



Minors on Campus Policy

Category: Legal/Compliance

Responsible Office: Risk Management Office

Responsible Administrator: Chief Financial Officer

Date Effective: 07/01/2025

Date Last Revised: 04/14/2025

Date Posted to Library: July 2025

POLICY SUMMARY

This policy describes how individuals must conduct themselves appropriately with minors who participate in university-related programs and report instances or suspicions of physical or sexual abuse of minors.

POLICY

Policy Statement

San Francisco Bay University ("SFBU" or "University") is committed to providing a safe and healthy environment for all who participate in programs and activities on campus or otherwise affiliated with the University. There are a variety of opportunities available for minor children, including academic camps, athletic camps, after-school programs, work or activities under the supervision of a staff member, enrichment classes, and other activities. These programs and activities are integral to the SFBU's mission and provide a benefit to both the University and the larger community. This Policy recognizes the special duty of care and supervision when working with minors and sets forth operational requirements to enhance the protection of minors.

Applicability

This Policy applies broadly to all Programs/Activities serving one or more Minors, including those:

1. Offered by departments or units of the University at a University facility or sponsored by the University at other locations;
2. Offered by SFBU registered student organization at a University facility or sponsored by university-registered student organizations at other locations; or
3. Offered by Third Parties utilizing a University facility.

This Policy does not apply to:

1. Programs/Activities for Minors enrolled in undergraduate or graduate academic coursework;
2. Events or visits to campus where Minors are supervised by their parent/guardian;
3. Events at the University that are open to the general public or invited guests where parents/guardians are expected to provide supervision of Minors;
4. SFBU employees or students hosting family members, friends, or other guests.

Procedure

Behavioral Standards

- All Program/Activity staff, University employees, and students must be role models for Minors and must act respectfully and responsibly when in the presence of a Minor.

SFBU Program/Activity staff, university employees, and students must:

- o Maintain appropriate boundaries when interacting with minors and may not:
 1. have private interactions with minors.
 2. engage in private electronic communication with a minor.
 3. communicate with a minor using personal accounts, including social media.
 4. shower, bathe, or undress in the presence of a minor.
- o Always exhibit appropriate behavior and may not:
 1. be abusive.
 2. engage in any sexual activity or engage in explicit conversation.
 3. touch minors in a manner that a reasonable person could interpret as inappropriate.
 4. comment on the physique or body development of a minor, or talk about things of a sexual nature with a minor.
- o Prioritize the safety and well-being of minors and may not:
 1. take or post images of minors without the consent of a parent/guardian.
 2. use, possess, or be under the influence of alcohol or other illegal mind-altering substances when interacting with minors.
 3. have or use firearms or weapons when around minors.
 4. transport minors alone, unless emergency.
- o Treat all minors and their families equitably and respectfully and may not:
 1. discriminate against minors based on any basis.
 2. provide gifts or special attention to an individual minor or their parents.

- o The following are examples of contact that ARE NOT permitted. This is not an exhaustive list:
 1. Frontal hugs
 2. Kisses
 3. Lap sitting
 4. Massages or rubs
 5. Piggyback rides
 6. Tickling
 7. Touches on the buttocks, chest, or groin (except when changing diapers)
 8. Wrestling
 9. Any intended affection unwanted by the minor
 10. Physical or sexual abuse of any kind will not be tolerated
- o The following are types of contact that IS permitted
 1. Handshakes
 2. High-fives, fist bumps, and hand slapping
 3. Pats on the shoulder or back
 4. Side hugs (with consent)
 5. Feeding and grooming of babies and toddlers (including diaper changes)
 6. Holding hands while escorting children (ex. Helping with street crossing)
 7. Other brief contact is intended to comfort distressed children below the age of 18 so long as another adult is witnessing it.
 8. Teaching a physical technique that literally requires hands-on instruction, such as finger placement on a musical instrument or positioning for athletic activity, so long as it is conducted either in the open or in an interior space
 - i. with doors and windows open and
 - ii. in a building open to the public at the time of the touching
 9. Assisting disabled minors who need assistance with a major life function, so long as at least one other person is present and observing
 10. Any contact to aid an injured minor or a minor in imminent danger of physical harm (such as a struggling swimmer)
 11. Separating minors involved in an altercation
- **Disciplining Minors:** No adult associated with a campus activity involving minors should ever use physical punishment to manage a minor's behavior. This prohibition should extend to, but not be limited to, spanking, slapping, pinching, or hitting.
- **Requirements for Minor participants:** Parents/guardians must submit required forms before Minors will be allowed to participate in Programs/Activities. These forms may include but are not limited to, a participation agreement form, authorization to administer medication, pick-up authorization, medical information

and authorization, release of claims/waiver of liability, media/photo/video release, and Minor participant's Code of Conduct.

The foregoing behavioral standards are mere examples and are not intended to be an exhaustive list.

Reporting Requirements

Refer to the San Francisco Bay University Policy on Prohibited Discrimination, Harassment, and Retaliation ("Nondiscrimination Policy") for the most current and complete procedures governing the reporting and investigation, inappropriate conduct involving minors.

Who Reports

- The University complies with California state law requirements under the Child Abuse and Neglect Reporting Act (CANRA) and the Welfare and Institutions Code. Designated University employees are required to report known or suspected abuse, molestation or neglect relating to children, elders or dependent adults to the Department of Children and Family Services Child Protection Hotline at (800) 540-4000 or local law enforcement.
- All University employees, other than those designated as Confidential Resources, are Responsible Employees and must report conduct if they witness or become aware of such conduct that reasonably may constitute a Nondiscrimination Policy violation.

What to Report

- For detailed guidance on what constitutes reportable conduct, and the reporting process refer to the Nondiscrimination Policy.

When to Report

- All reports must be made immediately upon suspicion or receipt of information regarding possible misconduct involving minors. Specific reporting timeframes and standards are specified in the Nondiscrimination Policy.

How to Report

- Follow the Nondiscrimination Policy for complete procedures on both internal and external reporting, including how to contact Title IX & Equity, law enforcement, and relevant child welfare authorities.

Do not attempt to investigate a matter further or gather additional information before reporting. Reporting is an act of alerting appropriate personnel, not of determining fault or outcome.

Training

- All Program/Activity staff must be trained on their responsibilities or issues related to Minor health, safety, and security. Training documentation and certifications should

be maintained by the Program/Activity Administrator. Required training should, at a minimum, be completed every two years.

- All Program/Activity Staff and all Program/Activity Approving Officials must receive training on the following:
 - Child Abuse and Neglect Reporting Act (CANRA);
 - The University's Non-Discrimination and Anti-Harassment Policy; and
 - Behavior Standards for Program/Activity Staff
- The Risk Management Officer at SFBU is charged with:
 - facilitating program registrations;
 - Maintaining a database of covered programs;
 - Working with organizations and departments to assist with policy compliance;
 - Providing guidance on creating completed Permission and Assumption of Risk documents;
 - Providing resources to and monitor feedback from programs affected by the Policy; and
 - Providing a point of contact for any covered program seeking information or assistance.

Definitions

Mandated Reporter

Any person who is required by California law (Cal. Pen. Code §111165.7) to report suspected child abuse to the appropriate authorities. Mandated Reporters include but are not limited to faculty/teachers, administrators, counselors, social workers, psychologists, law enforcement personnel, and other persons who participate in providing care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to Minors.

Background Check

An examination of someone's past to determine whether they are fit to work with children/minors. For example, a criminal report, finger scan background screening, University disciplinary records, and other means deemed necessary to ensure the safety of minors.

Child/minor

Any person under 18 years of age.

Program/Activity

Any academic, admissions, athletic, educational, service, leadership, or recreational program serving one or more Minors, including, but not limited to, camps, clinics, conferences, workshops, tutoring, mentoring, group lessons, seminars, competitions, internships or experiential learning, pre-enrollment visits, after-school programs, or other enrichment opportunities.

Program/Activity Administrator

Any individual who has primary and direct operational responsibility for the overall content and execution of a Program/Activity and who serves as the primary point of contact.

Program/Activity Staff

Individuals, whether paid, volunteer, or for academic credit, who have care, custody, control, and/or direct contact or interaction with Minors involved in Programs/Activities. This includes, but is not limited to, University administrators, faculty, staff, students, volunteers, and third parties when operating a Program/Activity.

Third Party

An individual, organization, or entity external to the University, to which the University allows use of its facilities to operate a Program/Activity.

University Facility

A building, structure, classroom, laboratory, outdoor area, grounds, or athletic venue used in connection with any Program/Activity.

Responsibility

Chief Financial Officer

RELATED INFORMATION

Child Abuse and Neglect Reporting Act (CANRA)

Minors Waiver

Mandatory Reporting of Child Abuse and Neglect

Policy on Prohibited Discrimination, Harassment, and Retaliation

CONTACT INFORMATION

Risk Management Officer

REVISION HISTORY

04/07/2025 - revised to align with updates to Nondiscrimination policy

01/17/2025 - Policy transferred to the standard policy template; policy statement added; other general edits made

06/22/2020 - Policy updated and posted to website

Next Review Date

June 2028

APPROVAL

TBD - Board of Trustees

TBD - President

04/17/2025 - University Policy Committee

APPENDICES

None