

PROGRAMS OR ACTIVITIES WITH MINOR PARTICIPANTS

REFERENCE GUIDE

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Introduction

NKU Core Values

The NKU community is committed to these core values: • Excellence • Integrity • Inclusiveness • Innovation • Collegiality. As a reflection of these core values, NKU community members strive to behave ethically, and with integrity and common sense, at all times. University community members seek to fulfill obligations towards students, co-workers and other members of the university community with honesty and transparency, and to behave according to the highest ethical and professional standards of conduct.

Community members include: Faculty, staff and administration, members of the Board of Regents, any individual employed by the university, using university resources or facilities, receiving funds administered by the university and other representatives when speaking or acting on behalf of NKU.

Our Commitment to Minors in Our Care

The university understands that there are many circumstances in which non-enrolled minors visit our campus and we recognize our responsibility to ensure the safety and well-being of minors in NKU facilities, participating in university-led events or involved in programs with university affiliated individuals.

NKU IS COMMITTED TO THE SAFETY AND WELL-BEING OF MINORS IN OUR CARE AND PROVIDING A SAFE ENVIRONMENT FOR CHILDREN TO LEARN AND HAVE FUN.

All NKU areas, colleges, departments and units sponsoring programs or activities that will have minor (anyone under the age of 18) participants are being asked to register their program/activity and have those responsible for or who engage with the minor participants to complete required training. Volunteers may be required to provide a satisfactory background check prior to volunteering for the program/activity.

The purpose of this document is to provide guidance to program or activity sponsors and involved employees and/or student workers with this process.

Reporting Child Abuse

If you believe a child is being abused, neglected or is dependent, report the abuse to the Kentucky Child Protection Hotline toll-free at 1-877-597-2331 immediately.

NKU has a policy regarding recognizing and reporting child abuse, which you can access by clicking [HERE](#).

If you suspect or are aware of abuse or molestation by an NKU faculty or staff member or volunteer, you must immediately notify:

University Police at 911 or 859-572-5500

AND

Director of Employee Relations & EEO at 859-572-7600

For information regarding reporting standards and investigation protocol, please review the Kentucky [Reporting Child Abuse and Neglect Booklet](#).

Program or Activity Registration

Overview

NKU areas, colleges, departments or units who are sponsoring programs or activities that will have minor (anyone under the age of 18) participants should register their program/activity with HR Training and Development.

Ongoing / Pre-established Programs or Activities

Registration for ongoing and pre-established activities and programs with minors should be completed annually, preferably at or prior to the beginning of the school year or as far in advance as possible.

All Other Programs or Activities

Registration for other programs with minors should occur at a minimum of 30 days prior to the date of the event, if possible, but must be completed prior to the start of the program or activity.

Registration Portal & Templates

There are two forms that must be complete to submit your program through the Program Registration site, and for your records:

- The [Program Leader, Employee, and Volunteer Form](#)
- The [Participant-Minor List](#) - **Only used if NKU is responsible for minors vs. a visiting school who have teachers and/or chaperones in charge of all minors**

To access the Program Registration portal, please click [HERE](#).

Note:

- If you need to make an update to either list, please submit an updated list through the Program Registration portal.
- If you want to confirm receipt of your registration and forms, please contact the Director of Training and Development, Dr. Marquita Barron at barronm1@nku.edu.

Volunteers

Again, volunteers may be required to provide a recent (one year or less) satisfactory background check prior to interaction with minors. (*Note: Your department may have a policy in regards to volunteers and background checks upon acceptance of volunteerism.*)

Background checks for volunteers who are:

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- NKU employees would have already been performed upon employment, so no additional considerations towards background checks.
 - **Not** NKU employees but working / acting on behalf of NKU are the responsibility of the department that owns the program or activity.
 - **Not** NKU employees but are volunteers for the visiting school are the responsibility of the visiting school. Thus, no additional considerations towards background checks for NKU.

Exceptions

This registration does not apply to the following types of programs or activities:

- Single performances or events open to the general public that minors may attend, such as concerts, plays or athletic events.
- Placement of NKU students with external entities (for academic credit or clinical or teaching requirements).
- Research activities that have been approved by the Institutional Review Board (IRB) with safety protocols in place.
- Student organizations who are operating, facilitating or sponsoring programs and activities with minors.
- Visits by individual minors interacting with any university faculty, staff or administrator that is not part of a coordinated program.
- Programs or activities with minors operated, conducted or organized by non-university entities which occur on campus or in university facilities. This includes, but is not limited to: school field trips, birthday parties or facility rentals to third party organizations.
- Minors working for the university as employees.

Rule of Thumb

There may still be questions as to whether a program or activity needs to be registered. The end of this document provides a listing of frequently asked questions to reference. But...

***WHEN IN DOUBT,
FILL IT OUT!***

Required Training

All program leaders, faculty, staff and volunteers who will be working with minors in a program or activity must annually complete online course titled *Recognizing and Reporting Child Abuse*, which is offered through Vector Solutions (formerly known as SafeColleges). The course generally takes a half hour or less to complete.

No NKU employee (faculty, staff, administrator, or student-employee) or volunteer may work with a minor in a program or activity until they have completed the online education.

This training is required to be completed before any NKU employee or volunteer can work with minors in a program or activity.

Assignment of training is done with the registration of your program or activity through the Program Registration portal, which includes the upload of the employee and volunteer list. Refer to [Program Registration](#) webpage to get started.

If you have any questions or to request training, please contact the Director of Training and Development, Dr. Marquita Barron at barronm1@nku.edu.

Frequently Asked Questions

If a school initiates a one-time campus visit to NKU or participation in a day program or activity:

- Is registration of the program / activity and training still required?
Yes. Any NKU members and volunteers working with minors will need to complete the training and register the event.
- Is a list of the minors still required?
Not necessarily. We just need to know that x school is visiting campus on x date with x number of students. Ultimately, the teachers and chaperones for those trips are in charge of making sure all minors are present and accounted for.

Do I have to use the template to list minors that NKU has to submit during registration of a program or activity?

No. If the NKU sponsor or school has a standard form that they use to list minor participants, then that form can be used in lieu of the NKU template. The template is there, if one isn't otherwise available.

My department holds monthly parent events that are targeted at our student parents, who typically bring their children along. Would this type of event require registration even though the targeted audience are the student parents and not the children?

Yes. The goal is to cover any instance where people are working with minors, regardless of the target audience.

My department is hiring minors to work in the department. Do I have to register my department?

As stated under exceptions, programs or activities with minors working for the university as employees are **exempted** from registration per this process. However, compliance with child labor laws must be followed.

Are background checks required of volunteers?

Employees within a school system or higher education would have already undergone a background check, and thus not a concern. For volunteers, Legal recommends that all volunteers undergo a background check. This cost is to be covered by the department or the volunteer. If the volunteer has had a recent background check, that background check will be acceptable.

My program is year-round. Do I have to register each event that my department holds?

A good example is that of Campus Rec, which is open year-round and may have events and activities that minors may attend. Registration of the department and listing of all employees and student workers who may come in contact with minors will need to be submitted as those individuals must complete the required training on an annual basis.

Employees already complete the annual compliance refresher course (or, if new hire, the new employee compliance training). Do they also have to complete a separate training to meet the requirements of this process with minor participants?

No. All employees (faculty and staff) are already required to complete the annual compliance refresher as part of their employment at NKU, which are assigned annually (or at time of hire). There will be a confirmation by Training and Development that the training was completed via the employee and volunteer list submission.

What if an external summer camp and conference that I contract with wants to use NKU housing overnight and other rooms on-campus, as well as the campus recreation center for activities?

If our staff or faculty work with the minors at the event or camp, then they will need to undergo training and register the event. If the camps and events are using our facilities only (and our faculty and staff do not work the events), no registration or training is required.