

PROCEDURES FOR IMPLEMENTING THE UNIVERSITY PROTECTION OF MINORS POLICY

I. Purpose:

The purpose of this document is to implement sections III.4 and 5 of the "[University of Illinois Protection Of Minors Policy](#)" ("the Policy") on the Springfield campus.

II. Application:

The requirements below regarding reports and background checks apply to all Springfield campus programs and activities designed to include minors that are not enrolled at the University. This includes but is not limited to camps, summer programs, lessons, performances, tutoring, workshops, clubs, teams, projects, practices, tours, or open-houses. These requirements **do not** apply to the following programs and activities:

- Regularly scheduled classes or activities designed primarily for enrolled students or individuals accepted for enrollment;
- Single commercial performances or events open to the general public (such as varsity athletic competitions, or public plays or concerts);
- Programs placing enrolled students with external entities for the purpose of receiving academic credit and/or completing clinical or student teaching requirements
- Research activities that have been approved by the UIS Institutional Review Board (IRB)
- University Laboratory School activities
- University Primary School activities
- The Child Development Lab activities
- University of Illinois Extension program activities

Units responsible for the programs and activities exempted from these procedures are still expected to comply with all other applicable University policies and procedures as well as any applicable state or federal laws or regulations that might otherwise require program reports or background checks.

III. Campus and Program Safeguards

Springfield requires that units planning or conducting programs or activities designed to include minors that are not enrolled at the University, report these activities to the University HR Department.

The Department Head or supervisor who oversees a unit sponsoring activities or programs designed to include minors and/or hosting activities on University Facilities used by external entities for activities with minor participants, are principally responsible for ensuring that the following requirements are met. Documentation regarding these requirements shall be maintained at the unit or department level. Sensitive information shall be kept in a secure, limited access location.

1. When a Unit Sponsors an Activity Involving Minors:

- a) Activity Information: The unit shall maintain an up-to-date list of all activities or programs designed to include minors that are not enrolled at the University. Such list shall include each program's dates, times, locations, estimated attendance (age range and number of participants), and the contact information for two responsible individuals who will make arrangements for the safety of minors and other participants in the event of an emergency. At least **thirty (30) days** prior to the start of an activity, the responsible unit shall submit this information to the Office of Human Resources by filling out the supplied form on the UIS HR Protection of Minors homepage. **Untimely submission of and/or incomplete information on the form could result in the delay or cancellation of the activity.**
- b) Activity Protocols: Units shall have in place, enforce, and make available protocols that address the plans for addressing the following areas, if they are applicable to the activity. These protocols must be submitted along with the form:
 - i. Transportation: Including the transportation of minors at the beginning and end of the activity, to and from the activity, and within the program, whether by parents, guardians, staff or others. Activities must comply with university policies regarding drivers and vehicles.
 - ii. Plans for weather emergencies and other emergencies.
 - iii. Plans for providing adequate supervision for minors.
 - iv. Plans for educating event personnel about appropriate conduct standards with and around minors.
 - v. Plan for alerting participants about how to report issues, including issues with peers, event personnel and others.
 - vi. Plan for collecting and maintaining appropriate permission forms, medical contact information and liability waivers. Forms should be safeguarded and readily available. A blank copy of the forms used should be provided.
 - vii. Plans for addressing medical emergencies.
- c) Overnight Activities: Activities including overnight stays by minors shall have the following additional protocols:
 - i. Describe the identification to be worn by staff members, and participants if appropriate.
 - ii. State the applicable curfews
 - iii. Provide a copy of the code of conduct or other conduct standards for participants

2. **When a unit hosts an event by allowing an external entity to use University facilities for activities involving minor participants:**

- a) Activity Information: Units operating University facilities that are used by external entities for activities with minor participants shall maintain an up-to-date list of such activities. Such list shall include each program's dates, times, locations, estimated

attendance (age range and number of participants), and the external entities contact information. At least **thirty (30) days** prior to the start of an activity, the unit hosting the group shall submit this information to the Office of Human Resources by filling out the supplied form on the UIS HR Protection of Minors homepage. **Untimely submission of and/or incomplete information on the form could result in the delay or cancellation of the activity.**

- b) **Indemnification**: Units hosting activities shall require the group to enter a contract that includes appropriate indemnification provisions. The provisions shall at a minimum require the group to assume legal and financial responsibility for and holding the University of Illinois and its agents and employees harmless against the acts or omissions of the group's participants, employees or agents or any third party employees or agents which the group relies upon to assist with the event.

IV. **Background Check Requirement:**

- a) Units shall not allow any adult person who is responsible for the supervision or care of minors, or whose duties would require close contact and/or alone time with minors who are not enrolled or accepted for enrollment at the University to participate in a University program or activity designed to include minors without verifying the person has undergone a criminal background check and a sex offender registry check unless an exception is granted per subsection (d) below.
- b) Units shall follow campus Human Resource Office procedures for submitting names for completion of the background and sex offender registry checks no less than **fourteen (14) days** prior to the start of the activity. **Untimely submission of and/or incomplete information could result in the delay or cancellation of the activity or disqualification of the person.**