

<b>Policy Number</b>	205.001
<b>Policy Title</b>	Minors on Campus Policy
<b>Responsible Officers</b>	Chief Financial Officer
<b>Responsible Offices</b>	Chief Financial Officer
<b>Summary</b>	This policy applies to all University employees, faculty, staff, students, volunteers, independent contractors and vendors, and non-University groups that interact with minors in University sponsored programs, visits, activities, trips, or on University-owned or controlled property.
<b>Definitions</b>	<p><i>Minor:</i> person under 18 years of age, who is not a matriculated college student</p> <p><i>Care, custody, and control:</i> responsibility level when an adult, who is not the parent/guardian, is present and has supervisory responsibility for one or more minors as well as the knowledge of the general location of each minor at any given point throughout the Program.</p> <p><i>Program:</i> event or activity attended by minors offered by the University, or by non-University groups on University-owned or controlled property, during which Program Staff may be in custodial care of a minor. Examples of Programs include, but are not limited to, athletic programs, athletic or academic camps, seminars, conferences, campus visits and similar activities.</p> <p><i>CIU Corporate:</i> Columbia International University, Ben Lippen School, and Pine View Properties</p> <p><i>Program Staff or Covered Adult:</i> individuals who interact with, supervise, chaperone, or otherwise oversee minors in Program activities.</p>
<b>Approving Body</b>	Administrative Council; Academic Council
<b>Approval Date</b>	205.000 -Aca C (11.22.2021); Admin C (10.22.2021) 205.001 -Aca C (02.11.2022); Admin C (01.28.2022)
<b>Last Revision</b>	February 11, 2022
<b>Re-evaluation Date</b>	Fall 2024
<b>Departmental Impact</b>	All University and Non-University Groups; Ben Lippen School and Pine View Properties

*Failure to follow the following policy may result in disciplinary action, including termination of employment.*

### Policy Statement

Columbia International University is dedicated to the welfare and safety of all who participate in its programs and activities, especially minors. The University encourages safe, supervised campus visits by minors for the purpose of attending educational, cultural, or sporting events, programs, and camps. The University expects that all faculty, staff, students and volunteers who interact with minors on campus, and/or who are participants in activities or programs, will foster and maintain an appropriate and secure environment. Further, all members of the corporate community are expected to be positive role models by behaving in a Christ-like, caring, honest, respectful, and responsible manner at all times.

Minors shall not be unattended at any time while on campus. If minors are on campus as part of an official program, activity, or camp, the program staff and/or individuals responsible for the activity or event are responsible for ensuring minors are supervised while on campus. When minors are on campus accompanying current students and/or employees, the current student and/or employee is responsible for ensuring minors are supervised at all times while on campus.

This corporate policy applies to all Columbia International University, Ben Lippen School, and Pine View Properties employees, students, volunteers, independent contractors, and external organizations that interact with minors in University-run programs or activities or on University-owned or controlled property. This policy does not apply to general public events

where parents or guardians are invited or expected to provide supervision of minors, or to events where parents or guardians are explicitly required to accompany their children.

### **Rationale**

The University is committed to the safety and well-being of minors presents on its campuses. Consistent with this commitment, this purpose of this policy is to provide clear and consistent guidelines related to minors on campus. It establishes standards, procedures for reporting suspected abuse or neglect of minors, and obligations for the operations of programs, which include registration, background checks, and training.

### **Policy General Guidelines**

The invitation of minors may be permitted with the following precautions and limitations, which are intended to protect health and safety, maintain productivity and comply with regulations.

1. No minor shall be left unattended at any time while on campus. This includes in campus buildings, on campus grounds, or in a vehicle. Line of sight supervision of minors by the parent/guardian/accompanying adult is required at all times.
2. It is the responsibility of the parent/guardian to ensure that children/minors do not disrupt the educational or work setting. The exceptional (emergency) circumstances under which children/minors should be discussed and established between employee and supervisor or the student and instructor. Children and minors should not be allowed in classrooms where class is in session unless permission is granted by the faculty member prior to class. This should only be permitted occasionally, for a family emergency.
3. It is not appropriate for children/minors to be present on frequent or continuing basis in the workplace setting. Exceptions to this general rule may include:
  - a. Brief visits, e.g., an employee brings child, grandchild, or other minor in to introduce to co-workers, provided the employee supervises the minor at all times during the visit.
  - b. Special occasions that are employer sanctioned and at which attendance by employee's children is encouraged.
  - c. Officially sponsored institutional programs, activities, events, or camps for non-students and minor children with appropriate adult supervision.
4. Children and minors are not allowed in the following high-risk areas:
  - a. Moore Fitness Center, including all weight training rooms and equipment areas except when part of an organized and supervised event (e.g. summer camps);
  - b. CIU Student Center;
  - c. In or around Physical Plant including shops, storage areas, mechanical rooms, garages;
  - d. Any areas, indoors or out, containing power tools or machinery with exposed moving parts;
  - e. Near grounds equipment, heavy duty or other motorized equipment, and vehicles;
  - f. Any other high-risk areas (no playing in stairwells or doorways, elevators, no access to rooftops, construction zones, etc.)
5. The University retains the right to revoke visitation permission at any time.

### **Policy Guidelines for Parents of Children at Ben Lippen School**

The relationship between CIU and Ben Lippen School (BLS) creates unique challenges and opportunities as a ministry. The following guidelines address issues specific to students in BLS whose parents are employed by the University or Ben Lippen School:

1. Elementary-aged children and younger
  - a. Employees should arrange for childcare or utilize BLS extended care to provide supervision for their elementary aged children during their work hours.
  - b. If BLS childcare is not provided during normal work hours (summer, teacher-work days, etc.), other childcare arrangements should be made.
2. Middle or High School-Aged Children
  - a. Moore Fitness Center, Student Center, CIU Residence Halls, BLS athletic facilities (unless participant of sport program or camp) are not appropriate locations for unsupervised minors.
  - b. While middle and high school-aged children may be less intrusive in the workplace, in general, they should follow the same general guidelines listed above concerning minors in the workplace.
3. The University retains the right to revoke permissions at any time.

4. The student or parent assumes full and complete responsibility for the child while on campus and for ensuring the child does not engage in any behavior that could reasonably be found to be distracting, loud, boisterous or inappropriate for a working or learning environment.

### **Policy Guidelines for Programs**

1. The Program, Event, or Camp Coordinator is responsible for ensuring that background checks for institutional sponsored programs are conducted and completed on all adults, program staff, volunteers, etc. prior to initial participation. Background checks will be completed annually. The criminal background check will follow the same procedure as all employees who are subject to background checks.
2. For Programs not sponsored by the University and/or BLS, background checks are required when the program is sponsored or operated by an employee of the institution (whether faculty or staff, full-time or part-time) For example, athletic camps and clinics operated by a coach outside of the institutional capacity. Under these circumstances, background checks will be conducted on adults whom the Program Coordinator reasonably anticipates will have direct contact with a minor in the program.
3. For Programs not sponsored by the University and/or BLS, but will utilize University-owned facilities or athletic fields, the following guidelines will be followed and submitted to Risk Management: **(see University Facility Usage Policy)**
  - a. Contract outlining all rules and expectations must be submitted;
  - b. Proof of clear background checks on all employees and volunteers;
  - c. Certificate of Insurance outlining all coverages and limits of liability.
5. The University retains the right to revoke permissions at any time.

### **Standards of Conduct Related to Covered Programs and Responsible Adults**

Program Staff and Covered Adults shall not:

1. Be alone with a minor, regardless of parent/guardian express or implied permission. If one-on-one interaction is required, the Covered Adult should meet in open spaces easily observable by others.
2. Have physical contact or communication (either in person or electronically) with minors. This does not prohibit providing physical guidance or assistance when teaching a skill or activity, or when promoting safety or preventing a possible threat to or injury of a minor.
3. Meet a minor off-site of the Covered Program or after hours of the Program.
4. Strike, slap, shake, administer corporal punishment, or touch in an inappropriate or illegal manner any minor.
5. Humiliate, ridicule, threaten, or degrade a minor.
6. Sleep or undress in the same room or other enclosed space as a minor, unless the Covered Adult is a parent, guardian, or relative of said minor.
7. Use any language that encourages a minor to keep a secret from parent/guardian, such as "this is between the two of us."
8. Invade the privacy of minors by intruding in situations such as taking showers or changing, unless required for health and safety reasons.
9. Possess or engage in the use of alcohol or illegal drugs, or be under the influence of alcohol or illegal drugs during the Covered Program.
10. Take photographs or video of minor or post information about a minor on the Internet or social media without the written permission of the minor's parent or guardian.

### **Reporting Requirements**

1. External Reporting
  - a. South Carolina law mandates reporting by any person who has knowledge of physical or mental harm to a child if: a) the nature of the harm reasonably indicates it was caused by brutality, abuse or neglect; or b) on the basis of available information, the harm reasonably appears to be caused by brutality, abuse, or neglect. South Carolina law also mandates reporting by any person who knows or has reasonable cause to suspect

that a child has been sexually abused, regardless of whether the child has sustained an apparent injury as a result of the abuse.

2. Internal Reporting

- b. Reporting to the University Security, a supervisor, or any other University official or employee does not satisfy the legal duty for individuals to report child abuse. To report suspected child abuse or neglect, contact the South Carolina Department of Social Services (SCDSS) at 1-888-227-3487.
- c. After reporting suspected child abuse to the SCDSS, the employee shall also provide notice of the report to their supervisor and Risk Management office.
- d. Upon receiving report, the employee's supervisor shall ensure the South Carolina mandatory reporting statute has been followed and report the matter to the Director of Human Resources, the Headmaster of Ben Lippen and/or the President of Columbia International University.
- e. The University shall ensure Clery Act compliance, evaluate whether there is also a legal duty to report the incident as a crime statistic and whether to issue a timely warning notice.

The University reserves the right to interpret this policy and to apply it in the best interests of the University. The University reserves the right to change, alter, or grant exceptions to this policy to best fulfill the mission, purpose, and processes of the University.

**Hyperlinks**

[www.ciu.edu/policy](http://www.ciu.edu/policy)