

Authorized Activity Operating Procedures

Table of Contents

1. Introduction
2. Pre-Approval and Registration
3. Personnel Management
4. Background Checks and Training
5. Activity Safety and Oversight
6. Prohibitions
7. Emergency, Safety and Training Planning
8. Mandatory Reporting
9. Policy Enforcement and Compliance
10. Supervision and Staffing
11. Supervision Ratios
12. Use of University Facilities
13. Minors in Laboratories

Authorized Activity Operating Procedures

1. Introduction

These procedures are designed to ensure the safety and well-being of minors on campus. Compliance is mandatory to protect minors from harm and mitigate risks. While many procedures are derived directly from the Ball State University Policy Regarding Unaccompanied Minors, others have been adopted from previous best practice guidelines published by the Office of Risk Management. These have been incorporated as mandatory operating procedures. Please note these operating procedures may not cover every possible scenario. It is the responsibility of the Activity Leader to thoroughly review the complete Policy and seek clarification if needed to ensure full understanding.

2. Pre-Approval and Registration

- Obtain pre-approval from the responsible Vice President and/or Athletic Director using the Authorized Activity Pre-Approval Form.
- Register the Authorized Activity with the Office of Risk Management at least 30 days in advance.
- Attend the Activity Leader Orientation within 24 months prior to the start of the authorized activity.
- Reference: Policy Regarding Unaccompanied Minors, Sections IV. A. and B.

3. Personnel Management

- Compile and maintain a list of all employees, students, volunteers, and third-party contractors directly involved in the activity using Roster Form F.
- Ensure the accuracy and maintenance of this list.
- Reference: Policy Regarding Unaccompanied Minors, Sections IV. C.

4. Background Checks and Training

- Work with the Career Center and Human Resources to ensure timely completion of background checks for all activity personnel. An approved background check must be on file for each individual in the 24 months preceding the activity start date.
- Ensure all activity personnel complete the university's approved EduRisk online training course: Protecting Children: Identifying & Reporting Sexual Misconduct within the 24 months preceding the activity start date. This training is available through the EduRisk training portal on MyBallState.
- Notify the Office of Risk Management immediately if any personnel are arrested, charged, or convicted of a crime.

- Suspend personnel from participation if warranted pending investigation or resolution.
- Reference: Policy Regarding Unaccompanied Minors, Sections IV. D. E. and F.

5. Activity Safety and Oversight

- Arrange appropriate supervision levels.
- Whenever possible, assign a lead, middle, and trail staff member to supervise groups walking between locations.
- Make reasonable efforts to clear restrooms before allowing minors to enter and prevent adults from entering until the minors have vacated.
- Implement enhanced safety measures including first aid kits, hand sanitizing stations, targeted training and other precautions as directed by the Office of Risk Management.
- Perform safety walkthroughs for all activities to identify and mitigate potential hazards.
- Provide and enforce the use of necessary safety equipment, such as helmets and life jackets.
- Reference: Policy Regarding Unaccompanied Minors, Sections IV. F.

6. Prohibitions

- Prevent one-on-one contact with minors. This means taking steps to ensure that an adult is never alone with a minor in a private or isolated setting. Here are a few examples of how this can be implemented:
 - Always have another adult present: Ensure that a second adult is always present during interactions with minors.
 - Use open and observable environments: Conduct activities in open spaces or rooms with windows where others can easily see what is happening.
 - Group activities: Encourage group activities rather than one-on-one meetings.
 - Virtual interactions: If interacting virtually, ensure that a parent or another adult is aware of and can observe the interaction.
- Prohibit inappropriate physical contact, abusive behavior, and the sharing of sleeping accommodations (beds).
- Ensure that no alcohol, illicit drugs, weapons, or sexual materials are present during any activities.
- Prevent unauthorized access or use of minor participants contact information.
- Reference to full list of Prohibitions: Policy Regarding Unaccompanied Minors, Section IV. G.

7. Emergency, Safety and Training Planning

- Develop, document, and maintain applicable policies and procedures related to Authorized Activities, including:
 - Staff Training and Certifications
 - Establish and enforce a clear code of conduct for all staff, including rules pertaining to contact with and supervision of unaccompanied minors.
 - Ensure that activities are supervised by qualified instructors with appropriate certifications meeting industry standards.
 - Document completion of the EduRisk Protecting Children: Identifying & Reporting Sexual Misconduct training course for all authorized activity personnel.
 - Health and Medical Safety
 - A parent or guardian must complete the Medical Information and Authorization - Form A or a form with similar language approved by the Office of General Counsel.
 - A parent or guardian must complete the required forms to authorize the dispensing of medications for children who require them during their participation in the authorized activity. This includes:
 - Authorization for Self-Administration of Required Medication – Form B or a form with similar language approved by the Office of General Counsel.
 - Consent for Over-the-Counter Medications – Form C or a form with similar language approved by the Office of General Counsel.
 - Ensure all staff are aware of and knowledgeable about the locations of first aid supplies and the procedures for addressing medical needs.
 - Medicines must be in original containers and securely stored.
 - Only allow self-administration of medicines by minors under supervision.
 - Transportation Safety
 - Screen drivers to ensure compliance with the university's Driving Privileges Policy.
 - Require all passengers, including minors, to wear seat belts.
 - Develop and communicate emergency procedures, including how to handle breakdowns, accidents, or medical emergencies.
 - Emergency Preparedness
 - Establish a weather emergency plan
 - Monitor weather conditions and have plans for extreme weather (storms, heatwaves, etc.)
 - Identify who makes the decision to suspend or cancel and how to specifically monitor the weather.
 - Develop a comprehensive weather safety protocol – template provided.

- Define roles and responsibilities for emergency evacuation in the event of fire or other emergency, including appointing designated evacuation leaders and individuals to assist those with special needs.
- Ensure all participants are familiar with Ball State University's campus emergency procedures including the Emergency Alert Notification System and the locations and use of campus blue-light phones.
- Behavior Management
 - Establish and communicate clear rules and expectations for participant behavior.
 - Implement strict anti-bullying standards.
 - Obtain a signed Disciplinary Procedures form - Form E or a form with similar language approved by the Office of General Counsel to ensure a reasonable and consistent approach for managing disciplinary behavior that may disrupt the Authorized Activity.
- Parent/Guardian Authorization
 - Obtain parental or guardian consent for photographing or videotaping minors using the Ball State University Media, Photo, and Video and Liability Release form – Form D or a form with similar language approved by the Office of General Counsel. If no photography or videography is involved, this requirement does not apply.
- Incident Reporting
 - Implement clear protocols for reporting and documenting incidents using the Unaccompanied Minors Incident Report - Form G.
 - Establish follow-up procedures to address any identified issues and take preventative measures to avoid recurrence.
- Establish procedures for notifying the minor's parent/legal guardian in case of a medical emergency or other significant activity disruption.
- Reference: Policy Regarding Unaccompanied Minors, Sections IV. F and H.

8. Mandatory Reporting

- Indiana law requires any individual who has reason to believe that a child is a victim of abuse or neglect to make a report. This obligation applies to everyone, not just professionals who work with children.
- The report must be made immediately to the Department of Child Services (DCS) or to local law enforcement. This means as soon as you suspect or have evidence of abuse or neglect, you are required to report it without delay to the following:
 - Indiana Child Abuse and Neglect Hotline, 1-800-800-5556
 - Ball State University Police, 1-765-285-1111
 - Responsible Vice President/Athletic Director
 - Direct supervisor
- Reference: Policy Regarding Unaccompanied Minors, Sections IV. H.

9. Policy Enforcement and Compliance

- Remain aware of and comply with all policy responsibilities.
- Ensure immediate termination of activities and future restrictions if policy violations occur.
- Report suspected law violations to law enforcement.
- Additionally, ensure that your Authorized Activity planning comprehensively addresses other Ball State policies, including but not limited to anti-harassment policies, tobacco-free policies, university weapons policy, driving privileges policy, and all other relevant policies and regulations related to computer use, animals, bathrooms, skateboarding, and more.
- Reference: Policy Regarding Unaccompanied Minors, Sections IV. H., I. and J.

10. Supervision and Staffing

- Every effort should be made to ensure authorized activities are supervised by at least two adults.
- Follow the specified staff-to-participant ratios for different age groups.
- Provide training for staff on safety procedures and emergency response.
- Educate participants on the proper use of any equipment.
- Ensure adequate supervision during off-site trips.
- Reference: Policy Regarding Unaccompanied Minors, Sections IV. F.

11. Supervision Ratios

- **Ages 4-5:** 1:5 (Overnight), 1:6 (Day)
- **Ages 6-8:** 1:6 (Overnight), 1:8 (Day)
- **Ages 9-14:** 1:8 (Overnight), 1:10 (Day)
- **Ages 15-17:** 1:10 (Overnight), 1:12 (Day)
- Reference: Policy Regarding Unaccompanied Minors, Sections IV. F.

12. Use of University Facilities

- Ensure minors only use general campus facilities under supervision.
- Avoid problem areas like enclosed offices and storage rooms.
- Establish and communicate evacuation plans.
- Ensure the proper, safe, and respectful use of Ball State property and facilities, preventing any misuse, damage, or destruction.
- Ensure the facility has a secure perimeter with controlled access points, conduct regular safety inspections of all facilities and equipment, and maintain a clean and hazard-free environment.

13. Minors in Laboratories

- To ensure the safety of minors in university research laboratories, activity leaders must:
 - Obtain prior approval for minor participation through their supervisory chain of command
 - Restrict minors from access to high-hazard areas not directly associated with the planned activity and clearly communicate all restricted or off-limits areas in advance.
 - Ensure any assigned tasks (beyond observation only) are age-appropriate and aligned with the minor's experience and training.
 - Provide and require appropriate personal protective equipment (PPE) and ensure minors wear proper laboratory attire as designated for the space.
 - Enforce compliance with all established safety protocols, including handwashing requirements and prohibitions on food and drink in laboratory spaces.
 - Provide general safety orientation, guidance, and relevant resources prior to participation.
 - Deliver and document any required specialized or task-specific training.
 - Ensure active supervision at all times and enforce safe work practices.
 - Promptly report and investigate any incidents involving minors and recommend corrective actions as appropriate.

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