



Protection of Minors

Presented by: IHR and DPS
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Protection of Minors

I. Policy Statement

The University of Illinois recognizes a fundamental obligation to protect [minor](#) children in its care; the youngest and potentially most vulnerable members of its community. Accordingly, the University has adopted certain safeguards intended to better protect minor children when they are on University premises participating in University programs and activities designed to include minors, or when they are in the care of University staff. The University and its employees shall comply with applicable federal and state laws to provide a safe environment in which children can learn, discover, and achieve their full potential. This includes compliance with the “[Abused and Neglected Child Reporting Act](#)”. All University of Illinois [personnel](#), [volunteers](#), and [contractors](#) are expected to be familiar with and comply with the provisions of this Policy and any related University or campus policies and/or procedures, as applicable. In addition, non-university organizations and entities that operate non-university programs and activities on campus (i.e. Registered Student Organizations, lessees, etc.) shall be familiar with this Policy and shall take appropriate precautions to protect minors participating in or attending their programs and activities.

II. Website Address For This Policy

This policy and related procedures are published on the University Human Resources website at <http://www.hr.uillinois.edu/> in the *Policy Library* section.

III. Requirements

1. Duty to Cooperate

All [Members of the University Community](#) shall cooperate with investigations of alleged child abuse/neglect, including DCFS initiated, law enforcement initiated, and/or internal investigations. All Members of the University Community shall also cooperate with investigations of alleged violations of this Policy and any applicable campus procedures.

2. Duty to Complete Education and Acknowledgement; Sign Certificate

- a. The Illinois “Abused and Neglected Child Reporting Act” (ANCRA) mandates that all personnel of an institution of higher education must immediately report cases of suspected child abuse or neglect of minors (children under the age of 18) directly to the Department of Child and Family Services (DCFS) at 1-800-25-ABUSE (1-800-252-2873) as soon as abuse or neglect is suspected.
- b. All Members of the University Community must complete the University-approved education program(s) and sign a certification acknowledging completion of the training.
- c. All Members of the University Community must also sign an acknowledgement certifying their understanding of reporting responsibilities.

3. Duty to Report

- a. **To University Police:** [All Members of the University Community](#) shall report suspected child abuse or neglect to the appropriate University of Illinois Police Department (UIC: 312-996-2830; UIS: 217-206-6690; UIUC: 217-333-1216). In emergencies or when an incident involves injury, all Members of the University Community are expected to call the police and the appropriate University office.
- b. **To DCFS:** In addition, [all University Personnel](#) who have reasonable cause to believe that a minor child known to them in his or her professional or official University capacity may be an abused or neglected child must

immediately make a report to the Department of Children and Family Services (DCFS) at 1-800-25-ABUSE (1-800-252-2873) as soon as abuse or neglect is suspected^[1]. In addition to making a verbal report to DCFS, the reporting party must follow any additional directions given by DCFS to complete the report. Other Members of the University Community are encouraged to make a report.

1. The duty to report includes (but is not limited to) the requirement that University personnel report any suspected abuse that they witness occurring on University premises or at a University-sponsored event.
 2. The duty to report includes both (a) minors who are currently enrolled at the University or accepted for enrollment (e.g., a 17 year-old student enrolled as an undergraduate); and (b) minors who are not enrolled or accepted for enrollment as students at the University but who participate in a University program or activity designed to include minors or who otherwise become known to University personnel in their official or professional capacity.
- c. **To Medical Examiner or Coroner:** All University Personnel who have reasonable cause to suspect that a child has died as a result of abuse or neglect shall immediately report his suspicion to the appropriate medical examiner or coroner.^[2] Other Members of the University Community are encouraged to make the report referenced herein.

4. **Duty to Submit to Background Checks**

All Members of the University Community who are responsible for the supervision or care of children, or whose duties would require close contact and/or alone time with minors who are not enrolled or accepted for enrollment at the University, must undergo a criminal background check and sex offender registry check in accordance with campus procedures. Campuses may require checks from other individuals as deemed appropriate.

- a. Each campus must establish policies and procedures for conducting background checks of individuals responsible for the supervision or care of children, or whose duties would require close contact and/or alone time with minors who are not enrolled or accepted for enrollment at the University. At a minimum, such policies must require checks for Members of the University Community involved in programs or activities designed to include minors who: 1) are directors or supervisors of such programs or activities; 2) those whose duties require close contact and/or alone time with minors as part of their job responsibilities or role in the program or activity; and 3) those who stay overnight with the minors as part of their job responsibilities or role in the program or activity. The campuses may adopt applicable state or federal background check standards or requirements for certain programs as warranted.
- b. In the event of extenuating circumstances (e.g. the need for numerous volunteers with short lead time) an alternative to background checks may be allowed by the campus. The alternative method includes 1) recording the names and contact information for the individuals prior to the program date, 2) verifying the names have been checked against the online sex offender registry and disqualifying anyone who is listed in the registry, and 3) requiring individuals to show a valid photo ID upon program check-in. Campus officials should consider the duration of the event, whether there will be one-on-one or alone time with minors, whether or not overnight accommodations are involved, and how recently the individual was last

required to submit to a background check by it or other institutions before allowing an exception to the background check requirement.

5. Campus and Program Safeguards

- a. Each campus must maintain a current report of University activities and programs designed for minors not enrolled or accepted for enrollment at the University. Activities and programs to be recorded on the report include, but are not limited to camps, summer programs, lessons, performances, and tutoring. The report must at a minimum detail program location/facility, dates and times, age range of participants, and planned number of participants. For each program listed, contact information must be provided for two responsible individuals who will make arrangements for the safety of minors and other participants in the event of an emergency.
- b. Each campus should document minimum standards or safeguards for appropriate levels of supervision for programs and activities, including guidelines for overnight stays.

IV. Retaliation Will Not Be Tolerated

Retaliatory acts against Members of the University Community who make good faith reports or complaints under this policy, and/or who cooperate in the investigation and handling of such complaints, even if it is found that no violation of the policy has occurred, will not be tolerated. In accordance with the [University Whistleblower Policy](#), any member of the University community who believes that he or she is the subject of retaliation or reprisal should contact the appropriate office as designated in the Policy. The University will promptly investigate all complaints of alleged retaliation or reprisal.

V. Sanctions for Violation of Policy

Failure to comply with the provisions of this policy and any related campus procedures may result in cancellation of an event and/or discipline in accordance with campus and University policies, up to and including termination of employment, dismissal from the University, issuance of No-Trespass Notices, and/or disqualification for participation in future volunteer activities. Knowingly making a false report or complaint under this policy, or knowingly providing false or intentionally misleading information during an investigation, may also result in disciplinary action up to and including termination of employment and/or dismissal from the University.

For purposes of this Policy, the following definitions shall apply:

- a. **Child Abuse and Neglect:** “Abused Child” and “Neglected Child” are defined in the Abused and Neglected Child Reporting Act, [325 ILCS 5/3](#). Please consult the statute for a full definition. In general, abuse includes the maltreatment of a child under the age of 18 by a parent, step-parent, guardian, foster parent, immediate family member, paramour of the natural parent, any individual residing in the same home, any person responsible for the child's welfare at the time of the alleged abuse, or any person who came to know the child through an official capacity or position of trust. Child abuse can be physical abuse, sexual abuse, and/or neglect.

Physical abuse includes when a parent or a person responsible for the child's welfare inflicts, causes to be inflicted, or allows to be inflicted a physical injury, by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health, or loss of impairment of any bodily function; creates a substantial risk of physical injury; commits an act of torture; inflicts excessive corporal punishment; commits or allows to be committed female genital mutilation; causes the selling, transfer, distribution, or giving of illegal drugs to a child; or commits or allows to be committed involuntary servitude, involuntary sexual servitude of a minor, or human trafficking.

Sexual abuse includes when a parent or a person responsible for the child's welfare commits or allows to be committed any of the following: transmission of a sexual disease; sexual penetration; sexual molestation; sexual exploitation and/or places a minor at risk of sexual harm.

Neglect includes when a parent or a person responsible for the child deprives or fails to provide the child with adequate food, clothing, shelter, needed medical care, or supervision. A child is also considered neglected if he or she is subjected to an environment which is injurious insofar as (i) the child's environment creates a likelihood of harm to the child's health, physical well-being, or welfare and (ii) the likely harm to the child is the result of a blatant disregard of parent or caretaker responsibilities.

- b. **Member of the University Community:** All University Personnel, University Volunteers, and University Contractors.
- c. **Minor:** A person under the age of eighteen (18).
- d. **University Contractor:** An individual retained by the University under contract to provide services and/or support for programs and activities designed to include minors.
- e. **University Personnel:** Includes but is not limited to all University faculty, staff, Post-Doctoral, visiting scholars, and students in their capacity as student-employees.
- f. **University Volunteer:** An uncompensated individual who is authorized by a University department or unit to: a) perform civil, charitable, or humanitarian services related to the business of or in support of activities of the University designed to include minors, or b) gain personal or professional experience in specific endeavors. Volunteers perform services without a promise, expectation, or receipt of any compensation for services performed, including a promise of future employment. This definition does not include parents or guardians who are accompanying their child at a program or activity and who may provide incidental service for the program or activity.

VII. Additional Resources

- [Abused and Neglected Child Reporting Act \(ANCRA\)](#)
- [Protection of Minors Education Materials – Employees](#)
- [Protection of Minors Education Materials – Volunteers and Contractors](#)

Chicago

- [Cleary Act Statistics](#)

Springfield

- [Campus Sex Crimes Prevention Act](#)
- [Sexual Assault Information](#)

Urbana-Champaign

- [Background Checks Overview – Academic Human Resources](#)
- [Background Checks Workflow – Academic Human Resources](#)
- [Background Checks - Frequently Asked Questions](#)
- [U of I Police Department – Protection of Minors Information](#)

See [Frequently Asked Questions](#) related to this policy for more information.

[1] Any person who knowingly transmits a false report to DCFS commits the offense of disorderly conduct under subsection (a)(7) of Section 26-1 of the Criminal Code of 1961. A violation of this subsection is a Class 4 felony. See the Abused and Neglected Child Reporting Act, 325 ILCS 5/1, et seq for more information about this reporting requirement.

[2] See section 325 ILCS 5/4.1 of the Abused and Neglected Child Reporting Act for more information about this reporting requirement.

ANCRA Overview

Effective in 2012, the Illinois *Abused and Neglected Child Reporting Act* (ANCRA) requires all personnel of higher education institutions to acknowledge their understanding of their mandated reporting requirements should they witness or suspect abuse or neglect of a minor.

This material is intended to provide you with a basic understanding of the requirements and contains an acknowledgement which confirms your understanding of your reporting responsibilities. Regardless of your past training, review of this material and the acknowledgement is required and will be retained by the University as a permanent personnel record throughout your employment.

Based on your position or role within the University, your department may require you to complete a more comprehensive education program on this topic.

Why ANCRA Is Important

The University of Illinois recognizes a fundamental obligation to protect minor children (children under the age of 18), the youngest and potentially most vulnerable members of our community, when they are on University premises participating in University programs, or are in the care of University staff.

ANCRA designates ALL University personnel as mandated reporters. This designation applies to all University personnel regardless of title, salary, level of interaction with youth, or percentage of appointment and may include volunteers. As a mandated reporter, you are required by law to report cases of suspected child abuse or neglect of minors to the **Department of Children and Family Services (DCFS)** via the DCFS Hotline at:

1-800-25-ABUSE (1-800-252-2873)

DCFS has established definitions of the types of abuse that require reporting, and these definitions will be further explained in the following pages of material.

Children at the University

Children may be on campus for a variety of reasons. Some examples of activities they frequently participate in include:

- Summer camp
- Patient or visitor at the university hospital
- College prep class
- 4-H
- Sports camp
- Campus visitor
- Music camp
- Patient or visitor at a hospital clinic

University Student under the Age of 18

The University of Illinois Policy *Protection of Minors* requires University personnel to report suspected abuse or neglect of *any minor* known to the employee in his or her official capacity, *including those minors who are enrolled at the University or who have been accepted for enrollment at the University.*

What is Physical Abuse?

Physical abuse occurs when a parent or person responsible for a minor's welfare commits acts such as:

- Inflicts or allows a physical injury to a child that is non-accidental, including bruises, bites, bone fractures, cuts, welts, and burns
- Creates or allows a substantial risk of physical harm to a child
- Violates a court order that prohibits an identified perpetrator from having access to a child
- Deliberately inflicts or allows cruel or unusual treatment that results in physical or mental suffering by the child
- Inflicts or allows excessive corporal punishment. (NOTE: If a parent or caretaker causes physical injury during overly harsh discipline, it does not matter that he or she did not intend to hurt the child)
- Gives or allows a controlled substance to be given to a child under 18 years of age
- Exposes the child to the manufacturing, selling, or use of illegal drugs

Signs of Physical Abuse

Some children show obvious, outward signs of abuse, such as:

- Unexplained marks on the body (cuts, bruises, welts, burns, black eyes, fractures or dislocations)

Bruises or welts in various stages of healing, or in clusters or patterns in the shape of an object, like a belt or an electrical cord

Pattern burns, such as cigarette burns, iron burns, burns in the shape of a specific object, or scald burns in an immersion pattern

Typically exposed areas of skin covered up or hidden to hide marks

Other children may show more subtle indicators, such as behavioral changes, including:

Extreme vigilance or watchfulness

Bullying smaller children

Poor social interactions with peers

Extreme fear of parents or caregivers (e.g. does not want to go home)

Harming animals

NOTE: You may notice some of these signs after a child has missed school, counseling, or other appointments for a period of time. However, be aware that some children will not display any overt behavioral changes.

What is Sexual Abuse?

Sexual abuse occurs when a person responsible for a minor's welfare commits acts such as those described below:

Sexual penetration - any contact between the sex organ of one person and the sex organ, mouth, or anus of another person

Sexual molestation - a perpetrator touches the child or asks the child to touch her/him for the sexual gratification or arousal of the perpetrator or the child. Fondling is an example of sexual molestation

Sexual exploitation - the sexual use of a child for sexual arousal, gratification, advantage, or profit.

Examples include child pornography, forcing a child to watch sex acts, or exposing genitals to a child

Signs of Sexual Abuse

Possible Signs of Sexual Abuse Include:

Sexual knowledge beyond what is age appropriate

Recurring pain or itching in genital or anal areas

Sexually transmitted diseases

Frequent bladder or urinary tract infections

Genital injury

Unexplained regression or fear

Sexual acting out behavior

Some examples of sexual acting out behavior include, but are not limited to:

A child forcing another person to do things that are sexual in nature. For example, a child telling another person to take off his/her clothes or trying to forcibly undress the other person. Another example is a child who aggressively tries to touch the genitals of adults or other children and gets angry when they are prohibited from doing so.

Sexual acts that children do with themselves. These may include exposing their genitals in public and getting angry when told not to do so, or touching/rubbing their own genitals to the point of hurting themselves.

What is Neglect?

Illinois enforces "minimum parenting standards." According to DCFS, neglect occurs when a parent or responsible caretaker fails to provide these minimum requirements for his or her child:

Adequate supervision

Medical care/attention

Food

Clothing

Shelter

Neglect may also include significantly delaying providing these minimum standards (for example, failing to take a child who has a broken bone for medical treatment). Other forms of neglect can include taking illegal drugs during pregnancy, placing a child at risk of harm, or exposing a child to hazardous living conditions.

Any child who is present during the manufacture of methamphetamine is considered abused and/or neglected.

NOTE: Poverty does not necessarily equate with neglect. Most parents are able to provide the minimum requirements for their child.

Signs of Neglect

Possible Signs of Neglect Include:

- Often hungry in the morning
- Poor hygiene
- Evidence of no or poor supervision
- Underweight, poor growth, failure to thrive
- Dressed inappropriately for the weather
- Erratic attendance at school

What is NOT Considered Abuse or Neglect?

Some situations do not require calling the hotline. Use good judgment. Some examples of when you should not call the hotline include:

Situations where a child is causing a problem that concerns you, but the problem is not related to abuse or neglect. In some cases you may wish to call law enforcement or talk to the child's parents or relatives.

Domestic situations where family stress is evident, but the child has not been abused or at risk of abuse. Community service agencies are often available to help. If you're seeking information about DCFS or its programs, please call your local DCFS office

Your Responsibilities

You should call the child abuse hotline whenever you believe that a person who is caring for the child, who lives with the child, or who works with or around children has caused injury or harm or put the child at risk of physical injury as defined in ANCRA. Some examples include:

If you see someone hitting a child with an object

If you see marks on a child's body that do not appear to have been caused by accident

If a child tells you that he or she has been harmed by someone

If a child appears to be undernourished, is dressed inappropriately for the weather, or is young and has been left alone

Steps to Follow

All University of Illinois personnel should understand and follow these steps:

If you have reasonable cause to believe that a minor has been abused or neglected at the University or at a University sponsored event, you **MUST** immediately contact the DCFS Hotline at **1-800-25 ABUSE**. Like the general public, mandated reporters do have the right to make reports to the DCFS Hotline anonymously.

After DCFS is notified, you must also promptly notify University Police that a report has been made.

Please make note of your campus police phone number:

UIC: 312-996-2830

UIS: 217-206-6690

UIUC: 217-333-1216

Please remember that in emergencies, all members of the University community are expected to call the police or "911." Please use your best judgment.

Handout #3: Protection of Minors Event Form and Compliance Checklist

Instructions:

1. Review CAM IX-A-31.
2. At least fourteen (14) days prior to the event, complete and submit this form with attachments to the Director of Public Safety, 1110 W. Springfield Avenue, Urbana, IL or dps-aim@illinois.edu.

Program Title: Click here to enter text.	Hosting/Sponsoring Unit: Click here to enter text.
Program Dates and Times: Click here to enter text.	Program Location(s): Click here to enter text.
Unit Contact Information: Click here to enter text.	
Persons (at least 2) responsible for making arrangements for the safety of minors and other participants in the event of an emergency: (name, email address and phone numbers) Contact 1: Click here to enter text. Contact 2: Click here to enter text.	
Estimated Attendance (Include Participants and Volunteers) Click here to enter text.	Target Age Range Click here to enter text.
Detailed Program Description: Click here to enter text.	
Is a Background Check Waiver Being Requested For This Activity? <input type="checkbox"/> No <input type="checkbox"/> Yes (explain) Click here to enter text.	
Have the Activity Protocols required by CAM IX-A-31 been attached? (See reverse) <input type="checkbox"/> Yes <input type="checkbox"/> No (explain) Click here to enter text.	

I attest that the information contained herein and attached is true and correct to the best of my knowledge and belief.

Click here to enter text. _____

Signature of Hosting/Sponsoring Department or Unit Head/Supervisor Date

<i>UIPD Administrative Use Only</i>		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: Initials:	Notes: Click here to enter text.
Date Forward to HR	Click here to enter text.	
Date Forwarded to Office of the Chancellor	Click here to enter text.	

Sponsoring Unit: [Click here to enter text.](#)

Program Title: [Click here to enter text.](#)

Date Program Begins: [Click here to enter a date.](#)

Transportation: Including the transportation of minors at the beginning and end of the activity, to and from the activity, and within the program, whether by parents, guardians, staff or others. Activities must comply with university policies regarding drivers and vehicles [<http://cam.illinois.edu/vi/VI-b-5.htm>]

Plans for weather emergencies and other emergencies.

Plans for providing adequate supervision for minors.

Plans for educating event personnel about appropriate conduct standards with and around minors.

Plan for alerting participants about how to report issues, including issues with peers, event personnel and others.

Plan for collecting and maintaining appropriate permission forms, medical contact information and liability waivers. Forms should be safeguarded and readily available. **A blank copy of the forms used should be provided.**

Plans for addressing medical emergencies.

Overnight Activities: Yes No

If "NO" is checked the below documentation is not required.

Activities including overnight stays by minors shall have the following additional protocols:

Describe the identification to be worn by staff members, and participants if appropriate.

State the applicable curfews.

Provide a copy of the code of conduct or other conduct standards for participants.

If this information is contained in a Camp Orientation Manual or Event Emergency Plan, or other document please provide a copy of said plan, and attach copy of this checklist to original submitted form.

If you do not have this type of document, please submit a brief narrative that describes how your unit is complying or handling each segment of the compliance checklist.

Handout #4: GIS Message

Dear Employee Name,

To be considered for a position, or potentially as a condition to remaining in a current position, with the University of Illinois, an individual may be required to submit to a background investigation.

You will need to access the General Information Services (GIS) website and provide the requested information within three (3) calendar days following your receipt of this e-mail message. Failure to provide the requested information within that timeframe could jeopardize your consideration for a position, and if already employed by the University, could potentially impact your continued employment in your current position if a background investigation is required for that position. The University may assume that you are no longer interested in a position if you fail to provide the necessary information within the requisite timeframe.

The GIS website may be accessed by clicking on the following link:

<https://apps.geninfo.com/mlink30/account/splash/38>

If you are using text-formatted e-mail, you will need to copy and paste the entire link into your web browser to launch the correct page. Once you have accessed the website, you will be asked to acknowledge your consent to the background investigation and will be asked to provide certain information including:

Your social security number*

Your date of birth

Your current and previous addresses, including zip codes

If you should experience any difficulty in accessing, or require other support with regard to, the website, GIS Customer Service is available Monday through Friday from 8 a.m. to 8 p.m. EST by telephone at (855)626-7345 or by e-mail at bigtensupport@geninfo.com.

If you should have questions regarding this e-mail message, or want to validate its authenticity, you can visit the University of Illinois Academic Human Resources' (AHR) background checks website at <http://www.ahr.illinois.edu/background/background.html>. Alternatively, you can speak with a representative of AHR at (217) 333-0033 or with a representative of Staff Human Resources at (217) 333-2137.

Sincerely,

University of Illinois

*At times the University may provide you with forms on the behalf of benefit providers and other non-University organizations. Many of these forms require your Social Security number. As private companies it is within their rights to require you to provide your SSN in order to provide the requested service. These services typically include but are not limited to health and life insurance, retirement benefits, and employment verification. In addition many State and Federal forms will also request your

SSN. In addition to tax and other compensation related forms these may include background checks for security sensitive positions, inter-institutional tuition waiver verification, and immigration related documents among others. If you feel one of these third parties has misused your SSN please refer the matter to the SSN policy coordinators at ssn@uillinois.edu as well as the party in question.

Handout #5: Campus Implementation Procedures

PROCEDURES FOR IMPLEMENTING THE UNIVERSITY PROTECTION OF MINORS POLICY

University of Illinois at Urbana-Champaign Campus Administrative Manual (IX-A-31)

I. Purpose:

The purpose of this document is to implement sections III.4 and 5 of the “University of Illinois Protection Of Minors Policy” (“the Policy”) on the Urbana-Champaign campus.

II. Application:

The requirements below regarding reports and background checks apply to all Urbana-Champaign campus programs and activities designed to include minors that are not enrolled at the University. This includes but is not limited to camps, summer programs, lessons, performances, tutoring, workshops, clubs, teams, projects, practices, tours, or open-houses. These requirements **do not** apply to the following programs and activities:

- Regularly scheduled classes or activities designed primarily for enrolled students or individuals accepted for enrollment;
- Single commercial performances or events open to the general public (such as varsity athletic competitions, or public plays or concerts);
- Programs placing enrolled students with external entities for the purpose of receiving academic credit and/or completing clinical or student teaching requirements
- Research activities that have been approved by the UIUC Institutional Review Board (IRB) with safety protocols in places
- University Laboratory School activities
- University Primary School activities
- The Child Development Lab activities
- University of Illinois Extension program activities

Units responsible for the programs and activities exempted from these procedures are still expected to comply with all other applicable University policies and procedures as well as any applicable state or federal laws or regulations that might otherwise require program reports or background checks.

III. Campus and Program Safeguards

Urbana requires that units planning or conducting programs or activities designed to include minors that are not enrolled at the University report said activities to the University Police Department on the supplied forms found at <http://www.dps.uiuc.edu/AIM/index.html>.

The Department Head or supervisor who oversees a unit sponsoring activities or programs designed to include minors and/or hosting activities on University Facilities used by external entities for activities with minor participants, are principally responsible for ensuring that the following requirements are met. Documentation regarding these requirements shall be maintained at the unit or department level. Sensitive information shall be kept in a secure, limited access location.

1. When a Unit Sponsors an Activity Involving Minors:

- a) Activity Information: The unit shall maintain an up-to-date list of all activities or programs designed to include minors that are not enrolled at the University. Such list shall include each

program's dates, times, locations, estimated attendance (age range and number of participants), and the contact information for two responsible individuals who will make arrangements for the safety of minors and other participants in the event of an emergency. At least **fourteen (14) days** prior to the start of an activity, the responsible unit shall submit this information to the Director of Public Safety by filling out the supplied form. **Untimely submission of and/or incomplete information on the form could result in the delay or cancellation of the activity.**

- b) Activity Protocols: Units shall have in place, enforce, and make available protocols that address the plans for addressing the following areas, if they are applicable to the activity. These protocols must be submitted along with the form:
- i. Transportation: Including the transportation of minors at the beginning and end of the activity, to and from the activity, and within the program, whether by parents, guardians, staff or others. Activities must comply with university policies regarding drivers and vehicles [<http://cam.illinois.edu/vi/VI-b-5.htm>].
 - ii. Plans for weather emergencies and other emergencies.
 - iii. Plans for providing adequate supervision for minors.
 - iv. Plans for educating event personnel about appropriate conduct standards with and around minors.
 - v. Plan for alerting participants about how to report issues, including issues with peers, event personnel and others.
 - vi. Plan for collecting and maintaining appropriate permission forms, medical contact information and liability waivers. Forms should be safeguarded and readily available. A blank copy of the forms used should be provided.
 - vii. Plans for addressing medical emergencies.
- c) Overnight Activities: Activities including overnight stays by minors shall have the following additional protocols:
- i. Describe the identification to be worn by staff members, and participants if appropriate.
 - ii. State the applicable curfews
 - iii. Provide a copy of the code of conduct or other conduct standards for participants

2. **When a unit hosts an event by allowing an external entity to use University facilities for activities involving minor participants:**

- a) Activity Information: Units operating University facilities that are used by external entities for activities with minor participants shall maintain an up-to-date list of such activities. Such list shall include each program's dates, times, locations, estimated attendance (age range and number of participants), and the external entities contact information. At least **fourteen (14) days** prior to the start of an activity, the unit hosting the group shall submit this information to the Director of Public Safety by filling out the supplied form. **Untimely submission of and/or incomplete information on the form could result in the delay or cancellation of the activity.**
- b) Indemnification: Units hosting activities shall require the group to enter a contract that includes appropriate indemnification provisions. The provisions shall at a minimum require the group to assume legal and financial responsibility for and holding the University of Illinois and its agents and employees harmless against the acts or omissions of the group's

participants, employees or agents or any third party employees or agents which the group relies upon to assist with the event.

IV. **Background Check Requirement:**

- a) Units shall not allow any adult person who is responsible for the supervision or care of minors, or whose duties would require close contact and/or alone time with minors who are not enrolled or accepted for enrollment at the University to participate in a University program or activity designed to include minors without verifying the person has undergone a criminal background check and a sex offender registry check unless an exception is granted per subsection (d) below.
- b) Units shall follow campus Human Resource Office procedures for submitting names for completion of the background and sex offender registry checks no less than **fourteen (14) days** prior to the start of the activity. **Untimely submission of and/or incomplete information could result in the delay or cancellation of the activity or disqualification of the person.**
- c) Campus Human Resources, in consultation with other relevant personnel will determine eligibility for participation.
- d) ***Exception to Background Check Requirement.*** With the approval of the Director of Public Safety, a unit sponsoring a University program or activity designed to include minors may be permitted to adopt alternative measures and safeguards instead of background checks. Units must submit the request for an exception to the background check requirement to the campus Human Resource Office. That office will review the circumstances and consult with appropriate officials. The Director of Public Safety's decision shall be provided in writing.

V. **Additional Resources**

For more information about these procedures, consult the following resources:

- Workflow (<http://www.ahr.illinois.edu/background/FlowChart.pdf>)
- Frequently Asked Questions (<http://www.ahr.illinois.edu/background/FAQs.pdf>)
- Units unsure of whether or not their program or activity should be reported may contact the Division of Public Safety Activities Involving Minors Compliance Coordinator at (217) 300-8108 or dps-aim@illinois.edu.
- Units seeking information about the background check requirements may contact Illinois Human Resources, Labor & Employee Relations at (217) 333-3105.

Handout #6: Flow Chart

Flow Chart: * may be different for volunteers

