

Aims Community College Procedure
Employee Services
Minor Participation in Events

INTRODUCTION

This procedure provides broad safeguards intended to better protect Minors when they are on an Aims Community College Campus or participating in College programs and activities designed to include Minors. Those requirements do not apply to events that are open to the general public (such as drive-in movies, concerts, carnivals, etc.), or where parents or guardians are present and expected to provide supervision of Minors in their care.

DEFINITIONS

Authorized Adult. An employee at least 18 years of age who is responsible for the care, physical custody or control of Minors at all times during the duration of an Event.

Contact with Minor. Contact as it refers to required training includes all employees, volunteers, contractors actively engaged in the event, program or activity. Casual contact with Minors i.e. in passing; does not apply in this situation.

Enrolled Minor. A Minor who is enrolled in class (es) or a program at the College.

Event. College-sponsored program or activity involving Minors (typically requires registration or sign-up) and does not include activities open to the public or drop-in activities.

Program Coordinator/Responsible Department. A person or department other than the parent/guardian who will be responsible for the Minor in the campus workplace, program, activity or Event for which the Minor is present.

Minor. A person under the age of 18 who is not emancipated.

Reunification. Process of ensuring that Minors return to the care of their parent or guardian as quickly as possible at the conclusion of an Event or after an emergency.

Safety Plan. Activity-specific written document that describes the process for identifying the physical and health hazards that could harm Event participants, procedures to prevent accidents, and steps to take when accidents occur during the Event. The blueprint for keeping attendees safe.

SAFETY PLANNING

Each Program Coordinator/Responsible Department must work with the Campus Safety Department to develop a Safety Plan for the Event. The Safety Plan must include a

Reunification Plan, which, if applicable, must also be approved by any and all participating school districts.

As visitors to the College, Minors participating in Events have the responsibility to conduct themselves in a lawful manner and in compliance with the Student Code of Conduct.

In accordance with the Minors in College Programs Procedure, all members of the campus community, particularly those working with Minors, are expected to perform their duties with the highest degree of integrity, honesty, and good judgment.

Training of all employees, volunteers, or contingent employees having contact with Minors at Events on campus or off campus and sponsored by the College is required prior to contact.

EVENT PROTOCOLS AND DOCUMENTATION

While the Program Coordinator/Responsible Department may adopt more procedures to oversee the Event, at a minimum, it is responsible for complying with the following:

1. Prior to participation, the Program Coordinator/Responsible Department must ensure that it has, for each participating Minor, all associated forms signed by a parent or guardian with all required information provided, including:
 - Permission, informed consent, and release of liability, including a photo release, as a condition of the Minor's participation;
 - Emergency contact information for the Minor;
 - Prior written authorization of individuals authorized to pick up the Minor;
 - Medical disclosure form (of any medical conditions that might affect the Minor's participation in the Event), and written notification to the parent or guardian that no medication will be given, nor health care available to the Minor during the event, and that in the event of an emergency, 911 will be called;
 - Written notification as to how a parent or guardian may contact the Minor while the Event is in session.
2. The Program Coordinator/Responsible Department must ensure that IDs are checked before release of the minor from the event to ensure release is only to authorized individuals.
3. A Safety Plan must be developed for the effective response to emergencies, which must include notification to College Safety & Security Department at (970) 888-2582.
4. Thresholds for authorized adult-to-minor ratios will be determined by Program Coordinator/Responsible Department in conjunction with Campus Safety & Security Department.
 - In cases in which a partnering school district has required ratios, those will be followed and enforced.
 - For Events which include a participating authorized adult in attendance with Minors (local high schools, for example), Program Coordinator/Responsible Department will provide authorized adult expectations.
5. Events that include the use of the Physical Education and Recreation Center (PERC) must adhere to additional facility guidelines and protocols relating to Minors.

EVENT CONCLUSION AND REUNIFICATION

At the conclusion of an Event, the Program Coordinator/Responsible Department will ensure that the Minor is safely returned to the designated party or guardian as identified in the Minor Participation Information Form.

Adopted: College Council, December 12, 2022

Responsible Administration: Executive Director/CHRO of Employee Services