

# Protection of Minors on Campus

## Operational Requirements



### **1. Emergency Management**

Prior to the commencement of the minors program, the responsible program person (main program point of contact who directs, plans, or coordinates the program involving minors) will email the University's director of emergency management or a designee with the name and contact information for a program contact in the event the minors program participants need to be evacuated or moved per Syracuse University protocols during an emergency. The minors program must also establish a procedure for the notification of the minor participants' parents or legal guardians in the event of an emergency, including medical or behavioral concerns, natural disasters, or other significant disruptions. In the event of an emergency, the responsible program person should contact DPS (on-campus), call 911 (off-campus), Syracuse University Ambulance, or Fire and Life Safety Services.

### **2. Waivers and Permissions**

The responsible program person must collect the fully executed permission and waiver forms from parents or legal guardians of minor participants prior to the start of the program. The responsible program person must use approved forms provided by Risk Management. Once completed by parent/legal guardians, the responsible program person must provide copies of all signed permission and waiver forms to Risk Management, and Risk Management is responsible for retaining the forms for seven (7) years from the end of the program, consistent with the University's record retention policies.

### **3. Communications Between Parents/Legal Guardians and Minors**

The responsible program person must provide information to parents or legal guardians describing how minor participants can be contacted during the minors program.

### **4. Maintaining Accurate Program Information**

The responsible program person must maintain an up-to-date list of minors program times and dates, locations, a designated program contact, and attendance (including identities of staff, volunteers, and minor participants) and must be supplied to Risk Management prior to the start of the minors program. A finalized participant list must be supplied to Risk Management no more than seven (7) days after the end date of the program. Third-parties must provide list to Risk Management at least ten (10) days prior to the start of the program.

### **5. Alcohol and Other Drugs Policy**

Any minor suspected of possessing or consuming alcohol, illegal drugs, or prescription drugs in a manner other than prescribed shall be immediately dismissed from the minors program and from Syracuse University owned, operated, or controlled property, subject to sub-section 6.

### **6. Custody Obligations**

Minors programs may only release a minor to the parent or legal guardian identified on the program waiver/permission forms, unless there is prior written consent from the parent/legal guardian authorizing pick up by another adult and the adult provides valid photo ID. Con't.

## **7. Standards for Maintaining Appropriate Ratios (number of staff per minor participant by age and type of activity)**

The New York State Department of Health requires the following age and oversight ratios for minors programs:

- Staff/volunteers must be at least 18 years of age (20% may be 17) for overnight programs.
- Staff/volunteers must be at least 16 years of age for day programs.
- During passive activities (defined as activities that take place in a defined area, where participants are spectators or have limited mobility and use no tools or equipment other than computers), the participant/staff-volunteer ratios will be no greater than 1:25.
- At an overnight program, the ratio will be 1:10.
- At a day program, the ratio will be 1:12.
- Swim activities require that supervision ratio for participants age 8 and older be at least 1:10.

Minors programs will endeavor to keep program participants together within appropriate age levels when possible.

## **8. There may be specific instances in which a staff member is not working directly with minors but may be hosted by an authorized adult to discuss an area of expertise or experience to a group of minors.**

When all of the following provisions are met, someone will qualify as a guest speaker for the purposes of the policy:

- The guest speaker will not at any time (before, during or after) have the care/ custody/or control of the minor(s). This means if the authorized adult is unable to attend, and no other authorized adult is able to step in, the event will be cancelled. No unsupervised access to minors will be allowed.
- The program in which the guest speaker is participating in must be registered with Risk Management and the guest speaker must be classified as such in the program.
- The guest speaker is not able to be counted in the staff to minor ratio as they are not authorized for the purposes of the policy.  
The event the guest speaker is involved in must either be a one-time event, or if a recurring event, the groups of minors must never be comprised of any of the same minors.

## **9. Insurance Requirements**

Third-parties seeking to host a minors program on University owned, operated, or controlled property must ensure they obtain the appropriate [insurance coverage](#) prior to the start of the program. The amount of general liability and additional insurance coverage required will be determined by Risk Management depending on the potential exposure. Syracuse University must be named as an additional insured on this insurance policy. Workers compensation insurance coverage will also be required.

## **10. Minors Programs in Lab Settings**

Minors programs in research and teaching laboratories are subject to additional operational standards. For more information, see the standards for [minors in laboratories](#).