

# PROTECTION OF MINORS

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# 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



# ACCESSIBILITY

- **Considerations**

- Request about internet access should be in the registration
- Not 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.



## ONE TO ONE INTERACTIONS

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





## RECORDING

- If 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.



## PROGRAMS RISK MANAGEMENT

### 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



## PROGRAMMING WITH MINORS

- 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

# PROGRAM PLANS CONT

- 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.)

## BACKGROUND CHECKS

- 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



# RESOURCES

- 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/>



## ADDITIONAL RESOURCES

- 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/>

# CONTACTS

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QUESTIONS ?