BALL STATE UNIVERSITY

POLICY REGARDING UNACCOMPANIED MINORS

I. Purpose:

The purpose of this policy is to provide appropriate protection and safety for unaccompanied minors who are involved in authorized activities taking place on the Ball State University (“University”) campus or under the authority and direction of the University at other locations. This policy supplements and does not replace any other legal requirements.

II. Applicability:

A. This policy applies to all University employees, students and volunteers who supervise, chaperone, or otherwise participate in authorized activities for unaccompanied minors taking place on the University campus or under the authority and direction of the University at other locations. For the purposes of this policy, an unaccompanied minor shall be a person:

(1) under the age of eighteen (18);
(2) unaccompanied by a parent or guardian; and
(3) in attendance at an authorized activity falling under the application of this policy.

B. This policy also applies to third party contractors whose representatives will have interactions with unaccompanied minors as part of an authorized activity falling under the application of this policy. All University agreements with such third party entities must reflect this applicability.

C. Some specific activities are covered by other policies and are therefore excluded from the scope of this policy. These activities include:

1. Performances or events open to the general public such as athletic competitions, plays, or concerts.
2. Regularly scheduled classes or activities designed primarily for officially enrolled students who are age 17 and above.
3. Pre-enrollment/recruitment/advising visits by high school students, including prospective student-athletes, when such visits are officially hosted by a University student.
4. University employees licensed as health care providers, or students serving under the supervision of a health care provider, rendering health services to minors in clinical settings.
5. University programs or units with a primary purpose of providing daily services to minors that maintain specific policies regarding the routine supervision of minors. Such programs and units include, but are not limited to, the Child Study Center, Burris Laboratory School, and the Indiana Academy for Science, Mathematics, and Humanities.
6. Students working with minors as a part of an academic program component such as student teaching, classroom observation or other activity under the authority and direction of an outside entity.
7. Students providing volunteer community service under the direction of outside businesses or agencies.
III. Authorized Activity Requirements:

A. Registration of Authorized Activity:

It is the responsibility of the person in charge of an authorized activity involving unaccompanied minors (hereafter “Activity Leader”) to pre-register the authorized activity with the Office of Risk Management within 30 calendar days prior to the first day of the authorized activity.

B. Identification of all Authorized Activity Personnel:

It is the responsibility of the Activity Leader, or his/her designee, to compile and maintain a list of all employees, students, volunteers, and/or third party contractors participating in the authorized activity. It is the responsibility of the Activity Leader to ensure the completeness, accuracy and maintenance of the list of participants at all times.

C. Background Checks and Targeted Training:

It is the responsibility of the Activity Leader, in collaboration with the Office of Risk Management and University Human Resource Services, to initiate and verify the successful completion of University background checks and approved targeted training for all identified personnel participating in the authorized activity. The background checks shall be completed using the University designated vendor and must be conducted within the twelve (12) month period immediately preceding the start date of the authorized activity.

Criminal background checks conducted for the primary purpose of employment with the University will satisfy this requirement as long as the background check was completed within the applicable twelve (12) month period. Information about the background check process is available from University Human Resource Services.

Use of background checks conducted by entities other than the University designated vendor shall be approved on a case by case basis by the Office of Risk Management. In all circumstances, a background check must be completed within the applicable twelve (12) month period.

Any exceptions or modifications to the background check policy and training requirement must be pre-approved by the Office of Risk Management and must otherwise provide appropriate safeguards for the participants of the authorized activity.

D. Obligation to Notify:

In addition to the requirement of a completed current background check, all employees, students, volunteers, and/or third party contractors who are involved in an authorized activity have a continuing obligation to notify the Office of Risk Management of any arrest, charge or conviction for a felony or any offense or crime against a minor. Such disclosure must be made to the Office of Risk Management within 48 hours of the arrest, charge or conviction. If warranted, at the discretion of the Office of Risk Management, the participant may be immediately suspended from further participation in the authorized activity, pending an investigation or satisfactory resolution of the criminal matter. Legal prohibitions regarding
physical presence on campus/trespassing may also be pursued. University administrators shall follow the appropriate procedures in determining and issuing any sanctions.

If the participant is not a member of the Ball State University community, but is present through an external organization authorized to be on campus, that external organization will be notified that the participant will no longer be permitted on the University campus. Failure of the external organization to comply with the University’s notification may result in the external organization being denied access to the University campus and facilities.

E. Level of Supervision of Unaccompanied Minors:

It is the responsibility of the Activity Leader to make arrangements for appropriate levels of supervision for all authorized activities, including an appropriate ratio of adult participants to unaccompanied minors. Appropriate levels of supervision should be determined by considering the age of the unaccompanied minors, the type of activity and facilities involved.

F. Electronic Communications:

Individuals involved in authorized activities under this policy are prohibited from having direct electronic communication with minor participants unless the minor’s parent or another adult participant of the authorized activity is included in the electronic communication.

G. Authorized Activity Emergency/Safety/Training/Planning Records:

It is the responsibility of the Activity Leader to have in place, enforce, and make available upon request:

1. Applicable authorized activity policies and procedures;
2. Transportation needs of the participants;
3. Weather emergency plans;
4. Rules pertaining to contact with and supervision of unaccompanied minors;
5. Safety and security measures;
6. Medical emergency contact information;
7. First aid and medical treatment, dispensing of medications supplies and plans;
8. Ball State University photograph and video release form; and

H. Mandatory Reporting of Instances or Suspected Instances of Abuse or Neglect:

Every member of the University community, including a participant in any authorized activity under this policy, has an obligation to immediately report instances or suspected instances of abuse or neglect with minors to Child Protective Services (CPS) at 1-800-800-5556, and the Ball State University Police at 765-285-1111.

Approved by Cabinet 10 18 16