

Risk Management Protocol – Programs Involving Minors – May, 2016

The Chapman University Compliance Committee, under the direction of the Audit Committee of the Board of Trustees has established a series of tools designed to facilitate the successful management of university-sponsored programs that involve minor participants. These policies include [Protecting Minors](#), [Mandated Reporters and Required Reporting of Abuse and Neglect](#), and [Reporting Misconduct](#). These policies can be accessed via the Institutional Policies website found at this [link](#).

Guidelines for Chapman University–sponsored programs that involve minor participants on or off campus are as follows:

1. One or more (staff or faculty) employees should be designated to manage and be present at all times that we have minors participating in university-sponsored programs. This is in addition to student workers or student volunteers. Programs may not allow individual, unsupervised one-on-one sessions with minor children.
2. **Background Checks:** The above persons must be screened by way of a background check, including finger-printing, to include checks against registries identifying sexual offenders. The University uses Live Scan for this purpose. The frequency of Live Scan background checks will be every 1-2 years. For persons working individually with minors, in a one-on-one environment, this Live Scan must be conducted annually. For persons working only in a group environment, with other program leaders who have been successfully screened, the background check should be done no less often than every two years. All other persons who will be working directly with minors will need to be cleared by way of # 2 above. A Live Scan can be requested through the Chapman University Associate Director, Talent Management & Compensation Administration, [Abbie Kane](#). This will be done when you enter your event in the Registry.
3. **Training Requirement:** All persons who will be supervising the program and/or working directly with minors must complete an online course on **Protecting Children from Sexual Misconduct**. 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. You may register, or request registration for others by completing the online training course on **Protecting Children from Sexual Misconduct**, available on the Risk Management LearnUpon site. To register for this course, please fill out the Online Training Request Form via this [link](#). You can register up to 6 “learners” per request. All “learners” should provide a PDF of their Completion Certificate to the program manager with a copy to Human Resources for the employee’s personnel file.
4. 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.
5. 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 [Risk Management](#) for assistance. Note that Public Safety must be immediately notified of any situation that requires medical assistance and an Incident/Accident Investigation Report filed via this [link](#).