
UW-River Falls Administrative Policy	Minor Protection and Adult Leadership Policy
Policy ID: AP-01-120	
AP-03-105	
Effective: September 1, 2016	Administrative University Officer: ACBF
	Policy Owner/Responsible Officer: Risk Management
Revision: June 14, 2017	Approved by: Chancellor
Review: 3 years	Next Review Date: September 2019

PURPOSE

To provide for appropriate supervision of minors not enrolled or accepted for enrollment at a UW institution who are involved in University-sponsored programs, programs held at the University via written agreement or sponsorship and/or programs housed in University facilities at all geographic locations. Supervision of minors who are subjects in University research is addressed by the Institutional Review Board process and is not addressed by this policy.

This policy also does not apply to general public events or locations that are generally open to the public, such as arboretums and unions, and where parents/guardians are invited and expected to provide supervision of minors.

The University System has adopted the following policies for the safety and well-being of minors that attend our various programs for minors. These policies are primarily for the protection of minors; however, they also serve to protect adult employees and volunteers.

DEFINITIONS:

Authorized Adult -

Any person eighteen (18) years of age or older in a paid or unpaid supervisory or leadership position.

Minor -

A person under the age of eighteen (18) who is not enrolled or accepted for enrollment at the University.

One-on-One Contact –

Unsupervised interaction between an Authorized Adult and a participant in a program without at least one other Authorized Adult, parent, guardian, family member or other minor being present.

Programs -

Programs and activities offered by various academic or administrative units of the University. Non-University groups that use University facilities for programs must have an agreement.

This includes but is not limited to workshops, sport camps, academic camps, conferences, and similar activities. Outside groups or organizations that contract with the University to use University facilities for programs must warrant that they follow the Minor Protection and Adult Leadership Policy.

University Facilities -

Facilities owned by, or under the control of, the University. University daycare and preschool services or services provided by a licensed health care provider (or employee or volunteer acting under the direction of a licensed healthcare provider) are not included in the definition

of university facilities and will follow applicable laws, regulations, and separate policies that reflect the unique activities that occur in those locations.

Policy

One-on-one contact between an adult and a minor is prohibited. A group setting must be maintained at all times which means that one-on-one contact between adults and minors is not permitted during the duration of the program.

Exceptions:

- The case of a child and parent, guardian, or family member relationship.
- Instructional settings where one-on-one tutoring ensues. In such settings, free access to the instructional setting by authorized persons to and from any space must be maintained at all times. Examples to achieve this include: no window or door coverings that would restrict or eliminate visibility into the room and ensuring doors that are used to enter and exit the space are unlocked and accessible. In such settings it is strongly encouraged to leave doors open when feasible.
- Authority of Risk Manager or Human Resources Director. An institution's risk manager or human resources director (or their designee) may grant limited exceptions to this policy. Factors to be considered in evaluating an exception are:
 - One-on-one contact should not be permitted unless it would fundamentally alter the nature of the service being provided. If one-on-one contact is permitted, free access to and from any space must be maintained.
 - The number of adults present must be sufficient to ensure adequate supervision of minors at all times.

Supervision. An appropriate ratio of staff members (adults) to campers (minors) must be maintained. See Appendix for recommended ratios for campers.

Overnight events. In the case of adults supervising minors overnight, other than the minor's own parent, guardian or family member, an Authorized Adult should not enter a minor's room, bathroom facility, or similar area without another Authorized Adult in attendance, consistent with the policy of not having one-on-one contact with minors.

Privacy of youth respected. Adults must respect the privacy of minors in situations such as changing clothes and taking showers, whenever possible. Intrusions are permitted only to the extent that health and safety require. Adults must protect their own privacy in similar situations.

Inappropriate use of cameras, imaging, or digital devices prohibited. Use of such device capable of recording or transmitting visual images in shower houses, restrooms, or other areas where privacy is expected by participants is prohibited.

Emergency Exception. The two-deep leadership requirement may be temporarily suspended if an emergency situation warrants it (e.g., one adult accompanies a minor to the emergency room, is summoning law enforcement, or is searching for a missing minor). An alternative adult must join the group to reestablish leadership as soon as feasible.

Violations. Any employee who violates this policy may be subject to disciplinary action up to and including termination of employment.

Authority

The UW-River Falls Chancellor approves this policy in accordance with the Administrative Policy process. The Assistant Chancellor for Business and Finance is responsible for the substance of, and compliance with all administrative policies. The Policy Owner (Responsible Office) is responsible for the administration and maintenance of this policy. Request an exception to this policy by writing to administrative-policy@uwr.edu.

Sanctions and Appeals Process

Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

University Responsibilities

[This would be the Responsible Office or the Policy Owner. The Responsible Office owns and manages policies that fall under that office's area of responsibility. The Policy Owner oversees the development and review of the policy.]

Background

Minor Protection and Adult Leadership System Policy

For additional information on programs involving minors:

Agriculture Trade and Consumer Protection ch. 78, Published under s.13.92, WI Stat. (2016),
Recreational and Educational Camps.

<https://docs.legis.wisconsin.gov/code/register/2016/726B/insert/atcp78>

Department of Children and Families ch. 252, (2009), Licensing Rules for Day Camps for
Children. <https://dcf.wisconsin.gov/files/publications/pdf/2532.pdf>

Related Documents

Appendix

Adult to Student Ratios

Grade Group		Situation	Ratios
PreK-1 (age 3-4)		Day Camp	1:4
PreK-1 (age 4-5)		Day Camp	1:6
PreK-1 (age 5-6)		Day Camp	1:10
PreK-1 (age 6 & under)		Residential (Overnight) Camp	1:4
2nd-4th (over age 6)		Classroom Setting	1:10
		Field Trip	Minimum of 2 adults, with a ratio of 1:10
		Day Camp	1:10
		Commuter	1:10
5th-8th		Classroom Setting	1:18
		Field Trip	Minimum of 2 adults, with a ratio of 1:10
		Water Activities/ Rec. Sports	1:10
		Residential (Overnight) and Day Camp	1:10
9th-12th		Classroom Setting	1:18
		Field Trip	Minimum of 2 adults, with a ratio of 1:10
		Water Activities/ Rec. Sports	1:10
		Residential (Overnight) and Day Camp	1:10

Contact

Please direct questions about this policy to administrative-policy@uwrf.edu.