Allan F. Brooks, CPCU, ARM Director, Risk Management Phone 714-532-7794 <u>abrooks@chapman.edu</u> One University Dr. Orange, CA 92866 Office: 701 N. Glassell

Interim Risk Management Protocol – Programs Involving Minors – October, 2013

The Chapman University Compliance Committee is working to finalize some written documents, policies and procedures for those programs and activities that involve working with minors. This is a fairly new initiative taken in response to our Board of Trustees concerns following the Penn State incident. Meanwhile, we are asking that any Chapman – sponsored and managed programs that involve minor children on campus or off-campus follow some basic risk management protocol as follows:

- 1. One or more employees (staff or faculty) should be designated to manage and be present at all times that we have minors participating in university-sponsored programs.
- 2. The above persons will need to be cleared by way of a background check, including finger-printing, and checks against registries identifying sexual offenders. Susan Winton in the Chapman University Human Resources office can assist.
- 3. All other persons who will be working directly with minors will need to be cleared by way of # 2 above.
- 4. All persons who will be supervising the program and/or working directly with minors must complete an online course on *Sexual Misconduct: How Teachers and Other Educators Can Protect Our Children*
 - The course answers the question of "How can we as educators keep the children in our care safe?" With this course you will learn how to recognize, prevent, and report sexual misconduct in various educational settings. This course takes approximately 60 minutes to complete. Access is via the Risk Management website, Resources Page, Forms and Tools found at http://www.chapman.edu/faculty-staff/risk-
 - management/resources.aspx Then go to United Educators Online Training Programs (PDF) Access is described in that document. Please ask those individuals to provide a PDF of their Certificate of Achievement, which should be provided to Risk Management and Human Resources for the employee's personnel file.
- 5. Additional training on Chapman University-specific requirements will also be required.
- 6. Programs should not allow individual, unsupervised one-on-one sessions with minor children.
- 7. An Elective Activity Waiver must be signed by Chapman persons who are participating in these programs. This form is not required if an employee is participating in the course and scope of their employment.
- 8. A program-specific waiver form must be created and signed by the parent or guardian of any participating minor. Emergency medical information and release must be included. Contact <u>Risk Management</u> for assistance. Note that Public Safety must be immediately notified of any situation that requires medical assistance and a report filed with <u>Incident/Accident Investigation Report (Form)</u>.

Let me know if you have further questions or require further assistance.