

POLICY FOR ACTIVITIES, PROGRAMS AND FACILITY USAGE INVOLVING MINORS

SB 2015-2016:15

Purpose

The purpose of this policy is to protect the safety and welfare of minors who participate in ASI-sponsored activities, programs, and facility usage, as well as, protect the overall financial and legal interests of ASI and its employees, interns and volunteers when they are assigned to undertake any project or work that involves potential interaction with minor participants. As approved by the Executive Director, the ASI Code of Conduct Involving Minor Participants shall further guide employees, interns and volunteers in their interaction with minors, as well as, organizational processes and procedures.

Scope

This policy establishes requirements for ASI employees, interns and volunteers who work with, instruct, or otherwise come into direct or indirect contact with minors participating in activities, programs, or facility usage that occur on campus or at off campus locations. This policy does not apply to ASI-sponsored or co-sponsored events (e.g. fairs, festivals, etc.) or uncontrolled public facility access that are open to the general public and which children are expected to be accompanied and supervised by their parent(s) or legal guardian(s). The Children's Center employees, interns and volunteers are subject to additional requirements by local and state licensing agencies not covered in the scope of this policy. University departments, affiliates, and off-campus groups utilizing ASI managed facilities for activities, programs and similar functions involving minors shall comply and agree in writing with these policies and the ASI Code of Conduct Involving Minor Participants. For the purpose of this policy, a minor is defined as any individual less than 18 years of age that is not a currently enrolled student at Cal Poly Pomona.

Background Checks and Training

A-background check shall be completed for all employees, interns and volunteers (except volunteers under the direct supervision of Children's Center employees) eighteen (18) years of age or older in compliance with The California State University Systemwide Human Resources Code HR 2015-08. All employees, interns and volunteers shall complete the compliant training as outlined in the ASI Code of Conduct Involving Minor Participants.

Investigations

When ASI or the appropriate agency investigates a complaint of misconduct (such as but not limited to abuse of minors or sexual harassment), the cooperation of all employees, interns and volunteers including the complainant, witness, and the accused is expected and required. Any employee, intern or volunteer who fails to cooperate with such an investigation or to provide complete and truthful information may be subject to disciplinary action, up to and including termination and shall sign a statement of understanding to this regard.

Communication with Minors

Employees, interns and volunteers shall engage in appropriate communication with minors within the established times of their participation in ASI programs, activities, and facility usage. Employees, interns and volunteers working with minors are subject to existing anti-harassment policy, non-discrimination policy, technology policy (ASI Personnel Policies and Procedures Manual 3.4, 3.5 & 3.27) and other applicable policies. With the exception of business related notifications, all electronic communications (e.g. telephone, social media, email, text message, etc.) between employees, interns and volunteers with participants who are minors are prohibited. Exceptions require prior written authorization from a parent/guardian of the involved minor and

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the ASI Executive Director or designee.

Waiver

When applicable, a waiver, specific to the ASI program, activity, or facility usage, must be signed by the parent or legal guardian of the participant who is a minor.

Photography

Employees, interns and volunteers are not permitted to utilize personal cell phones or other personal electronic devices to photograph and videotape participants who are minors. Advanced, written authorization from the parent/guardian of the minor participant on the approved ASI form is required for ASI staff using ASI equipment to photograph participants for the purpose of marketing the activity or program or formal program documentation. Employees, interns and volunteers are prohibited from accessing, displaying, or possessing inappropriate information or pornography on ASI property or equipment.

Supervision Ratios

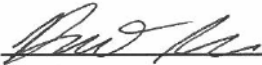
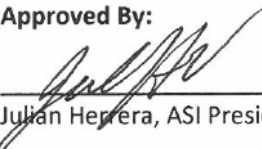
Instructor to participant ratios shall be established based on the activity, program, and facility usage of the licensing agency, certification and/or the ASI Code of Conduct Involving Minor Participants.

Conduct of Participants

The conduct of participants who are minors, shall not endanger themselves, other participants, employees, interns or volunteers. Persistent or excessive disorderly conduct may result in the suspension or termination of the activity or program registration or facility usage. It is solely at the discretion of ASI to determine if a participant's behavior requires their suspension or termination.

Conduct of Staff

Employees, interns or volunteers shall not endanger, mistreat, or abuse a minor or allow others, including other minors, to endanger, mistreat, or abuse themselves, other participants, employees, interns or volunteers. Employees, interns and volunteers shall be required to sign a statement indicating they have read and agree to comply with this policy and the ASI Code of Conduct Involving Minor Participants.

<u>FOR ASI USE ONLY:</u>	
ASI Senate Approval Date:	May 26, 2016
Verified By:	
	6/4/16
David Lee, ASI Attorney General	Date
Approved By:	
	6/6/16
Julian Herrera, ASI President	Date