



## *Columbus State University*

Policy Name:	Protection of Minors
Policy Owner:	General Counsel
Responsible University Office:	Legal Affairs, Ethics & Compliance
Approval Date:	January 1, 2017
Effective Date:	May 1, 2017
Revision Date:	October 18, 2023
Related Policies:	<a href="#">BOR 6.9 Programs Serving Minors</a>

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### **I. Purpose of Policy**

University is committed to the safety and protection of all individuals that form part of the campus community, including employees, students, volunteers and vendors. Protecting minors participating in activities taking place on CSU's campuses is of paramount importance as well. In keeping with this philosophy, CSU, as well as the entire University System of Georgia (USG), has established best practices to provide for a safe and healthy environment for minors. The adoption and enforcement of a comprehensive policy for the protection of minors is therefore essential to fulfilling the university's obligations and demonstrating its commitment to the safety and welfare of all individuals within its community.

### **II. Scope of Policy**

This Policy applies to any event, program or activity involving minor children that utilizes any University facilities or grounds.

### **III. Definitions**

**Minor**: any child under the age of 18 that is not enrolled as a student at CSU.

**Enrolled student**: a student signed up for and taking a class for course credit. Students who are being tutored by faculty members are not considered "enrolled at CSU" under this policy.

**Staff**: Individuals, whether paid, volunteer, or for academic credit, who have care, custody, control, and/or direct contact or interaction with non-student minors involved in youth programs. This includes but is not limited to administrators, faculty, staff, students, volunteers, and third-parties when operating a youth program.

**Abuse or Neglect of Minors**: physical injury or death inflicted upon a child under the age of 18 by other than accidental means; neglect or exploitation of a child; sexual abuse of a child; or sexual exploitation of a person under the age of 18

**Youth Program**: Any academic, athletic, educational, leadership, or recreational program or activities serving one or more non-student minors, including, but not limited to, camps, clinics, conferences, workshops, tutoring, mentoring, group lessons, seminars, competitions, internships or experiential learning, conducting or viewing research, after-school programs, or other enrichment opportunities.

**CSU Sponsored Event:** programs and activities that are organized, managed, sponsored, or controlled by CSU or its students, faculty, or staff in their official University capacities/roles.

**Exempt Events:** the following are exempted from this policy:

- any program or activity that is open to the general public and that is not part of a USG/CSU organized Youth Program (*Please see Appendix A*);
- a private or personal event (e.g., weddings, birthday parties);
- field trips sponsored and/or organized by schools, school districts, or other similar entities primarily for educational purposes which are supervised by staff from the minors' school/organization;
- Minors employed by the USG/CSU;
- Health Services provided by CSU's health clinic;
- Employees or students hosting family members, friends, or or guests; and
- undergraduate and graduate academic programs in which minors are enrolled for academic credit or who have been accepted for enrollment

**Non-University Organization/Third Party:** any individual, group, organization, or entity that is not directly affiliated with USG/CSU for which USG/CSU allows for the use of its facilities for the operation of a Youth Program.

#### IV. Policy

CSU faculty, staff, and students participating in CSU sponsored events have a legal, moral, and ethical duty to ensure the safety of minors participating in program and activities. Adherence to the following guidelines is essential to ensuring the safety and well-being of minors participating in programs and activities taking place here at CSU.

- A. Responsibilities of Program Directors: Program Directors and Administrators of a program or activity involving minors are primarily responsible for ensuring compliance with this policy.
- B. Registration: Programs and activities involving minors on campus must be registered with the university through the Programs Serving Minors Registry at least sixty (60) days prior to the event or activity. Registration is an annual requirement and should be completed by the Program Director or authorized designee.
- C. Code of Conduct: The [Staff and Volunteer Code of Conduct](#) is a mandatory document setting forth minimum standards applicable for employee and volunteer interaction with minors. The [Code of Conduct](#) be signed by each individual employee or volunteer and maintained by the Program Director or designee.
- D. Training Requirements: CSU employee and volunteers are required to undergo training prior to working or volunteering with minors. Training

will be administered by the University's Office of Risk Management. Directors and other responsible university officials shall ensure that employees and volunteers are trained consistent with this Policy.

- E. Ratio of Staff to Minors: Minors participating in Youth Programs must be supervised by employees or volunteers at all times by adherence and maintenance of a proper ratio of staff to minors. The following ratios are designated by the Board of Regents of the University System of Georgia and are **REQUIRED**. **Any program activity or Youth Programs that will fall outside of these must be reviewed and approved by the General Counsel.**

- For minors under age 6 a ratio of 6:1
- For minors ages 6 to 8 a ratio of 8:1
- For minors ages 9-14 a ratio of 10:1
- For minors ages 15-17 a ratio of 12:1
- For events that vary in ages, use the 10:1 ratio

- F. Transportation: Program directors may schedule field trips and other activities off campus, or they may schedule a Youth Program requiring transportation from one of CSU's campuses to the other. When transportation for a Youth Program is required, University authorized vehicles driven by university authorized drivers shall and must be utilized and coordinated with Plant Operations' Office of Transportation.

- G. Compliance with Human Resource Policies: CSU sponsored events must comply with the policies of the Office of Human Resources and any other appropriate offices regarding hiring practices and procedures, budgetary requirements, accounting practices, payroll, etc.

- H. Non-University Organizations: NUOs may arrange directly and register with various university departments (e.g., Continuing and Professional Education, University Support Services, Oxbow Meadows, or the Coca-Cola Space Science Center) to schedule and hold third party program and activities using University facilities and/or services under the following conditions:

- Follow all of the guidelines in this Policy when requesting authority to utilize the facilities and/or services.
- Sign a USG/CSU approved facility use agreement/license agreement.
- Follow all of the guidelines in this Policy for keeping minors safe while using university facilities and/or services.
- Agree not promote the NUO as affiliated with, or sanctioned by, the University; prohibition from using

University logos or the University name unless given permission in writing by the University.

- I. Background Check: Individuals employed or volunteering as part of a program serving minors must undergo and pass a criminal background check consistent with university policy and as administered by CSU's Office of Human Resources.  
Programs sponsored by a Non-University Organization must also conduct a criminal background check of its employees and volunteers.
- J. Insurance: NUOs must obtain a general liability insurance policy that identifies CSU as an additional insured. Such a certificate of insurance must be submitted to the Office of Legal Affairs prior to the Youth Program or activity. Failure to do so will result in cancellation of the Youth Program or activity.

*\*NUOs can seek to obtain liability insurance through Tenants and Users Liability Insurance Policy (TULIP) at [tulip.ajgrms.com](http://tulip.ajgrms.com). CSU makes no guarantees, recommendations or warranties regarding third party insurance coverage.*

- K. Document Retention: Documentation related to the responsibilities set forth in this policy must be retained pursuant to the USG's retention guidelines according to the specific type of document generated. Records relating to the minor participant must be retained for three (3) years past the 18<sup>th</sup> birthday of the minor participant, and all other documents related to the program or activity must be retained for five (5) years past the end of the program or activity.
- L. Parental Forms: A parent or legal guardian for each minor participant in any Youth Program must complete a Release, Waiver of Liability, and Covenant Not to Sue form.<sup>1</sup> This form also includes a Camper Medical Release Form, and an Authorization to Use Image or Photograph. This document must be kept for at least 3 years after the 18<sup>th</sup> birthday of any minor participant.
- M. Mandatory Reporting: All faculty/staff who are employees or volunteers of the University must report any abuse, reported abuse, or suspected abuse under this Policy as well as Georgia's Mandated Reporter Law. [O.C.G.A. §19-7-5 (2016)]. All CSU faculty, staff, students, and volunteers involved in programs serving minors are mandated reporters under this law.
- N. Forms of Payment: Cash payments will not be accepted under any circumstances for any Youth Program covered by this policy.

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<sup>1</sup> This is located on MyCSU under Forms.

## Resources

[CSU Programs Serving Minors on Campus Webpage](#) - All of requirements for each of the above listed sections, and some best practices, can be found by clicking the link above.

[USG - About Programs Serving Minors Resource Page](#)

## Points of Contact

**For events:** University Support Services (706) 507-8203

**For insurance:** Legal Affairs: (706) 569-4640

**Report misconduct:** 911, University Police: (706) 568-2022, and GA Department of Human Services  
Division of Family & Children Services: 1-855-422-4453

**For questions regarding legal interpretation/requirements:** Legal Affairs: (706) 569-4640

## APPROVED:

DocuSigned by:

Stuart Rayfield

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10/19/2023 | 8:33 AM EDT

Dr. Stuart Rayfield, President

Date

## APPENDIX A

The following are examples of events that are typically open to the general public and are not part of a USG/CSU organized Youth Program:

- 1. Public Lectures and Speaker Series** – A guest speaker event or lecture hosted by CSU that is open to the general public, including adults and minors, but not specifically designed as a youth program.
- 2. Performances and Art Exhibits** – Theatre productions, concerts, or art gallery exhibitions that are open to the public, where minors may attend but are not the targeted audience.
- 3. Athletic Events** – Publicly accessible sporting events such as CSU basketball or baseball games where families, including minors, may attend.
- 4. Community Festivals and Fairs** – Events like homecoming celebrations, campus-wide festivals, or community engagement days that allow general public participation.
- 5. Library or Museum Access** – A university-affiliated library, museum, or archive that allows public visitors, including minors, without requiring a structured youth program.
- 6. Public Workshops and Conferences** – Professional development seminars, continuing education workshops, or academic conferences that are open to all, including minors who may choose to attend with parental supervision.
- 7. Open Campus Events** – Activities such as open houses, career fairs, or alumni gatherings where minors may attend but are not the primary audience.
- 8. Recreational Facilities Usage** – Public access to university recreation centers, walking trails, or fitness areas where minors may visit with parental supervision.
- 9. Religious or Cultural Gatherings** – Publicly advertised faith-based meetings, cultural celebrations, or diversity and inclusion events open to the community.
- 10. Civic Engagement and Voting Sites** – The use of campus facilities for local, state, or national elections or public meetings where minors may be present as part of a general audience.