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**LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURE**

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TITLE: MINORS ON CAMPUS

NUMBER: PRO 2-28

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REFERENCE: Florida Statute 39.201 Mandatory reports of child abuse,  
abandonment, or neglect  
Admin. Pro.2-15 Sexual Predator/Offender Information, Notification and Publication  
Admin. Pro.2-21 Discrimination, Harassment, and Related Misconduct  
Admin. Pro. 7.01 Use of College Facilities  
Admin. Pro. 7.13 College Events

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**I. PURPOSE AND SCOPE**

The purpose of this document is to provide guidelines for appropriate supervision of non-student minors who are involved in College-sponsored programs, or programs operated by outside-entities that are held at the College. These guidelines do not include the areas outlined below.

- a. General public events where parents/guardians are invited/expected to provide supervision of minors, or to events where parents/guardians are explicitly required to accompany their children.
- b. Minors participating in Dual Enrollment classes are considered currently enrolled students and thus, these procedures do not apply in all circumstances. Situations involving a dual enrolment student will be evaluated on a case by case basis.

**II. DEFINITIONS**

- a. Abuse - Under Florida law "Abuse" means any willful act or threatened act that results in any physical, mental, or sexual injury or harm that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired.
- b. Authorized Adult - Individuals, age 18 and older, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee minors in program activities or facilities. This includes but is not limited to faculty, staff, volunteers, students, interns, employees of temporary employment agencies, and independent contractors/consultants.
  - 1. The Authorized Adults' roles may include positions as counselors, chaperones, coaches, instructors, etc.
  - 2. Authorized Adults are responsible for following and enforcing all rules and must be able to provide information included herein to program participants and be able to respond to emergencies.
  - 3. Authorized Adults are considered to be mandated reporters as defined by Florida law.

4. Authorized Adults may be non-employee individuals who are supervising minors on campus.
- c. Direct Contact - Positions with the possibility of care, supervision, guidance or control of minors and/or routine interaction with minors. Generally, individuals such as speakers, presenters, exhibitors, registration/logistics volunteers, scorekeepers, clock operators, or competition judges, do not have care, custody or control of minors and therefore are not considered to have direct contact with minors.
- d. Mandatory Reporters - Per Florida Statute 39.201 Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, or that a child needs supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care shall report such knowledge or suspicion. If you are classified as an Authorized Adult and know or have reasonable cause to believe that a child has been abused or neglected (including but not limited to mental, physical, or sexual abuse), you must make a report immediately to Campus Safety and the [Florida Department of Children and Families](#) and are subject to criminal penalty for failing to do so.
- e. Minor - A person under the age of 18. Minors who are enrolled as students are subject to all College rules and procedures. Minors who are not enrolled or accepted for enrollment in credit-granting courses at the College, but who are participating in other programs and activities offered by various academic or administrative units of the College, or by non-College external groups using College facilities will be subject to these procedures.
- f. One-On-One Contact - Personal, unsupervised interaction between any Authorized Adult and a Minor without at least one other Authorized Adult, parent or legal guardian being present.
- g. Programs - All programs and activities offered by various academic or administrative units of the College, or by non-College external groups using College facilities will be subject to these procedures. These include but are not limited to workshops, sport or academic camps, conferences, and volunteer activities.
- h. Program Administrator - All programs must have an identified Program Administrator. This individual is identified as and expected to be the main person in charge of the program. This person shall ensure that all policies are upheld and that violations of this policy are reported immediately to Campus Safety. The Program Administrator will be the main point of contact for the College. It is expected that the Program Administrator will be present on campus for the duration of the program.
- i. Sponsoring Unit - An academic or administrative unit of the College which offers a program or gives approval use of facilities.

- j. College Facilities - Facilities owned by, or under the control of, the College.

### III. MINORS ON CAMPUS

The College can assume no responsibility for the supervision of children on campus unless they are enrolled in a College sponsored or approved activity or program. Accordingly, children are not permitted on campus unless they are under the constant, direct supervision of a responsible adult (parent, guardian, teacher, activity/program director, etc.). Children are not permitted in instructional areas or in the workplace. Students are expected to make off-campus childcare arrangements as the College does not provide childcare services. At no time should children be left unattended in buildings, on grounds, or in vehicles.

Individuals who fail to comply with these procedures will be asked to leave the campus and make appropriate arrangements for off-campus child-care. Security should be called if children are found unsupervised and no adult responsible for that child can be located or the adult responsible for the child refuses to cooperate.

### IV. PROGRAM REQUIREMENTS

#### a. Proper Screening & Background Checks

##### 1. College Employees/Volunteers:

All Authorized Adults who have direct contact with Minors are required to have a current background check on record with the College prior to beginning work with minors. Background checks must be reviewed and approved by the College Human Resource Department thirty (30) days prior to the program/camp start date.

- i. All employees of Lake-Sumter State College must pass a Level 1 background check upon hiring and be re-screened every five years.
- ii. All registered volunteers of Lake-Sumter State College must, at a minimum, be screened through the [State of Florida Sex Offender registry](#). In keeping with Human Resource policies, employees of the College are required to notify Human Resources within 24 hours of an arrest or conviction. This includes any arrests or convictions that occur between the date of a College run background check and the beginning of the event/program. Human Resources will notify the Program Administrator, who will then determine, in conjunction with Campus Safety, if it is appropriate for the Authorized Adult to continue with the program.

#### b. External Employees/Volunteers

- 1. All external organizations, who work in direct contact with minors, operating a program, camp or any other function where minors are not supervised by parents/guardians must provide documentation to the College to confirm that all direct contact Authorized Adults have passed a Level 1 background check. External organizations must ensure all of their program/camp staff are background checked through a creditable and verified vendor. This background check must include:

- i. A state and federal criminal history check covering a minimum of five (5) years.
- ii. A sex offender registry search.
- iii. If paid, a social security number check using the Form I-9 and the federal E-Verify system.
- iv. Current Contractor credentialing under the Jessica Lunsford Act, is acceptable in place of a new Level 1 background check.
- v. Currently employed K-12 teachers/coaches from Lake or Sumter County schools, may submit a notarized letter on school district letterhead, attesting to the fact that they have cleared a Level 1 background check.
- vi. Currently employed non-LSSC College teachers/coaches may submit a notarized letter on school letterhead, attesting to the fact that they have cleared a Level 1 background check.
- vii. Any and all costs incurred for conducting background checks will be the responsibility of the organization sponsoring the program or the individual being background checked.
- viii. Background checks are valid for a maximum of five calendar years.

Authorized Adults participating in external groups are required to notify the Program Administrator within 24 hours of an arrest or conviction. This includes any arrests or convictions that occur between the date of completion of a background check and the beginning of the event/program. The Program Administrator, will then determine, in conjunction with Campus Safety, if it is appropriate for the Authorized Adult to continue with the program.

c. Youth Protection Training Requirements

Child Abuse Prevention training for College employees/volunteers will be completed through KnowBe4; an online platform. The training itself is 40-45 minutes in length and will allow you to print a certificate of completion afterward. It is designed to help those who will be working with minors to better understand their reporting obligations, to recognize signs of child abuse, to detect predators, and to understand how to report suspected abuse.

External organizations will be required to provide proof of completion of Child Abuse Prevention training for all Authorized Adults. This training will be provided by/through the external organization at their expense.

d. Required Documentation

The Program Administrator must certify compliance with all of the requirements of this Policy at least 30 days prior to the scheduled date of program or camp. Failure to do so may result in the cancellation program or camp. All programs/camps are required to maintain a copy of the following forms in accordance with College records retention policies:

1. Proof of successfully completed background check for all Authorized Adults

2. Signed Code of Conduct for each Authorized Adult
3. Facilities Use Agreement (if applicable)
4. Proof of completion of Child Abuse Training for all Authorized Adults
5. All minor participant forms. These forms include, but are not limited to:
  - i. Parent/Guardian Permission to Participate and Waiver Form;
  - ii. Participant Conduct Agreement;
  - iii. Medical Information, Medicine Authorization & HIPPA Release Form;
  - iv. Pick-Up Authorization

e. Code of Conduct for Authorized Adults

Must be complete 30 days prior to the program/camp start date. Authorized Adults shall not:

1. Have one-on-one contact with minors. All activities involving minors must be supervised by at least two or more Authorized Adults or by their parent(s) or legal guardian(s) at all times, including entering into a bathroom facility or similar area;
2. Have any direct electronic contact with minors, outside of official communications regarding their program/camp, without another adult being included in the communication;
3. Engage in abusive conduct of any kind in the presence of, or towards, a minor;
4. Strike, hit, administer corporal punishment, or touch in an inappropriate or illegal manner any minor;
5. Transport minors to or from their homes, except as specifically authorized in writing by the minor's parent or legal guardian, or in cases where the minor is the child of the driver. In no case shall the institution be liable for transportation to and from their homes;
6. Make sexual materials in any form available to minors participating in programs or activities covered by this document or assist them in any way in gaining access to such materials;
7. Share accommodations with minors other than their own children or children under their legal guardianship;
8. Provide alcohol or illegal drugs to any minor. Authorized Adults shall not provide any over the counter medications or prescription drugs to any minor unless specifically authorized in writing by the parent or legal guardian as being required for the minor's care or the minor's emergency treatment, and such action is approved by the Program Administrator.

f. Expectations of Behavior & Consequences of Misconduct for Staff and Participants

Program participants and staff must abide by all College regulations and may be removed from any program for non-compliance. It is the responsibility of the Program Administrator to communicate these expectations to their staff and volunteers. If an allegation of inappropriate conduct has been made against an Authorized Adult

participating in a program, they shall discontinue any further participation in program/activities covered by this Policy until such allegation has been investigated and resolved to the satisfaction of the Director of Campus Safety. All violations of this policy should be immediately reported to Campus Safety.

1. It is the responsibility of all Authorized Adults to inform program participants of safety and security procedures, College rules, program specific rules, and expectations of behavior.
2. Participants are expected to be respectful of others. No violence, including sexual abuse or harassment, will be tolerated. Hazing of any kind is prohibited. Bullying including verbal, physical, and cyber bullying are prohibited.
3. The inappropriate use of cameras, imaging, and digital devices is prohibited, including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.
4. The possession or use of alcohol and other drugs, fireworks, guns and other weapons is prohibited.
5. Use of tobacco and vaping products is prohibited on all College property.
6. Misuse or damage of College property is prohibited. Charges will be assessed against those participants who are responsible for damage or misuse of College property.
7. No theft of property, regardless of owner, will be tolerated.
8. The operation of a College motor vehicle by minors is prohibited while attending the program.
9. The parking of staff and participant vehicles must be in accordance with College parking regulations.
10. Rules and procedures governing when and under what circumstances participants may leave College property during the program must be made explicit by the Program Administrator and communicated in writing to program participants and staff.
11. Authorized Adults are expected to immediately report misconduct or violations of expected behavior to the Program Administrator.
12. Any Authorized Adult or Program Staff or other Mandatory Reporter under Florida law who has reasonable cause to believe that suspected child abuse or neglect has occurred, shall immediately report the suspected abuse to Campus Safety and the [Florida Department of Children and Families](#). The College must ensure that the Department of Children and Families is notified of the suspected abuse immediately and in no case later than 24 hours after the Authorized Adult or Program Staff (or other reporter) first had reasonable cause to suspect the abuse.
13. If an Authorized Adult believes that the Program Administrator may be involved in the allegations of assault or abuse, they shall inform Campus Safety immediately.

g. Considerations for Program Administrators

Program Administrators should consider the following guidance when preparing their programs involving minors on campus. Both on-campus units and external groups planning activities with minors are expected to plan thoroughly and well in advance of their event, collaborating with Campus Safety to ensure that their programs address safety and security issues. The following sections will assist you in proactively addressing safety concerns, medical issues, and transportation needs.

Depending on the nature of your program, Campus Safety may, at their discretion, make some or all of the following items mandatory, rather than recommended.

h. Safety and Security Planning

The following procedures shall be adhered to to ensure adequate supervision of minors while they are on College property.

1. Determine appropriate adult-to-student ratios. Some of the factors to consider in determining "adequate supervision" are the number and age of participants, the activities involved, and age and experience of the Authorized Adults. Best practices recommend the following ratio of Authorized Adults to program participants. Program Administrators are strongly encouraged to follow these guidelines and to reflect the gender distribution of the participants:
2. Five years & younger: One staff for each six day-camper;
3. Six to eight years: One staff for each eight day-camper;
4. Nine to 14 years: One staff for each ten day-camper;
5. 15–18 years: One staff for each 12 day-camper.
6. Obtain all participant forms, including media and liability releases as part of the program registration process. All data gathered shall be confidential, is subject to records retention guidelines, and shall not be disclosed, except as provided by law.
7. Provide information to parent or legal guardian detailing the manner in which the participant can be contacted during the program. This information will include contact numbers for the Program Administrator and Campus Safety.
8. Provide information to parent or legal guardian detailing how to enroll in LSSC Alert.
9. Design a sign-in and pick-up procedure that works for your event while ensuring you have adequate documentation of who is present, who is authorized to sign them out of the program, who they were released to, and when they were released.
10. Plan how to notify the minor's parent/legal guardian in case of an emergency, including medical or behavioral problems, natural disasters, or other significant program disruptions. Authorized Adults with the program, as well as participants and their parents/legal guardians, must be advised of this procedure in writing prior to the participation of the minors in the program.

## i. Injury, Illness, and Medication Protocols

1. Lake-Sumter State College does not provide medical insurance to cover medical care for minors not enrolled as students;
2. The Program Administrator or any other College employees shall not provide medical advice to any of the participants including, but not limited to, the distribution of over the counter medications, prescription or other medical treatment;
3. Personal "epi" pens and inhalers may be carried and self-administered by the participant during activities with signed parental/guardian permission;
4. A parent or guardian may plan through the Program Administrator to come on site to administer necessary medication as needed to a participant.

## j. External Group Facilities Use Agreement

External groups using College Facilities must present a Facilities Use Agreement at least 45 days prior to the program/camp start date. The Agreement must contractually agree to comply with LSSC's policy requirements for background checks, training and code of conduct for all employees and volunteers and must provide proof that they have minimum insurance requirements for approval. External groups must also have a camp/activity plan or manual in place discussing safety, security, injury, illness, medication, transportation and behavioral protocols. External groups are responsible for coordinating and completing these requirements and must keep records of all requirements and minor participants open for review by Lake-Sumter State College.

**V. INSURANCE COVERAGE REQUIREMENTS**

All external organizations will be required to provide a current Certificate of Insurance attesting to the following insurance coverages:

Coverage	Limits
Each Occurrence Limit	\$1,000,000
Damage to Premises Rented to You	\$300,000 Any one premises
Personal Injury	\$1,000,000 Any one person/organization
Abuse or Molestation	\$1,000,000 Any one person
General Aggregate Limit	\$2,000,000
Products/Completed Ops. Aggregate Limit	\$2,000,000