

Section _____ Background Check & Fingerprinting Policies & Regulations
Subject: Camps and Similar Other Programs Involving Minors

Jacksonville University (JU) is committed to protecting the safety, security and health of its students, employees and others, as well as safeguarding the interests of JU. As part of JU's efforts to create a safe work and study environment, JU requires that a criminal history background (Level 1) check be conducted on prospective faculty, staff and volunteers. In addition, where required by law or University policy, a Level 2 background check will be required for any individual who is working with minors. In addition, all individuals who will be working with minors must also submit an Affidavit of Good Moral Character prior to employment/volunteering.

For additional information regarding employment related background checks please refer to Section 500, Section 2.1.7 in the Human Resources section of the Policy and Procedures.

The University expects all members of the university community to adhere to and act in accordance with this policy. Failure to comply with the requirements of this policy may lead to disciplinary action and or revocation of the opportunity to use campus facilities.

The guidelines below apply to camps, other similar programs and any program involving minors on campus.

I. OBJECTIVE & PURPOSE

To document the policy for operating:

- a camp or other similar program involving minors on campus, and
- a university-sponsored camp or other similar program involving minors at a site off-campus.

II. STATEMENT OF POLICY

Camp, clinics, and other programs involving minors (hereinafter "camp/program" or "camps/programs") are planned recreational, athletic/sports, arts, cultural, social, or instructional group programs that are offered to children for the purpose of improving their knowledge and/or skills, and that offer experience in and/or exploration of a particular area of interest. Camps/Programs include, but are not limited to: sports, fitness, recreation, music, art, math, science, engineering, cheerleading, flag corps, religious, child education, and similar activities or areas of interest.

The terms "minor" and "child" refer to individuals who are under the age of 18.

A. Types of Criminal History Background Checks:

1. **Level I:** A Level 1 background check is a background check that includes an employment history check, a national and statewide criminal history background check through the Florida Department of Law Enforcement (FDLE), and a check of the National Sex Offenders Public Website. It may also include a local criminal records check through local law enforcement agencies. The typical turnaround time for a Level 1 background check is 48-72 hours.
2. **Level 2:** A Level 2 background check includes a statewide criminal history check through FDLE or national fingerprint-based criminal history check through the Federal Bureau of Investigation (FBI) and may include local law enforcement checks in addition to the requirements of a Level 1 background check. Results for a Level 2 background check are typically obtained within two (2) business days. For information on where to obtain a Level 2 check please contact the Office of Campus Security.
3. All background checks must be completed and evaluated PRIOR to any adult beginning to work with minors.

B. Types of Camps

1. A University-sponsored camp is one in which:
 - a. the University provides resources for its operation, regardless of the type of resource, fund source (i.e., E&G, C&G, Auxiliary, or Foundation), or amount of funding provided, and
 - b. participant fees are deposited into a University account and
 - c. while University-sponsored camps may be offered on campus only these camps sometimes include off campus outings.
2. A Non-sponsored-Affiliate camp is a camp:
 - a. operated by an employee of the University who is acting independently of his/her University affiliation, and
 - b. in which participant fees are paid directly to the camp director or organizer.
3. A Non-sponsored-Third-party camp is a camp:
 - a. affiliated with an organization or individual external to JU, and
 - b. in which participant fees are paid directly to the camp director or organizer.

C. Approvals

The Campus Facilities Coordinator is responsible for reviewing all requests to operate a camp. The Campus Facilities Coordinator shall coordinate, as appropriate and/or necessary, with other JU departments/units regarding any logistics applicable to the operation of the camp. All required documents must be submitted

to the Campus Facilities Coordinator no later than six weeks prior to the start of the camp. The Vice President for Finance and Administration is responsible for final approval of all requests to operate a camp.

D. Required Documents

The camp sponsor/organizer is responsible for ensuring all required documentation is completed and submitted in a package for approval. The following documents must be included in an application packet to operate a camp. Additional information regarding these documents, including applicable legal and policy requirements, is included in Attachment A.

1. For University-sponsored camps:

- a. Camp application (Attachment B)
- b. A list of the employees and volunteers all of whom have been cleared by completed Criminal Background Checks, Level 1 and 2. Additions or changes to this list shall be submitted to Campus Facilities Coordinator.
- c. A list of the camp participants that includes confirmation that an Acknowledgement and Waiver of Liability form has been received for each participant. Additions or changes to this list shall be submitted to the Campus Facilities Coordinator as needed.
- d. Facility Use Agreement (s)

2. For Non-sponsored Affiliate camps:

- a. Camp application (Attachment B)
- b. Facility Use Agreement(s)
- c. A list of the employees and volunteers all of whom have been cleared by completed Criminal Background Checks, Level 1 and 2. Additions or changes to this list shall be submitted to Campus Facilities Coordinator.
- d. Proof of Liability Insurance
- e. Proof of Accident/Health Insurance.
- f. Certificate of Compliance

3. For Non-sponsored-Third-party camp:

- a. Camp Application
- b. Facility Use Agreement(s)
- c. Proof of Liability of Insurance
- d. Proof of Accident/Health Insurance
- e. Certificate of Compliance

E. Standard Operating Procedures Manual

Each camp shall make maintain and make available, upon request, a Standard Operating Procedures Manual or other written operating guidelines.

F. Counselor-Participant Ratio

The camp director/organizer must provide an adequate number of counselors/chaperones to supervise and escort camp participants at all times. Generally, the number of chaperones/counselors should be determined by the age of the participants and the nature of the camp, but in no case shall the counselor-participant ratio be less than one counselor/chaperone for every ten (10) participants.

G. Orientation for Employees and Volunteers

For all camps, the director/organizer shall, prior to the start of the camp, provide an orientation for employees and volunteers. The camp director/organizer is responsible for the content of the orientation, but in all cases the orientation shall include dissemination of information regarding child abuse reporting requirements, pursuant to HB 1355, Vulnerable Persons Reporting Act.

H. Designating Positions Requiring a Level 2 Background Check

Any position, including volunteers, who will be working with minors are required to have both a Level 1 and Level 2 Background Check. In addition, a Dean or Director (or designee) of an area wishing to require a Level 2 background check on a specified job where the duties are considered sensitive or of special trust should submit a request in writing to the Human Resources office requesting that this level of check be performed.

I. Behavioral Expectations

Adults at all times should be positive role models for minors, and act in a caring, honest, respectful and responsible manner. Adults working in camps/programs covered by this policy must follow these expectations to avoid behaviors that could cause harm or be misinterpreted:

- Do not engage any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material with minors.
- Do not be alone with a single minor. If one-on-one interaction is required, meet in open, well illuminated spaces or rooms with windows observable by other adults from the program, unless the one-on-one interaction is expressly authorized by the program Director, Dean, Department Chair or is being undertaken by a health care provider.
- Do not meet with minors outside of established times for program activities. Any exceptions require parental authorization and must include more than one adult from the program.
- Do not invite any individual minors to your home. Any exceptions require authorization by the Program Director and written authorization by a parent/guardian.
- Do not engage or allow minors to engage you in romantic or sexual conversations, or related matters, unless required in the role of resident advisors, counselors or health care providers.
- Do not engage or communicate with minors through email, text messages, social networking websites, internet chat rooms, or other forms of social

media at any time except and unless there is an educational or programmatic purpose and the content of the communication is consistent with the mission of the program and the university.

- Do not touch minors in a manner that a reasonable person could interpret as inappropriate. Touching should generally only be in the open and in response to the minor's needs, for a purpose that is consistent with the program's mission and culture, and/or for a clear educational, developmental, or health related (treatment of an injury) purpose. Any resistance from the minor should be respected.
- Do not engage in any abusive conduct of any kind toward, or in the presence of, a minor, including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a minor or other minors from harm, all incidents must be documented and disclosed to the Program Director and the minor's parent/guardian.
- Do not use, possess or be under the influence of alcohol or illegal drugs while on duty or when responsible from a minor's welfare.
- When transporting minors in a program, more than one adult from the program must be present in the vehicle, except when multiple minors will be in the vehicle at all times throughout transportation. Avoid use of personal vehicles if possible.
- Possession of or use of any type of weapon or explosive device is prohibited.

J. Reporting Allegations of Inappropriate Behavior

Every member of the University community has an obligation to report immediately instances of the abuse of or inappropriate interactions with minors to the Jacksonville University Director of Campus Security or the camp/program Director. This includes information about suspected abuse, neglect, or inadequate care provided. It is the policy of the University that no member making a good faith report of suspected abuse or neglect will be retaliated against in the terms and conditions of employment or educational program. In addition, the University has an established policy regarding sexual abuse and reporting procedures. Please see more details in the Employee Handbook, page D-12. Any case of known or suspected sexual abuse or other abuse will be reported immediately to the Jacksonville Sheriff's Office or the State Attorney's Office in accordance with Florida State Statutes.

K. JU Logo or Trademark

The JU logo and trademark are protected by copyright and cannot be used in conjunction with camp advertising by Non-sponsored camps without permission from the University. Requests to use the JU logo or trademark by non-sponsored camps shall be submitted to the JU Office of Marketing and Communications and such approval, if granted, shall be noted on the camp application. Also, in order to protect the liability interests of the University, use of the JU logo or trademark by non-sponsored camps must also include a disclaimer that JU does not sponsor the respective camp.

Attachment A

Facility Use Agreement(s): Camps shall be assessed a fee for the use of any JU facility for the camp/program consistent with the facility fee/rental schedule. The camp shall also be assessed a fee for custodial and other maintenance services, if such fee is not included as part of the fee/rental schedule. This fee amount will be determined through coordination with the Physical Plant Department and will be reflected on the camp application. The Vice President for Administration and Finance may approve a request to waive all or a portion of the facility fee/rental fee and/or fee for custodial services. Requests to waive these fees shall be included in the camp application.

**Attachment B
Camp/Program Application**

JU Department/Unit Sponsor: _____

Camp Name: _____

Camp Director/Organizer: _____

Additional Camp Contacts: _____

Mailing Address: _____

Phone Number(s): _____

E-mail and Web Address(s): _____

Dates of Camp: _____

Description of Camp programs, activities, intended purpose: _____

Anticipated Hours of Operation: _____

List of Facilities to be Used: _____

Anticipated Number of Camp Participants: _____

Age Span of Participants: _____

Permission to use the JU Trademark has been approved from the Office of Marketing and Publications: Circle one: ____ Yes ____ No ____ NA

Additional Information applicable to this request to operate a camp:

By submitting this application, I certify that I have read and understand the requirements for operating a camp as per Camps and Other Programs Involving Minors on Campus

Submitted by:

Print Name of Camp Director/Organizer

Date

Signature of Camp Director/Organizer

Date

Approvals:

Dean/Chair/Unit Sponsor

Date

Vice President , Administration & Finance Date