



**PROTECTION OF MINORS
(POM)
PROGRAM AND
GUIDELINES**

**CSU EAST BAY
PROTECTION OF MINORS (POM)
Procedures and Guidelines**

Table of Contents

Introduction

3

- B. **Commitment:** CSUEB is committed to ensuring that all programs, practices and services involving minors are safe and secure and will not tolerate any abuse or mistreatment of minors. This applies to all interactions with minors connected to the University, including all those interactions where University facilities are utilized, and all University-affiliated Programs.
- C. **Allegations of abuse or mistreatment of minors:** will be investigated and appropriate action taken. The University will comply with child abuse and neglect reporting obligations set forth in Federal, State law and Executive Order (s).
- D. **Responsibilities:**
 - 1. **Departments are responsible for and required to:**
 - Obtain authorization through the Office of Risk Management & Internal Control

Complete appropriate training as assigned by Risk Management.

E. **Minimum Staffing Ratio of Adults to Minors:** Program supervisors should make every effort to ensure all activities involving minors will follow the “rule of three,” i.e. at least three people will be involved in all aspects of the activity when possible. The program preference is at least two adults be involved, with one of the adults being a campus employee, however; two minors and one adult is an acceptable combination. At a minimum the program supervisor must follow the staffing ration of adults to minors provided by the *American Camp Association listed below.*

Participant Age	Number of Staff	Number of Overnight Participants	Number of Day Only Participants
-----------------	-----------------	----------------------------------	---------------------------------

2. Program Supervisor, staff, faculty, students and volunteers working with minors shall review and sign the POM [Code of Conduct](#) Form prior to commencement of the program.
3. Program Supervisor will retain the signed POM code of Conduct forms for a minimum of one year

D. Forms:

1. **Liability Forms:** Obtain form prior to or on the first day of program participation by any minor. *Note: Minors may not participate in the program if they do not submit a signed liability form.*
2. **Medical authorization Forms:** The Program Supervisor shall obtain information concerning special needs, medications and allergies from all minors participating in the program and develop appropriate emergency and notification procedures.

- E. Minors Release of Liability - [Consent and Release of Liability Form](#); [Consent and Release of Liability Form - Includes photography](#)
- F. Incident/Accident Report [Non-Employee Accident -Incident Report](#)
- G. Campus Affiliation Request Form (volunteer form) - [Volunteer Form](#)

REFERENCES, REGULATIONS, RESOURCES

The following references to other University program guidelines and state/federal law provide additional information and tools for planning and executing a program or activity in which minors may participate:

- A. US Department. of Education Higher Education Opportunity Act:
(<https://www2.ed.gov/policy/highered/leg/hea08/index.html>)
- B. Child Abuse and Neglect Reporting Act (CANRA) and CSU EO 1083/Child Abuse and Neglect (or any superseding EO) (<http://www.calstate.edu/eo/EO-1083.html>)
- C. EO 1096/System wide Policy Prohibiting Discrimination, Harassment and Retaliation Against Employees and Third Parties (<http://www.csueastbay.edu/af/departments/risk-management/investigations/files/docs/systemwide-policy-prohibiting.pdf>)
- D. EO 1095/Implementation of Title IX, VAWA/Campus Save Act, and Related Sex Discrimination, Sexual Harassment and Sexual Violence Legislation:
(<http://www.csueastbay.edu/af/departments/risk-management/investigations/files/docs/eo-1095-rev-6-23-15.pdf>)
- E. CSU HR 2016/08/Background Checks (or any superseding EO or Tech Letter)
(<http://www.calstate.edu/hradm/pdf2015/hr2015->