

PROCEDURE TITLE:	CAMP REGISTRATION, BACKGROUND CHECKS, TRAINING & REPORTING
PROCEDURE NO.:	5.40:1
RELATED POLICY:	5.40
PAGE NO.:	1 OF 4
RESPONSIBLE ADMINISTRATOR(S):	VPF&A/DIR. RISK MANAGEMENT
EFFECTIVE DATE:	04/14/17
NEXT REVIEW DATE:	04/2020
APPROVED BY:	PRESIDENT

1.0 OFFICE OF RISK MANAGEMENT

The Office of Risk Management is responsible for administering, promoting, and ensuring compliance of the Protection of Minors on Campus policy and this procedure. The Office of Risk Management is further responsible for developing forms and guidelines that are consistent with Shawnee State's mission and best practices.

2.0 REGISTRATION FOR CAMPS

All University offices and units that operate a camp or similar structured activity or program (e.g. Upward Bound), are required to register such activity or program with the Office of Risk Management prior to the start date of the camp or activities. Click [here](#) for the registration form.

- 2.1 The Activity/Program Director is expected to make every effort to register the activity at least thirty (30) work days before the program begins so that there is adequate time for background checks and any other administrative task to be properly completed.
- 2.2 If such registration does not timely occur, the event/activity is subject to cancellation.

3.0 PARTICIPATION AGREEMENTS

- 3.1 In order for a minor to participate in an activity or camp, the Activity/Program Director must secure the signature of the minor's parent or guardian on a [Participation Agreement](#) prior to the start of the activity or camp.
- 3.2 Participation Agreements will be retained by the Activity/Program Director and may be reviewed by the Office of Risk Management.

4.0 VOLUNTEER AGREEMENTS

All volunteers who have an active role in the care, custody or control of minor in a camp are required to complete a [Volunteer Application](#) form prior to participating in a University-sponsored program.

- 4.1 The Activity/Program Director is responsible to ensure that all volunteers have completed this application.
- 4.2 A copy of the Volunteer Application will be forwarded to the Department of Human Resources and the Office of Risk Management.

5.0 BACKGROUND CHECKS

- 5.1 All SSU employees whose positions directly manage or control minors (e.g., Children Learning Center, Upward Bound, etc.) are required to have an Ohio Bureau of Criminal Investigation (BCI) fingerprint background check prior to employment.
- 5.2 Any SSU employee whose position does not manage or control minors and who desire to participate in a camp as a volunteer and is likely to have responsibility for the care, custody or control of a minor, must secure a required BCI fingerprint background check prior to the start of the camp.
- 5.3 The Office of Risk Management may assess whether an SSU employee or volunteer is required to obtain a background check. Examples of volunteers who would not have responsibility for care, custody or control may include: food servers, referees, etc.
- 5.4 The volunteer applicant may secure such background check through the University's Department of Public Safety or other BCI WebCheck location. Results of the background check are to be issued to the University's Department of Human Resources.
 - 5.4.1 Upon the receipt of the results of the background check, the Department of Human Resources will inform the Activity/Program Director and the Office of Risk Management whether the background check was acceptable or unacceptable. This determination will be based upon whether the background check reveals any felony or any crime involving domestic or child related abuse.
 - 5.4.2 If the background check is not acceptable, the Activity/Program Director will inform the volunteer applicant that his/her participation in the activity or program is denied.

- 5.4.3 A background check will be valid for a two-year period. A volunteer may be asked to complete a background check more frequently depending upon the nature of the event/activity.
 - 5.4.4 Results of background checks shall be retained in the Department of Human Resources.
 - 5.5 Parental consent must be given for the background check in the case of an individual under the age of 18 who is working or engaged in any capacity with a camp or activity involving a minor.
 - 5.6 The Activity/Program Director is responsible to ensure that all required individuals have undergone a background check.
- 6.0 OFFICE OF RISK MANAGEMENT RESPONSIBILITIES:
- 6.1 Based upon a joint review, the Director of Risk Management and the Activity/Program Director will ensure all steps and required documentation have been properly completed so that the activity/program can proceed.
 - 6.2 The Office of Risk Management will provide support for the effective administration of such activity/program.
 - 6.3 The Office of Risk Management is responsible for providing on-line training for all individuals who may have responsibility for the care, custody, or control of minors at camps and other activities and programs.
 - 6.3.1 Such training is mandatory for camps and must be completed prior to the beginning of the camp.
 - 6.3.2 The training shall be completed annually and will be documented with the adult signing a statement indicating his or her understanding and receipt of Shawnee State University policies and procedures.
 - 6.3.3 The Office of Risk Management will provide approved training available on the Risk Management web site and shall include but not be limited to:

Applicable Shawnee State University policies, procedures and guidelines regarding interactions with minors, behavioral signs that minor victims may exhibit, sexual abuse and sexual harassment, inappropriate behavior with minors, reporting requirements, and other topics as deemed appropriate by the Office of Risk Management.

7.0 REPORTING REQUIREMENTS

Anyone who knows, or has reasonable cause to suspect, based on facts that would cause a reasonable person in similar circumstances to suspect, that a child under eighteen years of age has suffered abuse or neglect should report known or suspected instances of the abuse of, neglect of or inappropriate interactions with minors. Persons making a report in good faith will be protected from criminal and civil liability, in accordance with state law, for making the report. Two reports, one internal and one external, must be made:

7.1 Internal Report

All faculty, staff, volunteers has an obligation to report known or suspected abuse or neglect of a minor on campus or in a Shawnee State program immediately to the Department of Public Safety.

7.2 External Report

Ohio law requires every person acting in an official or professional capacity with the program to make a report when they suspect sexual or physical abuse or neglect of a minor. The required report may be made to the local Public Children's Services Agency. (740-456-4164) or (<http://sciotocsb.com/>)

History

Effective: 04/14/17