

**Memorandum:**

**From: Office of General Counsel**

**To: Institutional Policy Committee**

**Date: March 9, 2018**

**Re: Executive Summary for Proposed Policy 1-015 Guideline G1-015B**

The Office of General Counsel has approved this Guideline and requests that it be posted on the University Regulations Website as guidance associated with Policy 1-015, and requests that it be presented for the Information of the Academic Senate.

The Safety of Minors Policy (Policy 1-015) is approaching its 2 year anniversary. The Policy has resulted in registration of over 300 youth programs operating on campus. As a result of the Policy, over 2,300 adults have been trained on appropriate behavior with children, awareness of inappropriate behavior, and reporting obligations. These important processes have helped to keep children safe as they have participated in University programs. This has been an important mechanism for the University to ensure the safety of youth on campus and we appreciate the University's support of these efforts.

This guideline establishes processes under the policy that have been in effect for some time. It does not make any substantive changes to the operation or obligations of programs for minors.

The guideline accomplishes three things:

1. **Delegation of Administrative Functions to YPPS:** The guideline formalizes the existing delegation of administrative tasks to Youth Protection and Program Support (YPPS). YPPS has, since 2016, been the University unit engaging in this activity under OEO oversight. The identified administrative functions are the registration and training components of Policy 1-015.
2. **Processes for Discrete Events:** The guideline provides information on the process for qualifying for the Discrete Event Exception related to background checks. Additionally, it provides a separate process for certain Discrete Events to provide the required waiver/consent information to participants. The Discrete Event exception is in section III(A)(3)(d) of Policy 1-015 and allows a more flexible approach for brief events needing a large number of one-time volunteers.
3. **Compliance:** The guideline provides additional information on OEO's role in ensuring policy compliance through random audits of youth programs.