



University Policy 2403: Protection of Minors

Category: Community Expectations

Subcategory: Individual Rights

Covered Individuals: All USU Employees and Volunteers

Responsible Executive: Vice President for Finance and Administrative Services

Policy Custodian: Risk Management

Last Revised: 2022/06/24

Previous USU Policy Number: N/A

2403.1 PURPOSE AND SCOPE

This policy is designed to establish uniform requirements for appropriate supervision and protection of [minors](#) (individuals under 18 years of age) who are involved in [covered programs](#), and includes requirements for risk management plans, background checks, and appropriate covered program evaluations.

2403.2 POLICY

2.1 For All Employees and Volunteers

- 2.1.1 All [covered program employees/volunteers](#) must complete annual University-approved Protection of Minors Training and provide USU Risk Management with a signed acknowledgement of participation in this training.
- 2.1.2 Employees/volunteers who are not involved in a covered program might still interact with minors and are expected to follow the Protection of Minors Handbook and conduct themselves in a respectful, honest, and caring manner.

2.2 For All [Authorized Adults](#)

- 2.2.1 All authorized adults who have [direct contact](#) with minors are required to have a current background check on record with the University at the time of hire and/or at the beginning of work with minors. [Sponsoring departments](#) are responsible for the cost of background screening conducted pursuant to this policy.
- 2.2.2 Background checks with negative or questionable results must be reviewed and approved by the USU Background Review Committee prior to the individual being hired and/or working with minors in accordance with USU Policy 3301: Criminal Background Checks.
- 2.2.3 Authorized adults must complete annual University-approved Protection of Minors Training for Authorized Adults and provide USU Risk Management a signed acknowledgment of participation in this training.

2.3 For Participants

- 2.3.1 All participants in covered programs are expected to follow the Participant Code of Conduct developed as part of the risk management plan for the covered program in which they are participating, as well as all appropriate University policies.
- 2.3.2 Participants who violate these codes of conduct and policies may be removed from the covered program.

2.4 For Covered Program Sponsoring Departments

2.4.1 Sponsoring departments offering, participating in, managing, or approving a covered program shall assign a [program administrator](#) to oversee the covered program.

2.4.2 Program administrators shall:

- a. Register all covered programs and submit a risk management plan to USU Risk Management. Risk management plans must have approval from USU Risk Management before the sponsoring department may advertise or enroll participants in the covered program.
- b. Inform all covered program participants about behavioral codes of conduct, safety and security procedures, University rules, and rules established by the covered program.
- c. Provide information to the parents or legal guardians of participants detailing the manner in which the participant can be contacted during the covered program.
- d. Require a signed medical treatment authorization for each participant.
- e. Obtain liability releases as part of the program registration process, including media releases if needed. All data gathered shall be confidential, is subject to University records retention policies, and shall not be disclosed except as required by law.
- f. Ensure adequate supervision of minors while they are participating in the covered program. Adequate supervision should be addressed in the risk management plan.
- g. Prohibit [one-on-one contact](#) with minors in covered programs except where such contact has been addressed in the risk management plan and approved in advance by USU Risk Management.
- h. Require that all covered program participants and staff abide by University policies. Participants and/or staff may be removed from the program for non-compliance with policies.

2.5 Reporting

2.5.1 Utah State law includes a mandatory reporting obligation that requires any person who has reason to believe that a minor has been subjected to abuse or neglect, including sexual abuse, to immediately notify the State of Utah Office of Child and Family Services or a law enforcement agency (Utah Code Ann. § 62A-4a-403). University policy mandates reporting consistent with state law as outlined in the [Protection of Minors Handbook](#).

2403.3 RESPONSIBILITIES

3.1 All USU Employees/Volunteers

Abide by the Employee/Volunteer Code of Conduct within the Protection of Minors Handbook and conduct themselves in a respectful, honest, and caring manner.

3.2 Authorized Adults

Receive annual approved training for Protection of Minor, provide direct supervision of covered programs to which the authorized adult is assigned. Report all concerns, issues, or incidents to the program administrator.

3.3 Program Administrators

Develop risk management plans, ensure that all authorized adults and covered program employees/volunteers have received the appropriate training and background checks, and provide direct supervision for all aspects of the covered program.

3.3 Sponsoring Departments

Assign a program administrator to each covered program and ensure that the program administrator has received the appropriate training and background checks required to be an authorized adult.

3.4 USU Risk Management

Review and approve all risk management plans developed for covered programs.

2403.4 REFERENCES

- Utah Code Ann. § 62A-4a-403 Child Abuse or Neglect Reporting Requirement

2403.5 RELATED USU POLICIES

- USU Policy 3003: Drug and Alcohol-Free Workplace
- USU Policy 2102: Sexual Harassment Prevention
- USU Policy 3015: Violence in the Workplace
- USU Policy 3301: Criminal Background Checks
- USU Policy 3017: Volunteer Services
- USU Policy 4103: Protection of Human Participants in Research

2403.6 DEFINITIONS

6.1 Authorized Adult

- Any adult, 21 years of age or older, who supervises or is otherwise responsible for the direct, on-site, physical custody or control of minors in a covered program.

6.2 Covered Programs

- University sponsored programs and activities offered by various academic or administrative departments of the University where participants may include minors. Programs and activities include, but are not limited to, concurrent enrollment, workshops, sports camps, academic camps, conferences, music lessons, 4H or cooperative extension programs, organized competitions, fairs, and similar activities.
- The following programs and activities are excluded from covered program requirements.
 - i. Programs, activities, and/or services which are open to the general public and which Minors attend at the sole discretion of their parents or guardians (e.g. athletic events, concerts, plays, events, etc.);
 - ii. Programs and/or activities, including experiential programs, designed for enrolled University students;
 - iii. Non-residential trips to USU supervised by a minor's school or organization;
 - iv. Licensed professional and/or clinical services to minors;
 - v. High school student pre-enrollment visitations that are scheduled to last no longer than one day;
 - vi. Student and athletic recruitment activities, including open houses and admissions visits and tours that are scheduled to last no longer than one day and do not include an overnight stay;
 - vii. Supervision of minors who are involved in University research and are covered by Institutional Review Board (IRB) processes as outlined in USU Policy 4103: Human Participants in Research; and
 - viii. Minors employed by USU.

6.3 Covered Program Employee/Volunteer

- An individual employed or volunteering in a covered program who is 18 years of age or older but is not acting as an authorized adult.

6.4 Direct Contact

- Any interaction providing care, supervision, guidance, or control of minors or involving routine interaction with minors.

6.5 Minor

- An individual under the age of 18.

6.6 One-on-One Contact

- Interaction between any USU employee/volunteer and a minor without at least one other authorized adult, parent, or legal guardian being present.
- 6.7 **Program Administrator**
- The authorized adult with primary responsibility over a covered program.
- 6.8 **Sponsoring Department**
- The USU department sponsoring or wishing to sponsor a covered program.
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Information below is not included as part of the contents of the official Policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the President, subject to review by the USU Policy Committee.

RESOURCES

Procedures

- None

Guidance

- [Protection of Minors Handbook](#)
- Protection of Minors Training
- Protection of Minors Training for Authorized Adults

Related Forms and Tools

- Medical Treatment Authorization Form

Contacts

- [Risk Management](#)

POLICY HISTORY

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