Minors on Campus
Specifically from the Flint Campus Presentation on 10-26-2017
AGENDA

- Program Overview
- Administration and Planning
- Code of Conduct
- Supervision of Children
- Injuries and Medication
- Child Abuse and Neglect
Included Activities

- Summer camps
- Sports camps
- Academic enrichment programs
- Patient care camps and activities
- Outreach, pipeline and recruitment programs
- Tutoring and private lessons
- Research lab tours and programs
- Special events (e.g., MLK, Jr. Day Symposium)
- Dual enrollment
Non-Included Activities

- Undergraduate and graduate academic programs in which children are enrolled or have been accepted for enrollment
- Events open to the general public
- IRB-supervised research
- Employment
Launched June 1, 2014
10,000+ visits to date
750 programs annually
Almost 27,000 background checks completed

Key Components:
- Information for Program Administrators and Parents
- Program registration
- Background check requests
- Public list of U-M registered programs
- Training resources
  
  childrenoncampus.umich.edu
Sponsor Requirements

- Consult Program Planning Checklist; establish program rules
- Identify administrator
- Register program - http://childrenoncampus.umich.edu/program-registration/
- Order criminal background screenings – Contact Tawana Branch/Flint HR
- Arrange for training – Contact Tonja Petrella or Tawana Branch for more details.
- Confirm all authorized adults have undergone required training
- Obtain all required forms and documentation
**Training Requirements**

- Training requirement vary based on the role of participating adults

<table>
<thead>
<tr>
<th>Adult Role</th>
<th>Minimum Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator/Planner</td>
<td>- Code of Conduct</td>
</tr>
<tr>
<td></td>
<td>- Program Development</td>
</tr>
<tr>
<td></td>
<td>- Criminal Background Screening</td>
</tr>
<tr>
<td></td>
<td>- Medical Issues</td>
</tr>
<tr>
<td>Adult working directly with children</td>
<td>- Code of Conduct</td>
</tr>
<tr>
<td></td>
<td>- Emergency Response</td>
</tr>
<tr>
<td></td>
<td>- Supervision, Safety and Security</td>
</tr>
<tr>
<td></td>
<td>- Medical Issues</td>
</tr>
<tr>
<td>Mandatory Reporters</td>
<td>- Code of Conduct</td>
</tr>
<tr>
<td></td>
<td>- Emergency Response</td>
</tr>
<tr>
<td></td>
<td>- Supervision, Safety and Security</td>
</tr>
<tr>
<td></td>
<td>- Medical Issues</td>
</tr>
<tr>
<td></td>
<td>- Child Abuse and Neglect</td>
</tr>
<tr>
<td>Adult working with children solely in a group setting</td>
<td>- Code of Conduct</td>
</tr>
</tbody>
</table>
Criminal Background Screening
PROGRAM REQUIREMENTS: Criminal Background Screening

- Services are provided at no cost to the program.
- Required bi-annually
- Administered by Flint Office of Human Resources – Contact Tawana Branch (brancht).
- Portable for persons involved with multiple programs – All programs participants must be approved by HR for each sponsored program involved in. Please contact Tawana Branch (brancht) for additional information.
- Screening for specific groups may require alternative or additional review processes. Please contact Tawana Branch (brancht).
PROGRAM REQUIREMENTS: Criminal Background Screening

At the Flint Campus, please contact Tawana Branch (brancht) to conduct background checks.

- **UM-sponsored program regardless of location**
  - Policy Applies
  -背景检查要求通过childrenoncampus.umich.edu/tools-training/background-checks/

- **Program is managed or supervised by UM**
  - UM care/custody/control of children
  - Incidental contact with children only
  - Background check required through childrenoncampus.umich.edu/tools-training/background-checks/

- **Non-UM program in UM facility**
  - Policy applies
  - Certification that program conducted background check required

- **One-time presentation format rather than direct contact or ongoing interaction**
  - Background check not required

- **Parents/Guardians or other adult chaperones responsible for supervision**
  - Policy does not apply

- **Non-UM sponsored program and not in UM facility**
  - Policy does not apply
Code of Conduct
PROGRAM REQUIREMENTS: Code of Conduct

- Establish Boundaries

- Employ the “Rule of Threes”
  - Do not be alone with an individual minor. If one-on-one interaction is necessary, meet in open, well-illuminated spaces or rooms with windows observable by other authorized adults or program staff, unless the one-on-one interaction is expressly authorized by the program administrator or is being undertaken by a healthcare provider.

- Communication

- General Safety

- Resources and Guidance
Responsibilities

- Watch for problem areas (areas of non-compliance). If you are aware of a violation of the Code of Conduct, it is your **OBLIGATION** to report it.

Resources and Guidance

There are resources available to help you determine if there is a law, regulation, policy, procedure, or standard that would apply to a situation, including:

- Your supervisor
- The program sponsor or administrator
- Human Resources – Tonja Petrella (tpretrell) and Tawana Branch (brancht)
PROGRAM REQUIREMENTS: Code of Conduct

- We are all responsible for youth protection, as a group and as individuals
- Rules presented today are necessarily limited: use your judgment in accordance with these principles
- Common sense is expected from responsible adults
SUPERVISION, SAFETY, SECURITY, AND EMERGENCY RESPONSE: Supervision of Children

Supervision

- All programs must establish a plan for adequate supervision
  - Identify the person having responsibility over all authorized adults serving in the program
  - Meet staffing requirements and ratios. Requirements may be waived by Risk Management.
  - Specify curfews, visitor rules, acceptable free-time activities
- “Line-of-sight” supervision is expected
  - Line-of-sight supervision can be modified for children at least 16 years of age
- Adults providing supervision or care to children must be at least 19 years of age; at least one adult must be 21 years of age or older
- Children may not be unattended or in the care of a person that is not a program-authorized adult
Illegal Activity

- Any suspicion or allegation of illegal activity **MUST** be immediately reported to the police.
- Do not investigate, question or otherwise involve yourself in gathering information.
- Contact with parents or other involved persons should be done only with the permission of the police.
- If you are unsure if the police should be involved, ask them!
SUPERVISION, SAFETY, SECURITY, AND EMERGENCY RESPONSE: Supervision of Children

Children who are under the age of 16 and entrusted to our care must be supervised until they are safely released to an authorized responsible adult.

- Programs should obtain clear instructions identifying who is authorized to pick up and drop off children.
- Establish drop-off and pick-up schedules and locations.
- Require proof of identity before releasing children.
- Do not release to anyone other than authorized person(s).
Special Situations

- Knowing what to do when an emergency arises requires careful advance planning and training
  - Lost Children
  - Assault
  - Robbery
  - Harassment
  - Abuse or Neglect
INJURIES AND MEDICATION: Emergencies

Medical Emergency or Injuries

- If EMS is needed, call 911 from Flint Campus landline to get directly to Campus Public Safety. If using a cellular phone please call 810-762-3333 to reach Public Safety. Know your street address so you can communicate when you call.
- If possible, remove other children—and adults who are not involved—from the area.
- Document all emergency interventions and inform first responders.
- Provide copies of “Medical Authorization to Treat” form.
- One adult from the program should accompany the child to the hospital.
- Notify parents/guardians or designated emergency contacts as soon as possible.
- Stay with the child until responsible adult arrives.
- Immediately notify program administrator and Flint Human Resources (Tonja Petrella/Tawana Branch) about the incident. Please contact Flint HR to speak with Beth Manning (bmanning) 810-853-8742, Tonja Petrella (tptrell) or Tawana Branch (bracht) for next steps.
INJURIES AND MEDICATION: Medication Management

Administering Prescription Medication

- Program staff may only give medications to children with written authorization from parents/guardians
- Label all medications, including instructions

Self-Administration of Medications

- Whether participants are allowed to maintain their own OTC medication or whether Program staff will maintain OTC medication is left to the discretion of the Program Administrator.

Safety Precautions

- Keep in a secure area
  - Medications must be kept in a restricted location that is not accessible to children
- Store medications properly
  - Some medications require special handling (e.g., refrigeration). It’s important to understand any special requirements and make appropriate provisions to ensure the requirements are met.
Self-Administration of Medications

- Subject to program safety review
  - The decision about whether or not to allow self-administration of medications is up to each individual program.

- Consider:
  - Age of children involved
  - Type of medication (OTC vs controlled substance)
  - Nature of program activities (physical intensity, temperature extremes, etc.)
  - Immediacy of need for self-administration (EpiPens, inhalers, insulin, etc.)
Child Abuse and Neglect
Do Something!!!

**Failure to Report**

- Faculty, staff, and students who fail to comply with SPG 601.34 or other university policies will be subject to disciplinary action.

**What if I am wrong?**

- You may be concerned about reporting child abuse because you might be wrong.
- As long as you make a good-faith report, you are protected by the Michigan Child Protection Law from criminal or civil liability.
- You are also protected from criminal or civil liability if you participate in an investigation.
CHILD ABUSE AND NEGLECT: What should be done?

Do Something!!!

If you observe an adult abusing a child

- Intervene to stop the abuse, if it is safe to do so.
- Call for help! 9-1-1 for Campus Police (landline on Campus) or 762-3333 if using cell phone.
- Make necessary internal and external reports.
- Contact Flint HR Tonja Petrella (tpetrell) Tawana Branch (brancht)

If you suspect that a child has been abused

- Immediately notify supervisor or Program Administrator.
- A report must be made to law enforcement or Department of Human Services immediately.
- Send copy of DHS 3200 Form to UMHS Child Protection Team.
Reporting
REPORTING: What should be done?

Reporting Any Type of Misconduct

Anyone who knows, suspects, or receives information indicating that a child has been harmed in any way or who has other concerns about illegal activities or the safety of children occurring in university-sponsored activities or in a university facility MUST:

- Immediately inform the appropriate campus department of public safety:
  - Flint – (810) 762-3333
- Notify Risk Management
  - Kate Rychlinski
    kmrychl@umich.edu
    (734) 764-2200
- Notify Flint Human Resources
  - Beth Manning
    bmanning@umich.edu
    (810) 853-8742
  - Tonja Petrella
    tpetrell@umflint.edu
    (810) 424-5417
  - Tawana Branch
    brancht@umflint.edu
    (810) 766-6772
Injury/Incident Reporting

- Notify Campus Police, Flint HR (Tonja P/Tawana Branch), Flint Risk Management of all injuries, accidents, property damage, or possible criminal activity.

Clery Act

- Campus Security Authority (CSA) reporting form is available at:

https://www.police.umich.edu/csa_form.php
- Risk Management Services: Kate Rychlinski
  (734) 764-2200
  kmrychli@umich.edu

Note: We ask that you route all questions and concerns to both Tonja Petrella (tpetrell) and Tawana Branch (brancht) for immediate handling.

- Human Resources
  (810) 762-3150
  Flint-HRAA-Service@umflint.edu

- Children on Campus website
  http://childrenoncampus.umich.edu

- State of Michigan
  http://www.michigan.gov/dhs/0,4562,7-124-7119--00.html