

- Activities and Programs with Minor Participants
Policy 1.50

The university is committed to providing the best experience possible for minors. Faculty, staff, appointees, students, student employees, graduate associates, and volunteers are therefore expected to hold themselves to the highest standards of conduct when interacting with minors. This policy establishes requirements for those in the university community who work in activities and programs with minors, with the goal of safeguarding the wellbeing of minors.



Does This Policy Apply to Me?

Step One: Does this apply to me?

- The activity or program must meet all 3 prongs to fall within scope of the policy:
 1. Any event, operation, or endeavor operated, conducted, or organized by the university (basically, does OSU have control over the programming, staffing, etc)
 2. That includes minors
 3. During which parents or guardians [does not include teachers] are not expected to be responsible for the care, custody, or control of the minors



Registration

- Step Two
 - Register your activity or program involving a minor here: <http://www.hrtech.osu.edu/minors>



Do Employees have Care, Custody or Control?

- Step Three
 - Determine if employees, students, and/or volunteers will have care, custody, or control of minors during the program or activity.
 - Care, custody, or control is defined as “When an adult(s) is present and has primary responsibility for supervision of minors at any given point throughout the activity or program with minors. At least one adult must have care, custody, or control of minors at all times during the activity or program with minors.”
 - If employees involved in your Activity do NOT have care, custody or control, proceed to slide 5. Otherwise proceed to slide 6.



Non Care, Custody or Control

- Non care, custody, or control activities:
 - Please have your employees review and sign the [non-care, custody, or control training and Standards of Behavior](#) form and submit completed forms to your HRP
 - After submitted completed forms you are finished. Remember to register any ongoing activities once every year.



Care, Custody, or Control

- Care, custody, or control activities:
 - Please notify your HRP with a list of all employees involved and their email addresses
 - HRP will setup fingerprint BCI/FBI background checks for all involved employees
 - Have all employees complete [Carmen](#) training and submit certificate of completion to HRP
 - Have all employees complete [Standards of Behavior](#) form and submit completed forms to HRP
 - Proceed to next slide



Care, Custody, or Control Cont.

- Care, custody, or control activities:
 - Renew registration for ongoing activities once a year
 - Complete Carmen training and Standards of Behavior form once a year
 - Employees must complete a new fingerprint BCI/FBI background check every four years
 - Must be held responsible to the University's [self-disclosure policy](#) during this span (including during any breaks in service)
 - If there is a break in service greater than 12 months, a new background check must be completed

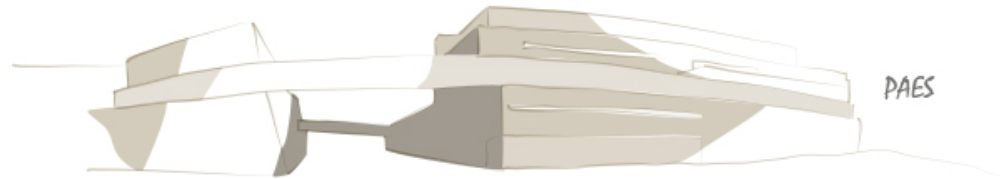


Contact Information

- Lindsay Bond, Youth Policy Coordinator
 - Bond.217@osu.edu



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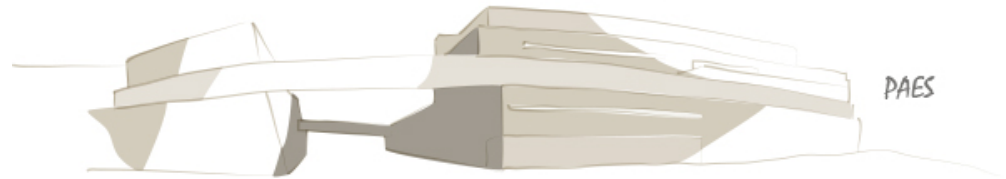


Resources

- [Policy](#)
- [Carmen Training](#) (Click “join self-enrollment courses,” select “Activities and Programs with Minor Participants.”)
- [Non Care, Custody, or Control Training](#)
- [Standards of Behavior Form](#)
- [FAQ's](#)



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