber, Fleek, Jostle, etc.

• Create an official “public page” on social media so that employees and volunteers can communicate with youths/ minors in a public and monitored forum. Please follow CSU’s Social Media Policy

• **Prohibit employees and volunteers from interacting with youths/ minors privately on social media.** This includes direct, and indirect messaging. Guidance should be provided prohibiting providing personal contact information including twitter handles, personal email addresses, etc.

• If employees or volunteers must text or email youths, please ensure that they copy in a supervisor, or a parent in any communication
• If an online session is recorded, consent must be obtained from the minor’s parent or legal guardian.
• *This must be indicated in registration packet.
• Program administrators may not record online sessions to their personal computer or device. Recordings must be made to the cloud. Recordings may be shared afterwards with participants in an un-editable format.
Program Plan:

- What are program learning objectives, and how do activities planned align with, or support those learning objectives?
- Assessment of potential hazards - based on activities - what type of hazards are likely?
- What plans can we put in place to manage potential hazards?
- What do you do where there is an emergency?
- Expectations of 911
- Emergency text messages
• CSU’s Protection of Minors Policy  see http://policylibrary.colostate.edu/policy.aspx?id=734
• Sets the minimum standards.
• Program plans should incorporate key elements of this policy
  • Code of conduct for interacting with minors (Section I)
  • See section V – Health & Safety Plan, enrollment materials, plans for ensuring adequate supervision, training of staff, supervision ratios, liability waivers.
• Note that the Minors Policy addresses matriculated student Minors but advice is still valuable guidance when working with young people
While no prescribed format – plans should at least include the following:

- Medical treatment authorization, media release, liability waivers, parental/ legal guardian emergency contact information, treatment procedures, incident report/ health log, inclement weather plan, emergency response, missing participants procedures
- Enrollment materials – include appropriate disclosures of nature of program, including requirements for participation
- Reliable methods of ensuring adequate supervision
- Appropriate training of program staff (including familiarity with policy.)
- Conduct expectations & consequences (for volunteers and participants), plans to manage specific program risks or hazards (as appropriate.)
Section III of policy. Includes checking the National Sex Offender Registry

Best practices: background checks are required for anyone who works "directly with minors." Program leaders are expected to perform reference checks on employees and volunteers prior to starting work with the program.

Circumstances where background checks may be waived by RMI (Convenience and expense will never be a reason not to require a background check.):

- Discrete, occasional event operated entirely in public
- One time/once off assignments, and conducting background check is unreasonable
- Level of intimacy, public places, employees/volunteers are directly supervised by an individual who has undergone a background check
• Special event risk management see http://rmi.prep.colostate.edu/risk-management/special-events/

• Programs and activities with minor participants – online/virtual programs http://rmi.prep.colostate.edu/risk-management/protection-of-minors/programs-and-activities-with-minor-participants-online-virtual-programs/

• Protection of minors see http://rmi.prep.colostate.edu/risk-management/protection-of-minors/

• Incident reporting see http://rmi.prep.colostate.edu/insurance/incident-reporting/
• National Sex Offender National Registry
  https://www.nsopw.gov/?AspxAutoDetectCookieSupport=1
• CO4Kids (preventing child abuse and neglect)
  https://co4kids.org/
• Tell Someone
  http://supportandsafety.colostate.edu/tellsomeone
• RMI Protection of Minors guidance and resources
  http://rmi.prep.colostate.edu/risk-management/protection-of-minors/
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QUESTIONS?