

# Minors on Campus

Jul 11, 2022

## Endors and Visitors

### Purpose of Policy

As part of its educational mission, Miami University sponsors many activities and programs. In order to protect the safety and well-being of the vulnerable population, this Policy has been adopted to address the special needs of children when minor children participate in University sponsored activities or programs. Miami University is committed to providing a safe and secure environment for all students, faculty, staff, and visitors.

It is noted that while this Policy includes general guidelines for the protection of children, it is the University's expectation that parent(s) or legal guardian(s) are primarily responsible for providing appropriate supervision and oversight of their children in all situations.

This Policy is to be used in conjunction with other University policies concerning specific areas involving minors, ~~such as (Employment of Minors and Minors in Laboratories and Workshops).~~

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## Minor

A person under the age of eighteen (18) who is not enrolled or accepted for enrollment at the University. Minors participating in pre-enrollment overnight programs visits sponsored by the Office of Admissions are not covered by this policy. Students who are “dually enrolled” in University Programs while also enrolled in high school are also not included in this Policy unless such enrollment includes overnight housing in University Facilities.

## University Facilities

Facilities owned by, or under the control of, the University.

## University Programs

University Programs are those activities offered or sponsored by academic or administrative units of the University that are specifically designed for participation by minors, including by way of illustration mentoring and education programs, workshops, sport camps, academic camps, conferences, pre-enrollment visits and similar activities.

## Non-University Programs

Those Programs specifically designed for participation by minors that are offered by non-University groups using University Facilities through a contract, license or other written agreement with the University. For purposes of this policy, Non-University Programs also include programs and visits by elementary and high school students as part of the school’s curriculum where the students are accompanied and supervised by their teachers or school-supplied chaperones, ~~even though~~ Miami ~~may does not~~ provide ~~some or all of~~ the activities or programs provided to students during the visit: (e.g. field trips to tour a campus department or museum).

## Program Support Services

Those facilities and services, such as housing, dining and recreational facilities, that are available for use by University and Non-University Programs.

## Sponsoring Entity

In the case of a University Program, the academic or administrative unit of the University that offers the University Program. For Non-University Programs, the entity, organization or person that is contracting for the use of University Facilities for the Non-University Programs.

## Responsible Adult

Individuals, age 18 and older, paid or unpaid, who supervise, chaperone, or are otherwise responsible for or oversee minors in University and Non-University activities. This includes but is not limited to faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, and independent contractors/ consultants. The Responsible Adults' roles may include positions as counselors, chaperones, coaches, instructors, and the like.

## One-On-One Contact

Personal, unsupervised interaction between an adult and a minor participant without at least one other adult, parent or legal guardian being present. For purposes of this definition, another adult will be deemed "present" if he/she is within line of sight of the adult interacting with the minor.

## Buddy System

An operating policy in which each minor participant is assigned one or more "buddies" for the duration of any Program. Minor participants engage in all aspects of the Program with their assigned buddy (or buddies) to enhance participant safety and the ability of the Program to continuously account for all participants.

## Policy

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Miami's campuses and facilities are generally not an appropriate environment for minors

1. No minor under the age of 14 may be left alone on campus at any time for any reason; the Miami University Police Department (MUPD) will be notified if a minor, under the age of 14, is left unattended on campus or at an athletic or other University event. Line of sight supervision of such minors by a parent or guardian is required at all times. The parent or guardian must assure the minor under the age of 14 is not disruptive to others and any such situation should be brought to the attention of the parent or guardian. The University retains the right to require those visitors who are unwilling or unable to exercise appropriate supervision over minors to leave University Facilities. Minors 14 and above shall be held to the same standards of conduct that apply to all other members of the University community.
2. Students may not “babysit” minors, including relatives in residence halls or other University facilities. Minors should not accompany students to class. This restriction does not apply to University Programs, such as those involving campus visits by high school students.
3. Except as part of a University Program, such as “Bring Your Child to Work Day,” or brief visits, minors should not accompany a parent or guardian to work. If in the event of unforeseen circumstances, a parent or guardian must bring a child to campus then the following rules apply:
  - ~~4~~.a. \_\_\_\_\_ The supervisor or department chair should be notified of the child’s presence.
  - ~~5~~.b. \_\_\_\_\_ Children may not be left unattended or with another employee at any time.
  - ~~6~~.c. \_\_\_\_\_ Children must be in the physical presence of and under the control of their parent/guardian at all times.
  - ~~7~~.d. \_\_\_\_\_ Children cannot interrupt or interfere with the employee’s responsibilities and may not disrupt any University function.
  - ~~8~~.e. \_\_\_\_\_ Children may not ride in any University motorized vehicles, including golf carts.
  - ~~9~~.f. Children who are ill must not be brought to campus, except for the purpose of treatment at the Miami Convenient Care Clinic.
  - ~~10~~.g. \_\_\_\_\_ Parents and guardians who bring children to campus assume and accept full responsibility for all aspects of the child’s behavior, including safety, unauthorized or inappropriate use of University resources, any damages to persons or to property. Children may not have access to any confidential or FERPA protected information or meetings, etc.

Minors, unless enrolled in a Program that requires their presence in, are absolutely restricted from “safety sensitive” areas such as laboratories, machine shops, mechanical rooms, steam plant, construction areas, maintenance garages, animal care or research facilities, food preparation areas, security areas and areas from which the general public or students are denied access.

1. Miami does not provide emergency child care, and no University space may be

Student organizations are not permitted to hold a minors on campus event without an academic or administrative unit co-sponsor unless the parent(s), legal guardian(s), or other adult(s) remain with the minors for the entire program maintaining care, custody, and control of the minors.

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For all University Programs in which parent(s) ~~or~~, legal guardian(s) or other adults(s) will not, or may not be physically present at all times, the University Program shall collect and maintain

1. parental/legal guardian permissions to engage in all aspects of the Program,
2. medical and
3. contact information for each participant.

At a minimum this shall include:

1. A requirement that parent(s) or legal guardian(s) complete a permission/ authorization form for each minor participating in the Program prior to participation, which shall include where appropriate, a liability and talent/media release.
2. A roster of all University Program participants and a directory of University Program staff. The list shall include each participant's name, local room assignment (if applicable); gender, age, address, and phone number(s) of parent(s) or legal guardian(s), as well as emergency contact information. The list shall be maintained by the Program staff, with a copy provided to the Miami University Police Department (MUPD) for day-long or overnight Programs. A copy should be sent to [police@MiamiOH.edu](mailto:police@MiamiOH.edu) and [dispatch@MiamiOH.edu](mailto:dispatch@MiamiOH.edu).
3. A requirement that the parent(s) or legal guardian(s) of each minor participant complete and submit to the Sponsoring Entity a Medical History/Medical Treatment Authorization form which shall, at a minimum, contain:
4. A statement informing the parent/legal guardian that the University does (or does not, as applicable) provide medical insurance to cover medical care for the minor.
5. A statement authorizing the

7. Information regarding any prescription medication(s) to be administered during the Program.
8. All emergency contact information including name, address and phone number of the emergency contact.
9. A requirement for the parent or legal guardian to pick up the minor, or arrange for the minor to be picked up as soon as reasonably feasible in case of an emergency, including medical or behavioral problems, natural disasters, or other significant program disruptions.

Individual programs may require medical examination/authorization where mandated by the nature of the activity and/or legal or associational requirements.

~~In addition to the foregoing, all University Programs shall have in place a procedure or the notification of the minor's parent(s)/legal guardian(s) in case of an emergency, including medical or behavioral problems, natural disasters, or other significant program disruptions and a procedure for parent(s) or legal guardian(s) to contact minor participants in case of emergency. University Program staff, as well as participants and their parent(s)/legal guardian(s), must be advised of this procedure in writing prior to the participation of the minors in the University Program.~~

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Minors who are currently receiving prescription medications may receive these medications while participating in University Programs, subject to the following conditions:

1. The need for the medication is documented in the minor's Medical History Form.
2. The medicine is provided by the minor's parent or guardian in its original pharmacy container labeled with the participant's name, medicine name, dosage and timing of consumption. Over-the-counter medications must be provided in their manufacturers' container.
3. Staff shall keep the medicine in a secure location, and at the appropriate time for distribution shall meet with the participant.
4. While under staff observation, the minor participant shall be allowed to self-administer the appropriate dose as shown on the container.
5. For any medication that the participant cannot self-administer, prior arrangements appropriate to the circumstances must be made with the Sponsoring Entity. Personal "epi" pens and inhalers may be carried by the participant during activities.





5. In the case of adults supervising minors overnight, no adult may enter a minor's room, bathroom facility, or sim

~~10.g.~~ Allow minors to use inappropriate language unchallenged.

~~11.h.~~ Appear to favor one child more than another.

~~12.i.~~ Smoke, or consume alcohol or any substance that might impair the judgment of the Responsible Adult when participating in program activities.

~~13.j.~~ Responsible Adults must make all reasonable efforts to ensure the safety of minors participating in programs and activities covered by this Policy, including removal of minors from dangerous or potentially dangerous situations, irrespective of any other limitation or requirement.

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All University Programs shall have in place, and distribute to minor participants, a code of conduct for the Program. All such codes must contain the following provisions:

1. All Program participants and staff must abide by all University regulations.
2. The possession or use of alcohol and other drugs, fireworks, guns and other weapons is prohibited.
3. The operation of a motor vehicle by minors is prohibited while attending and participating in the Program.
4. The parking of staff and participant vehicles must be in accordance with University parking regulations.
5. Rules and procedures governing when and under what circumstances participants may leave University property during the program.
6. No violence or discrimination (including sexual abuse or harassment) will be tolerated.
7. Hazing of any kind is prohibited. Bullying including verbal, physical, and cyber bullying are prohibited.
8. No theft of property regardless of owner will be tolerated. Property of other participants is not to be used without express permission (access does not constitute permission).
9. No use of tobacco products will be tolerated.
10. Misuse or damage of University property is prohibited. Charges will be assessed against those participants who are responsible for damage or misusing University property.

11. The inappropriate use of cameras, imaging, and digital devices is prohibited including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.

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University Programs involving overnight stays in University Facilities shall adopt and implement rules and policies for the proper supervision of minors in University housing. These policies must include, at a minimum:

1. Written permission signed by the parent/guardian for the minor to reside in University housing.
2. A curfew time which is age-appropriate for the participants, but in no case shall it be later than midnight.

the University's EthicsPoint reporting system (Toll-Free HOTLINE at 1-866-294-9544 or on the web ([EthicsPoint](#))).

3. Any situation, fact or circumstance that would reasonably give rise to a suspicion that child abuse, neglect or endangerment may have occurred shall be reported immediately to:
  - a. the director of the University Program and the head of the Sponsoring Entity,
  - b. Miami's Office of the General Counsel; and
  - c. the MUPD (529-222 or 911), the Oxford Police Department (523-4321),

1. A contract setting forth the specific facilities to be used, the dates and hours of permitted access and other terms applicable to such use;
2. A certification that the Program meets all legal requirements for the activity in question, including without limitation any requirements for licensing and criminal background checks;
3. An indemnification agreement in a form acceptable to the University General Counsel and Risk Manager agreeing to defend and holding the University harmless against any and all claims arising from the operation of the Non-University program (this requirement may be waived for public entities prohibited by law from agreeing to indemnify);
4. ~~A Registration~~ A Registration of Programs and Activities involving Minors Form with the Miami Police Department not less than thirty (30) days prior to the first scheduled date of participation by minors ~~(Appendix A);~~ and
5. Evidence of insurance coverage in amounts to be determined by ~~the Director of~~ Risk Management that includes coverage for sexual misconduct.
6. All Non-University Programs will be provided with, and agree to, require participants to abide by the code of conduct principles set forth above.
7. All Non-University Programs shall agree to report any situation, fact or circumstance, that would reasonably give rise to a suspicion that child abuse, neglect, or endangerment may have occurred, shall be reported immediately to:

a. Miami's Office of the General Counsel; and

## Websites

[EthicsPoint](#)

[Butler County Public Children Services](#)

[Protection of Minors](#)

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[Injury and Illness Report](#)

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## FAQ

Not applicable.

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## Policy Administration

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7/1/2023

Amended July 2022

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University Senate

Vice President for Finance and Business Services

Deputy General Counsel