

Minors on Campus and/or Events Involving Minors

Guidelines for the Norman Campus

The University of Oklahoma has numerous campus locations and a variety of events that attract minors, whether sponsored by the University or by third parties. These guidelines are meant to serve as guidance for these valuable experiences. Please note, these guidelines may not encompass each and every encounter with a minor and should be flexible depending on the circumstances and with the approval of either a supervisor in charge of the area or facility or by the Office of Legal Counsel. The safety of minors on campus is of utmost importance to the University and in order to provide a safe, fun and productive educational environment the below guidelines have been approved. For more information regarding who is a minor and reporting obligations, please see the following:

- **Sexual misconduct, child abuse and neglect- REPORTING OBLIGATIONS:**
 - Who is a child? Anyone under the age of 18!
 - ***General Rule: If anyone suspects the abuse or neglect of one of the minors, it is his/her duty to report it immediately. The Oklahoma DHS hotline for reporting is 1-800-522-3511.***
 - Additionally, notify Campus Police at 405-325-2864, the University Sexual Misconduct Officer, 405-325-2215 and the supervisor of any suspicions.
 - Reasonable suspicion: One does not have to know for certain that abuse is taking place. Reasonable cause to believe or suspect that child abuse has occurred is sufficient. When in doubt, report it.

I. Employee Guidelines

The following guidelines generally apply to bringing children to the workplace:

- Employees should obtain supervisory approval prior to bringing children into the workplace;
- Children are not to be brought to work on a regular basis in lieu of childcare;
- Children may be brought to work, only occasionally, for the convenience of the employee or due to a family emergency;
- A parent or guardian must provide supervision at all times;
- Children should not be left unattended or with other employees;
- Children should not interfere with workplace activities.

Minors are not allowed in high-risk areas such as:

- Laboratories, shops, studios, mechanical rooms, power plants, garages, animal facilities, food preparation areas, high security areas;
- Any areas, indoors or out, containing power tools or machinery with exposed moving parts;
- University vehicles, boats, aircraft, snow machines, grounds equipment, farm equipment, heavy duty or other motorized equipment;
- Any other high-risk areas (no playing in stairwells or doorways, no access to rooftops, construction zones, etc.).

Exceptions to the above restrictions on having minors in the workplace on a longer term basis or in visiting restricted high-risk areas may be granted at the discretion of the requesting employee's unit supervisor, manager, dean, or director, and only under the following circumstances:

- No risk of injury or illness in excess of everyday risks are present in the workplace;
- No significant disruption of the working environment of either the requesting employee or other employees will occur;
- The requesting parent signs an agreement waiving claims of liability against the university for those areas in which the parent allows the minor access (contact Risk Management for the agreement form).

An exception, if granted, may be revoked at any time without cause or explanation by the supervisor, manager, dean, director, or Office of Legal Counsel.

II. Student Guidelines for Bringing Minors to the University

- A minor should not be left unattended while the parent or guardian is attending class or conducting any other business or social function on campus;
- Line of sight supervision of children by the parent or guardian is required at all times;
- Minors are not allowed in the high risk areas defined above in the Employee section of this guide;
- Minors are not allowed in classrooms with the student while classes are in session unless permission is granted by the faculty member. If a minor becomes disruptive, the faculty member may require the student and minor to leave.

III. Visitor Guidelines

- Line of sight supervision of children by the parent or guardian is required at all times;
- The parent or guardian must assure that minors are not disruptive to others;

- Parent or guardian must not leave children unattended at athletic or other University activities;
- Minors are not allowed in the high-risk areas defined above in the Employee section (Section I) of this guide.

Exceptions

The above Employee, Student or Visitor guidelines do not apply to minors enrolled in University courses and University sponsored camps/activities; e.g. music or sports.

IV. University Sponsored Camps/Activities or Events/Campus/Activities Operated by a University Employee/Volunteer acting within the scope of his/her employment

These recommendations are based on excerpts from the Accreditation Standards for Camp Programs and Services. American Camp Association www.acacamps.org. For University sponsored camps, activities or events, camps or activities operated by a University employee/volunteer acting within the scope of his/her employment, the following general guidelines apply:

- The University generally requires a minimum of at least **one adult (over 21) supervisor for every 12 children**. However, depending on the age of the children and the activities involved, higher or lower supervision ratios may be advisable or applicable as determined by the supervisor over the area or upon consultation with Risk Management and/or Office of Legal Counsel.
- Supervisors must ensure campers are identified as part of the group (e.g. labels with camp name and contact information on their person).
- Forms to be completed: The University contact person should ensure the following forms have been completed and provide the executed forms to the Office of Risk Management:
 - Ensure each volunteer or employee associated with the event executes the attached Camp/Activities/Event Guidelines and Acknowledgment Form(s) in substantially the same format as **Attachment C**. Please note this may need some modification for each instance.
 - The parents of the minor attending the event execute a Minor Release Form in substantially the same format as **Attachment D**. Again, this may need modification.
- The Event Planning Checklist(s), attached as **Attachment A**, will provide you with additional items to consider and address; however, not all of the items may be applicable in any given situation.

Exceptions to the above may be appropriate depending on the nature of the event as determined by the supervisor. Questions should be addressed to the Office of Risk Management and/or the Office of Legal Counsel.

Each camp/activity coordinator must provide contact information for the camp/activity to the University contact and Office of Risk Management and the University contact person should identify themselves on the appropriate form. Risk Management will maintain all executed forms. See above “Forms to be Completed.”

- Criminal and sex offender background checks: **EACH** employee or volunteer working at a camp or activity and interacting with minors must have successfully passed a criminal and sexual offender background check within the year preceding the camp. Until a successful background check is received, no one may work with or around any minors. Background checks may be conducted through the University’s Human Resources department.
- Student Misconduct checks: **EACH** University student working at the camp/activity/event must have successfully completed a check through the University’s Student Conduct Office within the past 6 months. Please contact the University’s Director of Student Conduct at 405-325-1540. Successful completion of a Student Conduct Office check means that generally, a student must have no student code violations or been charged with any such violations within the past six months. Please note it takes approximately five (5) business days for the Student Conduct Office to conduct these checks.
- Supervision:
 - Supervision is defined as having the minor within line of sight;
 - Every minor must be chaperoned **AT ALL TIMES** by employees while that minor is at the activity/camp. Generally, minors should not be secluded with the employee/volunteer;
 - Please ask the supervisor of the camp for proper ratios depending on the age of minors. The University has a general minimum of 1 adult per 12 minors at all times. Additionally, smaller ratios for overnight supervision may be applicable where there are sufficient numbers of chaperones who are on-call and are able to maintain line of sight vision of the camper’s rooms. Additionally, lower ratios may be applicable depending on the nature of the activity (e.g. classroom settings). Please confer with the supervisor to ensure proper ratios and supervision;
 - Minors should use the buddy system for restroom breaks and should check in and out with the chaperone for restroom breaks;
 - At no time may a minor be unattended or in the care of a person that is not a camp/activity employee;
 - Designate at least one Head Chaperone. Where the minors are staying overnight, chaperones must designate a “Head Chaperone” with all contact numbers and provide this information to the housing representative. One chaperone must be “on call” and present at all times to ensure minors are secure in their rooms. Designated chaperones may not leave the premises once minors are secure in their rooms;

- All areas within supervision should be inspected to ensure there are no hazards, e.g. open windows, doors propped open, broken glass, no candles or cooking in the rooms, no alcohol, drugs or tobacco etc. Any hazards should be reported directly to the Head Chaperone or supervisor or facility manager;
- Appropriate drop-off and pick-up schedules and locations should be observed. Minors may not be released to anyone other than the person listed on the approved list even if they claim to be a relative. Proper identification of approved persons must be provided to the camp. Parents must give permission in writing for their child to drive themselves or ride with another person to and from the event. If the camper is not retrieved at the appropriate time, please contact OUPD at 405-325-2864;
- Only those individuals associated with the camp and authorized by a supervisor and those who have completed a department of motor vehicle background check may transport minors. Motor vehicle background checks may be conducted through the University's Human Resources department;
- Where providing individualized instructional services to a minor (e.g. tutoring or art/music classes), the minor must either be accompanied by an adult or, if the instructor is alone with the minor, ensure they are in a location where the parent can see the instructor and the student. There are specific locations that have glass windows so that minors and instructors may be seen by passersby.
- **Security Measures:** Make sure all personnel have been briefed by the supervisor regarding all security measures in place to protect minors (including inclement weather procedures, fire and safety evacuation procedures). At the start of each camp/activity day, inform minors where to go or what to do if they need help.

V. Activities or Events Sponsored by Third Parties

The University's requirements for third parties to hold an event or activity on the Norman campus are found within the below referenced forms. If you have any questions, please contact the Office of Risk Management or the Office of Legal Counsel.

Forms to be Completed for Activities or Events Sponsored by Third Parties. Executed forms "B," "D" and "E" to be provided to the Office of Risk Management

- Where minors are on campus due to camps or activities other than field trips offered by the University, generally the sponsor of the event must execute a *Camps and Activities Acknowledgment* form in substantially the same format as **Attachment B**. Please note, these may need modification to fit the specific needs of the event and party or may be inapplicable depending on the situation. Please contact the Office of Legal Counsel for assistance: 405-325-4124;
- Ensure the parents of the minor attending the event, except for K-12 field trips or similar events, execute a minor release form in substantially the same format as **Attachment D**. Again, this may need modification or may be inapplicable depending on the situation;

- At the time of check-in for the camp/activity, the third party sponsor will be required to execute the *Sponsor Certification Form* in substantially the same format as **Attachment E**.
- Registered Student Organizations (RSOs) must fill out **Attachment B**, revised to appropriately identify the organization, or a substantially similar document.
- Where the event includes merely the use of University facilities, there may be a need to only have the forms executed on an annual basis and as part of a facilities use agreement, (e.g. monthly science club meetings not sponsored by the University).
- The *Event Planning Checklist(s)*, please see **Attachment A**. This form will provide you with additional items to consider and address; however, not all of the items may be applicable in any given situation.

VI. Minors on Campus In K-12 Programs or Field Trips or Similar Types of school/extracurricular group tours/events

- Where minors are on campus due to a field trip sponsored by a K-12 school or similarly sponsored event, the University contact must ensure a contact person is identified and obtain contact information for the event and advise Risk Management of this information along with the contact information for the person assisting the group in that area or facility;
- The location in which they will visit should be inspected either by you or other appropriate University officials for safety purposes, (e.g. facilities management or lab supervisor where students touring lab facility);
- Employees in the area should be made aware of the minors' presence in the area, and advised to report any issues or suspicious activity to the University contact, Risk Management and/or DHS, OUPD and the Sexual Misconduct Officer.
- The *Event Planning Checklist(s)*, please see **Attachment A**. This form will provide you with additional items to consider and address; however, not all of the items may be applicable in any given situation.

ATTACHMENT A - CHECKLISTS

General

Event Planning Checklist

The checklists noted below are designed as guidance for the University contact and/or department to consider when hosting activities or events. Not all of the items will be applicable in any given situation, but do raise items to be considered and addressed where applicable.

- 1) Has the facility been reserved and confirmation obtained?
- 2) Does the program have waivers signed from all appropriate participants? (See Minors on Campus Guidelines)
- 3) Is the program time scheduled with minimal or no free unsupervised time? If no, what can you do to minimize unsupervised activities or time on the schedule?
- 4) What proactive steps can you take to educate program participants about strategies as well as expectations for minimizing risks during their visit to campus?
- 5) Is there a comprehensive training program for all staff and volunteers who will serve as supervisors and/or instructors for this program? What are the components of this training and how often is this training scheduled?
- 6) Are recreational events or activities that involve physical activity included in the programming? (Examples: running, jumping, swimming, climbing activities at height greater than six (6) feet, lifting weights, contact or field competition sports)
 - Does your department/agency require signed waivers and health assessments signed by a parent or guardian?
 - Do you have a mechanism in place to require medical clearance if there is a questionable risk on the health assessment form?
 - Who in your department/agency screens these forms?
- 7) What proactive steps have you taken to minimize the risks associated with each of the physical activities listed above?
- 8) Do any of the activities for this program involve the operation of hand or power tools such as saws, exacto knives, drills, scissors, or scalpels?
 - Have the sponsors/coordinators arranged for review of the safe use, proper handling, and supervision of participants engaged in use of such devices?
 - How will the review be conducted so that participants as well as supervisors understand safe handling protocols?

- Is the equipment in proper working condition?
 - What process is in place to check safety of equipment on regular intervals during the program?
 - Is “activity appropriate” safety equipment (such as, but not limited to, safety goggles) provided to all individuals participating in the activity?
- 9) Will any activity of this program involve participant use of, or access to, weapons, or pressurized projectiles?
- Has the equipment been inspected to ensure proper working condition?
 - What process is in place to check safety of equipment on regular intervals during the program?
 - Will instruction on the safe use or handling of the equipment be provided to supervisors and participants?
 - Who will facilitate this training and what resources have been used to assure training is accurate?
 - How will you assure that participants understand training?
 - Has the sponsor arranged for adequate adult supervision during the use or handling of this equipment?
 - What is the appropriate supervisor structure?
 - Have measures been taken to restrict access to this equipment when not in use?
 - What measures have been identified to limit access?
 - Who will have access?
- 10) Will any activity involve the use of chemicals or ignitable or noxious gases?
- If yes, is specific training in the safe use of these materials being provided to participants?
 - Who will facilitate this training and what resources have been used to assure training is accurate?
 - Is there documentation for this training?
- 11) Will any activity involve water sports (diving, swimming, scuba, or wading)?
- 12) If diving, swimming, or scuba diving or any other water activities to be conducted, will certified lifeguards be on duty at the immediate location of the activity?

- 13) Has consideration been given to the provision of the following?
- Adequate adult supervision?
 - What will the supervisor to participant ratio for water activities be?
 - Assessment of swimming skill proficiency in relation to the activity?
 - What type of skill assessment will be used?
 - Is the person conducting swimming skill proficiency assessments qualified to make proficiency determinations?
 - Who will facilitate the assessment?
 - Will a “buddy system” be utilized to ensure that minors do not enter the water alone?
 - Will participants be provided a review of safety consideration appropriate for the water activity?
 - Who will facilitate this training and what resources have been used to assure training is accurate?
 - How will you assure that participants understand training?
- 14) Are alternative activities planned in the event of bad weather?
- Who will determine if weather is not suitable for water activities?
 - What are the alternate activities that you have planned?
 - Have proactive risk management plans been developed for these activities?

Event Planning Checklist Housing

- 1) Will participants be housed overnight?
- 2) If yes, will they be housed in University Residence Halls?
 - Have measures been taken to restrict access to the Residence Hall?
 - What measures have been identified to limit access?
 - Who will have access?
- 3) Will participants be housed in facilities other than Residence Halls?
 - What facilities?
 - What other groups are being housed in the same facilities?
 - Are there any unique characteristics about the facility being used that need to be considered for children staying there?
- 4) Has consideration been given to the restriction of access to the housing area?
 - How will access be restricted?
 - Who will be responsible for making sure access is restricted?
 - Who will have access to housing areas?
- 5) Will participants be provided instruction on security, loss prevention, and other housing related safety and security issues?
 - What information will be included in the instruction?
 - When will this information be covered?
 - Who will facilitate material?
 - How will you assure participants understand information?
- 6) Will participants be oriented on exit locations in the event of an emergency?
- 7) Will participants be instructed on emergency exit procedures, common meeting or reporting areas in the event of a building evacuation?
- 8) Has consideration been given to determining an appropriate number of participants assigned to an established sleeping area/space?
- 9) Has consideration been given to the provision of housing supervision?

- What is housing supervision ratio?
- 10) Will a curfew be established and communicated to participants?
 - What is curfew?
- 11) Is there a process to determine if all participants have been accounted for at curfew, lights out or other determined points in the day or evening to ensure participants are present or accounted for?
 - How will curfew be enforced?
- 12) Have procedures been established for managing the situation if a participant is absent and unaccounted for (e.g. who should be informed, at what point should security or police authorities be advised, when will parents be advised?)
 - What are procedures and who has been trained on them?
 - Are procedures for responding to this or any other crisis documented?
 - What training has been done for supervisors of the program as well as volunteers regarding crisis response?
- 13) In situations when groups of student participants bring their own adult counselor or supervisor (e.g. Coaches, drill team advisors, guidance counselors) have provisions been made to brief these individuals on safety, camp established expectations, camp rules, or other provisions?
- 14) Are background checks conducted on program staff, counselors, teachers, or other adults who will work closely with participants?
 - If no, what steps have been taken to minimize risks associated with adults being in isolated locations with children?
 - What types of background checks are done?
 - Who conducts the background checks?
 - How is information maintained regarding background checks?
- 15) Are background checks conducted on adults who will share housing facilities with participants (including adults in homes that will host participants overnight)?
 - If no, what steps have been taken to minimize risks associated with adults being in isolated locations with children?
 - What types of background checks are done?
 - Who conducts the background checks?
 - How is information maintained regarding background checks?
- 16) Will participants be provided information on who to see or contact if they have an emergency?

- 17) Will participants be briefed on expectations with regard to conduct (e.g. horseplay, pranks, etc.)?
 - How will this be covered and who will facilitate behavior expectations?

- 18) Will participants be briefed on safety provisions specific to the facility in which they are housed (e.g. Prohibitions to sitting in windows, on ledges, and railing of high-rise buildings)?
 - What information will be included in the instruction?
 - When will this information be covered?
 - Who will facilitate material?
 - How will you assure participants understand information?

Event Planning Checklist
First Aid

- 1) Has the sponsor made arrangements to provide first aid training to staff and volunteers?
- If yes, check those that apply:
 - classroom instruction
 - video instruction
 - web-based instruction
 - literature review
 - other (please explain) _____
 - A. Will individuals with first aid or other medical training (may include police or security forces) be present (in the actual vicinity of activities) during program activities?
 - B. Will medical trainers or technicians be “on call” for the purpose of providing first aid?
 - C. If none of the above, please provide an explanation of how first aid will be administered for the camp or program (attach additional pages if necessary).

- 2) Will a First Aid Kit be provided immediately to the location of the program activities?
- If no, please explain. _____

 - If yes, has the sponsor considered which first aid kit items are most appropriate for the contents of the First Aid Kit according to the activities of the program?
- 3) Has or will the sponsor inspect the contents of the First Aid Kit to ensure that used, out of date, or damaged items have been replaced?
- 4) Will program staff be provided information on recognition of and treatment of heat exhaustion or heat stroke?
- 5) For strenuous outside activity conducted between May and September, will heat exhaustion preventative measures be taken? (e.g. The provision of cool drinks and frequent encouragement or reminder to consume them, breaks or rest periods from extended periods of physical activity, staffers alert for the symptoms of the onset of heat exhaustion.)
- 6) Will the camp sponsor collect information from participants regarding special medical considerations (such as food allergies, insect stings or bites, allergic reactions, activity restrictions, injuries sustained prior to camp or program participation that might be aggravated or re-injured while participating in camp activities, possession or use of prescription medication, allergic reactions to medications)?
- How is this information gathered?

- How will the information be disseminated to those responsible for supervision?
 - What arrangements have been made for participants to receive prescription medication from parent or guardian?
- 7) If yes, will the camp sponsor provide for the appropriate security of sensitive medical information? How will information be maintained?
- 8) Is there a process in place to ensure that restrictions are appropriately applied (e.g. providing that alternative foods and other preventative measures are taken to avoid exposure when allergies are noted and ensuring that arrangements are made to prevent specific contacts in the case of severe allergies)?
- 9) In cases where camps/activities will prepare and or serve their own foods, have plans been made to maintain proper storage or transportation temperatures, proper sanitation, and food handling?

ATTACHMENT B

For use with camps/activities sponsored by third parties except for standard school sponsored field trips or events. Form is to be completed by person in charge of sponsoring the event.

THIRD PARTY CAMPS AND ACTIVITIES SPONSOR ACKNOWLEDGMENT FORM

- Camp/Activity Information: Please submit a list of your camp/activity dates and times to _____[Office].

- Duty: By offering to host a camp/activity, you are accepting a legal duty to operate the camp/activity in a reasonably safe manner and where the camp/activity is not a University sponsored event, you agree to indemnify, defend and hold the University harmless for any and all claims, causes of action, demands and damages arising out of or relating in any way to the camp/activity.

- Releases/ Facilities Use Agreements
 - Camps/Events on OU premises:
 - **EACH participant and participant’s parent/guardian must sign a release in substantially the form attached of Attachment D. Participants may not take part in a camp/activity without a signed release.**
 - The releases **must** be provided to the Risk Management office and will be maintained for two years.
 - Each group should sign a Facilities Use Agreement. You must ensure your insurance covers worker’s compensation claims for your employees and volunteers located on University premises.
 - The Facilities Use Agreements are obtained from the location where the event is to be held.
 - For most events, each participant must have a medical release allowing them to participate in the event and permitting the camp/activity to obtain medical treatment on their behalf.

- Criminal and sex offender background checks: **EACH** employee or person, volunteer, working at the camp/activity must have successfully completed an annual criminal and sexual offender background check. You certify that no employee/volunteer who has not successfully passed a background check within the past year will be associated in any way with the camp. This requirement includes parents of participants where the parent is assisting with the camp/activity. Unless the parent has undergone the background check and executed all the forms associated with the camp/activity as any other employee/volunteer, they may not assist with the camp/activity. Where the event/camp/activity is hosted by a third-party, the sponsor will be

asked to certify that a background check was successfully completed on all staff/volunteer members, in substantially the form noted on **Attachment E**.

- **Student Misconduct checks:** **EACH** University student working at the camp/activity must have successfully completed a check through the University's Student Conduct Office within the past 6 months. Please contact the University's Director of Student Conduct at 405-325-1540. Sponsor must have a signed and dated release from the student authorizing Student Conduct to release this information to Sponsor. Please note it takes a minimum of five (5) business days to conduct these checks.

- During camp/activity:

- Supervision: **Defined as having a minor within your line of sight.** Ensure there are sufficient chaperones/supervisors to campers ratio. The University generally requires a minimum of 1 adult supervisor/chaperone for every 12 campers. However, depending on the age of the camper and the nature of the activity, higher or lower ratios may be advisable.
- Chaperone: Designate at least one person as a Head Chaperone and provide their contact information to the University representative. The Head Chaperone must ensure all campers are properly supervised. Where campers are staying overnight, chaperones must have a schedule of who is on call and provide contact numbers to the housing representative. Sufficient number of chaperones must remain awake and be able to observe the rooms and/or exits for all campers throughout the night. Every camper must be chaperoned **at all times** by camp/activity staff while that minor is at the camp/activity.

Head Chaperone Contact Information: _____.

- Ensure minors are identified as part of your group (e.g. labels with camp/activity name and contact information on their person).
 - Injuries: Report all injuries, other than minor scrapes, bumps and bruises, to your University representative immediately when they occur- DO NOT wait to see if the parents complain.
 - Security: Establish security measures, such as where to meet and where to go if lost, to protect minors and clearly communicate all security measures with your staff instructing them to communicate security measures daily with the minors.
 - Where appropriate, minors should be evaluated by camp/activity staff for physical activities and divided according to skill level and age group.
 - Parents must give permission in writing for their child to drive themselves or ride with another person to and from the event.
- Sexual misconduct, child abuse and neglect- REPORTING OBLIGATIONS:

- **Oklahoma law requires persons to report suspected abuse/neglect of a child immediately to DHS 1-800-522-3511.**
- You must also advise OUPD 405-325-2864 and the University's Sexual Misconduct Officer, Kathleen Smith, 405-325-2215 if you are aware of abuse on the University's campuses or where abuse is committed by someone affiliated with the University.
- Reasonable suspicion of sexual abuse: You do not have to know for certain abuse is taking place. Reasonable cause to believe or suspect that child abuse has occurred is sufficient. When in doubt, report it.
- Who is a child? Anyone under the age of 18!
- Counselors/Staff/Volunteers
 - The sponsor requires each counselor/staff/volunteer to execute a Camp Guidelines and Acknowledgement form (as an example please see **Attachment C**) to be maintained by the camp sponsor and the sponsor will certify the items noted below have occurred at the time of check-in by executing **Attachment E, the Sponsor Certification Form.**
 - Make sure your counselors understand, and you have reviewed, the state requirements on reporting suspected child abuse. See above, *Reporting Obligations.*
 - Ensure that counselors understand, and you have reviewed, what constitutes inappropriate contact with campers and that it is not acceptable.
 - **Guidelines for counselors touching minors include the following:**
 - You may not touch a child in any place normally covered by a bathing suit unless for clear medical reasons and then only with another adult's supervision.
 - You may not touch a child against his/her will or in a way that would over-stimulate him/her.
 - Counselors are restricted from hitting or other physical punishment as discipline.
 - Exercise good common sense and judgment.
 - Instruct counselors on prohibitions on abusive and derogatory language.
 - Ensure that you have reviewed security measures with your staff and they know who to speak to if they need help. Ensure that campers are checked-in and out by approved parents or guardians and that proper identification is reviewed and obtained each time.
 - Ensure that you have reviewed emergency evacuation measures with your counselors and they have advised their campers.

- Ensure the campers and their parents know where and how to report any injuries or incidents.
- Ensure the campers and their parents know where to pick up their children if they have missed the standard pick up times (e.g. OUPD if prior arrangements were made with OUPD). Ensure you have a secure pick up and drop off protocol, including only permitting parents or legal guardians to pick up minors. You should require photo identification of these individuals. If someone other than the parent is to pick up the minor, you must obtain written authorization from the parent/legal guardian and require valid identification of the person authorized to pick the minor up. Parents must give permission in writing for their child to drive themselves or ride with another person to and from the event.
- Ensure that counselors do not transport minors unless there has been prior approval and authorization by parent to do so and that the counselor is age 21 or older and a Department of Motor Vehicle background check has been conducted.
- Ensure minors are aware of behavioral expectations.
- Parents and minors must be provided with the following numbers _____ (to report any injuries) and the Sexual Misconduct Office 405-325-2215 to report any violations of the University’s Sexual Misconduct policies www.ou.edu/home/misc.html (committed by employees/volunteers or other camp participants).
- Minors: The information given to minors will depend on their ages. At a minimum, minors must be told where to get help if they need it.

These Guidelines supplement all University guidelines, policies and procedures. If you have any questions about this document, please contact your supervisor.

I have read and agree to abide by these Guidelines and attest to my understanding of the Guidelines and certify my compliance with them. If I am also a University employee, I understand that failing to comply with these Guidelines could result in disciplinary action.

Print Name: _____

Date: _____

Signature: _____

ATTACHMENT C

Camp/Activities/Event Guidelines and Acknowledgement

For use in University sponsored event/camp/activity or where the event/camp/activity is operated by a University employee/volunteer acting within the scope of his or her employment. This form is to be completed by all employees/volunteers of the event. See Guidelines, Section IV for more information.

This form is NOT to be used for third party sponsored events.

- **Injuries/Medication:** Report all incidents and injuries to your supervisor immediately when they occur and to _____ if injuries occur in an OU facility. DO NOT wait to see if the parents or any other person complains.
- **Release:** **EACH** minor must sign a release. If you know of a minor that has not, please contact your supervisor with the name of the minor so a release can be obtained. If you are given a signed release, please provide that to your supervisor.
- **Criminal and sex offender background checks:** **EACH** employee or volunteer working at the camp/event must have successfully passed a criminal and sexual offender background check within the year preceding the camp. Until a successful background check is received, you may not work with or around any minors.
- **Student Misconduct checks:** **EACH** University student working at the camp/activity must have successfully completed a check through the University's Student Conduct Office within the past 6 months. Please contact the University's Director of Student Conduct at 405-325-1540. Please note this takes a minimum of five (5) business days to complete.
- **Supervision - defined as having a minor within your line of sight:**
 - Every minor must be chaperoned by employees/volunteers while that minor is at the camp/event. Supervision is defined as having the minors within your line of sight.
 - Generally, there should be a supervision ratio of at least one adult chaperone (age 21 or older) for every 12 minors. Please ask your supervisor for proper ratios depending on the age of minors and nature of activities.
 - Minors should use the buddy system for restroom breaks and should check in and out with the chaperone for restroom breaks.
 - At no time may you leave a camper unattended or in the care of a person that is not a camp employee.
 - Overnight chaperones must provide the Head Chaperone with all contact numbers. One chaperone must be "on call" and present at all times to ensure minors are secure in their

rooms. Designated chaperones may not leave the premises once minors are secure in their rooms. Head Chaperones must provide contact information to the housing representative.

- You should inspect all areas within your supervision to ensure there are no hazards, e.g. open windows, doors propped open, broken glass, no candles or cooking in the rooms, no alcohol, drugs or tobacco etc. If you notice any hazard, report it directly to the Head Chaperone or your supervisor or facility manager.
- You must ensure that either you or the Head Chaperone follows appropriate drop-off and pick-up schedules and locations. Minors may not be released to anyone other than the person listed on the approved list with valid authorization even if they claim to be a relative, and must show valid identification. Parents must give permission in writing for their child to drive themselves or ride with another person to and from the event. If the minor is not retrieved at the appropriate time, please contact OUPD at 405-325-2864.
- You may not transport minors unless specifically authorized by your supervisor and you have completed a department of motor vehicle background check.
- **Security Measures:** Make sure you have been briefed by your supervisor of all security measures in place to protect minors (including inclement weather procedures, fire and safety evacuation procedures). At the start of each day, you must inform minors where to go or what to do if they need help. You must conduct an orientation session with your counselors to discuss all of these rules and policies and hold a separate orientation session with your campers to discuss the security measures as well as behavioral expectations and how to report issues and concerns.
- **Sexual misconduct, child abuse and neglect- REPORTING OBLIGATIONS:**
 - Who is a child? Anyone under the age of 18!
 - *If you suspect the abuse or neglect of a minor, it is his/her duty to report it immediately. The Oklahoma DHS hotline for reporting is 1-800-522-3511.*
 - Additionally, you must notify Campus Police at 405-325-2864, the University sexual misconduct officer, 405-325-2215 and your supervisor if you have any suspicions.
 - Reasonable suspicion: You do not have to know for certain abuse is taking place. Reasonable cause to believe or suspect that child abuse has occurred is sufficient. When in doubt, report it.
- **Guidelines for counselors touching minors include the following:**
 - You may not touch a child in any place normally covered by a bathing suit unless for clear medical reasons and then only with another adult's supervision.
 - You may not touch a child against his/her will or in a way that would over-stimulate him/her.
 - Counselors are restricted from hitting or other physical punishment as discipline.

- Exercise good common sense and judgment.
- You may not use abusive and derogatory language, including words commonly recognized as “cuss words”.
- You may not engage in any behavior or conduct that is contrary to the University’s mission or University policies. Please familiarize yourself with the following policies: www.judicial.ou.edu and www.ou.edu/home/misc.html.

These Guidelines supplement all guidelines, policies and procedures applicable to the University. If you have any questions about this document, please contact your supervisor.

I have read and agree to abide by these Guidelines and attest to my understanding of the Guidelines. I understand that if I am also an employee or student of the University, failure to comply with these Guidelines or other University policies could result in disciplinary action.

Counselor:

Print Name: _____

Date: _____

Signature: _____

ATTACHMENT D

RELEASE FOR THE UNIVERSITY OF OKLAHOMA

For use anytime minors are engaged in activities or camps on University facilities or on external field trips, not used when students come here for field trips/classroom activities-

MINOR’S RELEASE AND ACKNOWLEDGEMENT OF RULES AND GUIDELINES

This Release is executed and acknowledged on the _____ day of _____, _____,
_____ of _____,
(Minor’s Name) *(Home Town)* *(State)*

hereinafter referred to as “**Releasor**” or “Minor” for good and valuable consideration does for himself/herself and personal representatives, heirs, assigns and next-of-kin, and on behalf of Minor, hereby release, waive, forever discharge, indemnify and covenant not to sue the Board of Regents of the University of Oklahoma, its officers, members, employees, volunteers, agents and representatives, hereinafter collectively referred to as ‘Releasees,’ and agrees to hold harmless, defend and indemnify the same, for any and all loss, damages, claim, demand, action or right of action of whatsoever kind of nature, either in law or in equity, arising from or by reason of any personal injury, known or unknown, death and/or property damage resulting or to result from participation in _____ on the University of Oklahoma Norman campus
(Name of camp/activity and date)

whether sponsored by The University of Oklahoma a or third party (collectively referred to as the “Activity” “Program” or “Camp”).

I know the nature of the Activity and the Minor’s experience and capabilities and consider Minor to be qualified to participate in the Activity. However, I acknowledge that there are certain risks of physical injury or illness associated with the Activity. Further, I recognize and acknowledge the potential risks and dangers involved in such an Activity and its related activities including travel and transportation associated with the Activity and any related field trips and other Program activities which may include personal injury, death, and/or property damage. I acknowledge and hereby state that Minor’s participation in this Activity is entered into as a free and voluntary act and is in no way connected with any course credit or requirements of the Releasees. I acknowledge that I have read the OU rules stated herein or as otherwise advised at the time of the Activity, and as published on the University’s websites, www.judicial.ou.edu and www.ou.edu/home/misc.html, and understand and agree to abide by all University and Activity rules and policies. Failure to comply with these rules or any other rule established by the Camp/Activity may result in Minor’s immediate removal from the camp/activity. I waive any claim for refund or any other contract right upon removal.

I recognize that the Releasees do not assume responsibility or liability for - including costs and attorney’s fees – any accident or injury or damage resulting from any aspect of participating in the Activity. The Releasees are not liable for any special, incidental, or consequential damages arising out of or in connection with any aspect of participation in the Activity.

This Release contains the entire agreement between the parties hereto and the terms of this Release are contractual and not a mere recital. **Releasor** further states that s/he has carefully read the foregoing Release and Acknowledgement as his/her own free and voluntary act.

I understand that The University of Oklahoma, from time to time produces promotional material relating to its programs. I understand that as a participant and/or a spectator at the Camp/Activity that Minor may be included in videotapes or photographs taken during the Camp/Activity. Therefore, without reservation or limitations, I, in my own behalf and on behalf of the Minor, hereby assign, transfer and grant to The University of Oklahoma, its successors, assignees, licensees, sponsors, any television networks, and all other commercial exhibitors the exclusive right to photograph and/or videotape the Minor and to utilize such videotapes and photographs and Minor's name, face likeness, voice and appearance as a part of the Camp/Activity, in advertising and promoting the Camp/Activity or in advertising and promoting similar future events at no charge.

I hereby certify that I am the parent and/or guardian of said Minor and that the above and foregoing matter has been fully explained to me and Minor, and I, for and on behalf of said Minor, do hereby release all liability, indemnify and covenant not to sue as set forth in the body of the RELEASE above, with the same force and effect as if executed by me. Further, as parent and/or legal guardian of said Minor, I hereby give consent and authorize said Program, the University of Oklahoma and its agents, representatives and employees to secure emergency medical treatment for said Minor while said Minor is in attendance at said Program conducted by The University of Oklahoma and that I am responsible for any and all costs associated with the transportation and treatment..

I certify that I have read and understand the Activity rules and have explained said rules to Minor. I understand and agree to notify the Camp supervisor [redacted] at 405-[redacted] immediately of any injuries sustained by Minor as a result of the Activity and of any inappropriate behavior experienced by Minor related to the Activity. I also understand and agree that should any issues of sexual misconduct, harassment or assault occur, I will immediately report those to both the Camp supervisor [redacted] at 405-[redacted] as well as the University's Sexual Misconduct Officer, Kathleen Smith at 405-325-2215, www.ou.edu/home/misc.html.

I certify and agree that I am to pick-up and drop-off Minor only at the designated places and times. Should I fail to timely pick-up Minor at the designated area, I understand he/she will be taken to [redacted] for pick-up. Failure to timely pick-up Minor may result in his/her immediate withdrawal from the Activity.

I certify that if my child has any special medical considerations, including food or other allergies, I have communicated those to in writing to the camp/activity supervisor.

Any questions regarding this form should be directed to the Camp Supervisor [redacted] at 405-[redacted].

I understand that by signing this document, I give up substantial rights that I or the Minor would otherwise have to recover damages for any loss occasioned by Releasees' fault, and I sign it voluntarily and without inducement.

Date _____

Parent/Guardian Signature

Relationship

School/Squad Name

Releasor's (Minor's) Signature

Birth Date: _____

Address of Parent and/or Legal Guardian:

City _____ State _____ Zip _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

Email address: _____

Emergency Contact (if parent or guardian cannot be reached) – THIS INFORMATION IS
REQUIRED

Contact _____

Phone _____

ATTACHMENT E
THIRD PARTY SPONSOR CERTIFICATION FORM

For use in cases of third party sponsorships of camps/activities on campus and provided at the time of check in for the camp/activity - not in advance.

I, individually and on behalf of _____ [name of camp/activity] certify that only those employees/volunteers who have successfully completed a background check within the past 1 year will be permitted to work at the camp/activity and interact with the minors. Further, only those adults who have had a department of motor vehicle check will be permitted to transport any minors in relation to the camp. Provided, further, I certify that all employees/volunteers have been instructed on proper line of sight supervision of minors and that both employees/volunteers/campers and their parents have been instructed on safety and security procedures and notified of applicable University policies and relevant contact numbers should any injuries or abuse occur. I certify that there will be a sufficient number of adult supervisors for the minors taking into consideration best practices, and the nature of the location and activity. I certify that each minor attending the camp has executed the applicable releases as have all the employees/volunteers I understand that should the University become aware of any violations of this certification or of the attached Sponsor Acknowledgment, the University may immediately remove the camp/activity from campus and not reimburse any amounts already paid by minors or the camp/activity.

Name: _____

Address: _____

Contact Phone: _____

Date: _____