

Minors on Campus

Morehead State University is committed to ensuring a safe and supportive environment exists for all staff, students and visitors to the campus and strives to conduct its operations and maintain its facilities in a manner consistent with its mission. Activities involving minors are integral to our mission of creating and disseminating knowledge for the betterment of society.

The university recognizes that numerous circumstances exist in which non-enrolled minor children (individuals under the age of 18) either visit campus facilities or otherwise have contact with university representatives, including faculty, staff, volunteers and students. The university offers many coordinated opportunities for minor children to visit campus through scheduled campus events, academic and non-academic programs, or as guests of students and employees. With this understanding, Morehead State University recognizes both its institutional and legal obligations to ensure the safety and well-being of minor children that are on campus, in university facilities, participating in university-sponsored events, or involved with university-affiliated individuals.

Guidelines for MSU Programs, Camps, Trips & Events Involving Minor (Under 18 Years-Old) Participants

Following these guidelines will help MSU departments, programs and events ensure compliance [with University Administrative Regulation \(UAR\) 337 – Sexual Misconduct](#), [Personnel Policy PG-6 – Sexual Misconduct](#), Title IX, and various other federal and state laws protecting minors.

MSU has other policies that protect minors in [UAR 323 – Children and Other Dependents in the Workplace](#) and [PG-15 Employment of Minors](#).

***Mark each of the checklist items below as they are completed.**

___ **1. Faculty/Staff Management:** 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 if the background check and training described below have not been completed.

___ **2. Background Checks:** All faculty, staff, camp staff, volunteers and chaperones, on overnight trips or programs/events where there may be individual, unsupervised one-on-one sessions with minor children must be screened by way of a background check. Faculty & Staff are screened as part of their employment. Camp Staff, volunteers and chaperones who are not faculty or staff members at MSU must submit to a background check through MSU Human Resources every 2 years. MSU contracts with **HireRight** to perform the background checks. These checks include a national criminal and sex offender registry search, social security trace and county criminal felony & misdemeanors for each county a person has resided.

To request the background check, provide the names and email address for those individuals on the Registry of Programs Involving Minors to [Paula Black](#) in Human Resources. Please allow a minimum of two weeks for processing. For all volunteers, chaperones and outside contractors or organizations, the cost for each background check is \$40 and will need to be paid by the department, sponsoring program/organization or the contractor to MSU Human Resources. You may submit a budget transfer or pay in the cashier's office in Howell McDowell. The funds should be deposited to **account 10-66002000-5145205**.

HireRight will email an electronic consent form to each individual. Each individual must fill out the form with their personal information and provide consent. Once the background check is completed, HR will send a satisfactory/unsatisfactory letter by email once the check is complete to the program or event Manager and the Director of the Office of Environmental Health & Safety.

___3. Training Requirement: All persons who will be supervising the event or program and/or working directly with minors, including any volunteers or chaperones must complete the online courses and videos on **Protecting Children from Sexual Misconduct**. These requirements include the following:

- Identifying & Reporting Sexual Misconduct (30 min)
- Shine A Light Video (10 min)
- Trust Betrayed Video (9 min)
- Hiring Staff Who Work With Minors (30 min) – only for those in charge of hiring

Registration for the training is available by contacting the [Director of MSU Office of Environmental Safety](#) or you may register online by filling out the Online Training Request Form via this [link](#). All “learners” should provide a PDF of their Completion Certificate to the Department/Program Manager.

Sports Camp staff are also required to complete the online trainings: **Concussion Training for Athletic Coaches and Trainers (30 min.)** and **Heat Illness Prevention (20 min.)** Sign up is the same for the courses above.

___4. Waivers: A program-specific waiver form must be created and signed by all participants, excluding faculty and staff. For minors, the parent or guardian must also sign the waiver. Emergency medical information and release must be included. The Department/Program Manager should keep the medical information and waivers with them in case there is an accident in which emergency contact or services are needed. The general MSU waiver form can be located at this [link](#). Note that Morehead Police Department must be immediately notified of any situation that requires medical assistance on or off campus and an Incident/Accident Investigation Report filed via this [link](#).

___5. Register Program/Camp/Event Involving Minors with Office of Environmental Health & Safety: Complete the Registry of Programs Involving Minors form below and email to this [link](#).

___6. Domestic & International Trip Insurance: Complete the Trip insurance form at this [link](#) to ensure supplemental accident insurance if the MSU sponsored event/program is off campus.

___7. Event & Camp Insurance Requirements: All camps that are **not** MSU sponsored camps or events but are taking place on MSU property must have camp/event insurance. Sports camps must follow MSU Concussion Protocol. Information on both is available at this [link](#). Certificates of Insurance must be filled with the Office of Environmental Health & Safety and name Morehead State University as additional insured.

MSU Registry of Programs Involving Minors

This form is designed to assist Morehead State University faculty and staff in your activities and/or programs that involve interaction with minors. This includes on-campus and off-campus programs. Our goal is to assist you in the development and management of programs that provide a successful experience for all parties and help the University to comply with state and federal legislation related to this age group of individuals.

Examples of these activities and/or programs may include:

- Summer camps - including outside entity camps
- Sports camps - including outside entity camps
- Educational programs / camps
- Internship programs
- Tutoring

- Mentoring
- Day programs
- Overnight programs
- Facility use agreements with outside entities

Please respond to each of the following data elements in order that the University can adequately identify impacted activities and/or programs and be of service in your programming needs.

Name: _____

Email: _____

Phone: _____

Department: _____

Name of person responsible for the event/program: _____

Name of Event: _____

Is this a first time or repeat event? First time ____ Repeat ____

Is this a University event or outside party event? University ____ Outside Party ____

Start Date _____

End Date _____

Briefly Describe the event:

Location of Activity/Program On campus ____ Off Campus ____

Overnight stay? Yes ____ No ____

Estimated number of minors: _____

Age of minors from _____ years of age to _____ years of age.

Note: The guidelines of the American Camp Association suggest the following ratio of adult staff to Minor participants as follows:

- 1 adult staff for every 6 minors ages 4 and 5 years old for day activities and 1 for every 5 minors ages 5 and 5 years old for overnight activities.
- 1 adult staff for every 8 minors ages 6 to 8 years old for day activities and 1 for every 6 minors ages 6 to 8 years old for overnight activities.
- 1 adult staff for every 10 minors ages 9 to 14 years old for day activities and 1 for every 8 minors ages 9 to 14 years old for overnight activities.
- 1 adult staff for every 12 minors ages 15 to 17 years old for day activities and 1 for every 10 minors ages 15 to 17 years old for overnight activities.

Total number of participants: _____

Is there any potential for unsupervised, one-on-one contact with minors? Yes ____ No ____

Please list the information about each person who has potential for unsupervised, one-on-one contact with minors below & email completed form to ehs@moreheadstate.edu at least 2 weeks before the event:

1) Name: _____

Email: _____

Phone: _____

Check one: Faculty _____ Staff _____ Volunteer _____ Chaperone _____ Camp worker _____

Needs to take minors training _____ or Date Completed minors training _____

Satisfactory Background Check? Yes _____ No _____ Date: _____

2) Name: _____

Email: _____

Phone: _____

Check one: Faculty _____ Staff _____ Volunteer _____ Chaperone _____ Camp worker _____

Needs to take minors training _____ or Date Completed minors training _____

Satisfactory Background Check? Yes _____ No _____ Date: _____

3) Name: _____

Email: _____

Phone: _____

Check one: Faculty _____ Staff _____ Volunteer _____ Chaperone _____ Camp worker _____

Needs to take minors training _____ or Date Completed minors training _____

Satisfactory Background Check? Yes _____ No _____ Date: _____

4) Name: _____

Email: _____

Phone: _____

Check one: Faculty _____ Staff _____ Volunteer _____ Chaperone _____ Camp worker _____

Needs to take minors training _____ or Date Completed minors training _____

Satisfactory Background Check? Yes _____ No _____ Date: _____

5) Name: _____

Email: _____

Phone: _____

Check one: Faculty _____ Staff _____ Volunteer _____ Chaperone _____ Camp worker _____

Needs to take minors training _____ or Date Completed minors training _____

Satisfactory Background Check? Yes _____ No _____ Date: _____

6) Name: _____

Email: _____

Phone: _____

Check one: Faculty _____ Staff _____ Volunteer _____ Chaperone _____ Camp worker _____

Needs to take minors training _____ or Date Completed minors training _____

Satisfactory Background Check? Yes _____ No _____ Date: _____

7) Name: _____

Email: _____

Phone: _____

Check one: Faculty _____ Staff _____ Volunteer _____ Chaperone _____ Camp worker _____

Needs to take minors training _____ or Date Completed minors training _____

Satisfactory Background Check? Yes _____ No _____ Date: _____

8) Name: _____

Email: _____

Phone: _____

Check one: Faculty _____ Staff _____ Volunteer _____ Chaperone _____ Camp worker _____

Needs to take minors training _____ or Date Completed minors training _____

Satisfactory Background Check? Yes _____ No _____ Date: _____

9) Name: _____

Email: _____

Phone: _____

Check one: Faculty _____ Staff _____ Volunteer _____ Chaperone _____ Camp worker _____

Needs to take minors training _____ or Date Completed minors training _____

Satisfactory Background Check? Yes _____ No _____ Date: _____

10) Name: _____

Email: _____

Phone: _____

Check one: Faculty _____ Staff _____ Volunteer _____ Chaperone _____ Camp worker _____

Needs to take minors training _____ or Date Completed minors training _____

Satisfactory Background Check? Yes _____ No _____ Date: _____

11) Name: _____

Email: _____

Phone: _____

Check one: Faculty _____ Staff _____ Volunteer _____ Chaperone _____ Camp worker _____

Needs to take minors training _____ or Date Completed minors training _____

Satisfactory Background Check? Yes _____ No _____ Date: _____

12) Name: _____

Email: _____

Phone: _____

Check one: Faculty _____ Staff _____ Volunteer _____ Chaperone _____ Camp worker _____

Needs to take minors training _____ or Date Completed minors training _____

Satisfactory Background Check? Yes _____ No _____ Date: _____

13) Name: _____

Email: _____

Phone: _____

Check one: Faculty _____ Staff _____ Volunteer _____ Chaperone _____ Camp worker _____

Needs to take minors training _____ or Date Completed minors training _____

Satisfactory Background Check? Yes _____ No _____ Date: _____

14) Name: _____

Email:

Phone: _____

Check one: Faculty _____ Staff _____ Volunteer _____ Chaperone _____ Camp worker _____

Needs to take minors training _____ or Date Completed minors training _____

Satisfactory Background Check? Yes _____ No _____ Date: _____

15) Name: _____

Email:

Phone: _____

Check one: Faculty _____ Staff _____ Volunteer _____ Chaperone _____ Camp worker _____

Needs to take minors training _____ or Date Completed minors training _____

Satisfactory Background Check? Yes _____ No _____ Date: _____

***Please return this completed form to Holly Niehoff, Director of Environmental Health & Safety, Risk Management & Insurance at h.niehoff@moreheadstate.edu at least two weeks prior to any new program, event or camp to ensure all requirements have been met. If background checks are needed for ~~volunteers/chaperones~~, please also email a copy of this form to Paula Black in Human Resources at p.black@moreheadstate.edu.**