# Programs Involving Children

# Program Compliance- Guidelines Template

Every program involving children must have program-specific procedures and guidelines in place to ensure that programs have thought through their program or event procedures and made efforts to communicate those procedures to program staff and volunteers. (In this document, the terms procedures, rules and guidelines are used interchangeably.) This policy template may be used to help guide programs in writing program-specific procedures and rules, but should only be considered a starting place. Each program should consider additional safeguards that may be relevant and necessary for their particular program. This template should be used to document and communicate program procedures and guidelines to staff and volunteers, not as a fill-in-the-blank document to file away. Your program should also consider which procedures are appropriate to share with parents and participants.

## Policy Requirements

According to the PIC policy, all programs must have programs-specific rules and procedures that, at a minimum, address the following:

* Incident reporting process.
* Transportation, including the transportation of children at the beginning and end of the program, to and from the program, and within the program, whether by parents, guardians, staff or others. University programs must also comply with IU policies regarding drivers and vehicles.
* Plans for weather emergencies, if the program is not inside a university facility where such plans are in place.
* Appropriate levels of access to and supervision of children.
* Appropriate physical contact and communication with children by personnel based on the age of children and the nature of the program activities.
* Appropriate forms including permission forms, medical contact information and liability waivers. Forms should be safeguarded and readily available.
* First aid and medical treatment as well as dispensing of medication, if applicable. Program personnel must have appropriate training.

Programs including overnight stays or use of university residences by children shall have the following additional rules and procedures in place:

* Identification to be worn by staff members, and participants if appropriate
* Curfews
* Code of conduct for participants
* Substance-free housing and facilities
* Residential supervision

**Template Instructions**

The grey boxes contain prompts and questions to consider when drafting programs rules, procedures, and guidelines. A general example of a procedure is included below each box, but be specific as you write the information for your program in terms of buildings, numbers, activities, etc. The examples used are not necessarily requirements of IU policy or program requirements, but only examples and they may not apply to your particular program. The questions may not fully address your particular program, so consider any unique circumstances. The grey boxes with the information and the examples should be deleted once you have finalized this document and prior to communicating to program staff and volunteers. The section involving Overnight Stays may be eliminated if that does not apply to your program but review those elements in case they are helpful.

For each category there are additional examples of program rules and guidelines at: <https://protect.iu.edu/police/pic/pic-policy-guidelines>. There is no requirement to have the Office of Public Safety approve your program procedures, however, the office is available for help and review. Contact us at: [iupic@iu.edu](mailto:iupic@iu.edu)

*Department Name*

**Title of the Program or Event:**

**Date(s) of Program or Event:**

**Location(s):**

**Program Rules and Procedures:**

NOTE: All program rules and procedures for staff and volunteers should include the following information on reporting suspected child abuse and neglect.

### Reporting Suspected Child Abuse and Neglect

Indiana state law requires that **any person** who has reason to believe that a child is a victim of child abuse or neglect has an affirmative duty to make an oral report to the Department of Child Services (DCS) **1-800-800-5556** or to their local law enforcement or to the IU Police Department. Failure to report may result in criminal charges.

In addition to notifying DCS and/or local law enforcement, state law and the university also require that faculty, staff, students, volunteers, and other university personnel report any suspected abuse or neglect of minors on Indiana University property or as part of an Indiana University program, to the IU Superintendent of Public Safety.

### Incident Reporting Process

*The template language written below is only an example and should be modified as appropriate to the program. Some questions to consider when creating an incident reporting process:*

1. What to do if there is a crime in progress?
2. Who receives an incident report?
3. When should reports be referred to IUPD or others as appropriate?
4. How to report concerns about the program, program personnel, and other participants.

**Example:**

If there is a crime in progress, dial 911. The program supervisor should be notified of program concerns, personnel, or other participants. The program supervisor will receive all incident reports and refer any reported crimes to the IUPD. If there is suspected child abuse a report must be made to DCS (800-800-5556), IUPD and if applicable local law enforcement.

### Transportation

*The template language written below is only an example and should be modified as appropriate to the program. Some questions to consider if you will be offering transportation:*

1. Is your program following applicable IU policies on driving and vehicles?
2. What vehicle is being driven and does the driver have proper licensure?
3. Should there be restrictions on driving or who can drive?
4. Who is responsible for enforcing these rules?
5. Please describe transportation of children to and from the program. Specify who will be responsible for this transportation: parents, volunteers, or supervisors?
6. Where is drop off/pick up for children?

**Example:**

Parents/guardians must make accommodations for transporting their child to and from the program. Program supervisors, staff, and volunteers will not transport children before, during, or after the event. In the morning, children will be dropped off at the front door area and greeted by program staff. At the end of the day, children will be escorted to the front door area where parents/guardians will pick up the children from program staff who will wait there with the children.

### Severe Weather and Emergencies

*The template language written below is only an example and written more for programs taking place indoors and in an IU facility. Outdoor programs have a lot more factors to consider when it comes to handling severe weather situations. Some additional questions to consider when writing your program guidelines include:*

1. Are there any specific procedures relevant to your program’s activities?
2. Are there any shelter locations to identify, especially when a program will take place outside?
3. Describe the procedures for canceling the program due to weather and for notifying parents.

*IU’s Emergency Management and Continuity department offers information on handling a variety of emergency situations. It is recommended that you familiarize yourself with this information:* [*https://protect.iu.edu/emergency/procedures*](https://protect.iu.edu/emergency/procedures)*.*

**Example:**

Program staff and volunteers play a critical role during emergency response procedures, participants and parents will depend on you for immediate direction and assistance. In the event of severe weather including a tornado warning, proceed calmly with your group of children to the basement hallway in \_\_\_\_\_\_\_\_\_\_\_\_\_ building. Stay away from windows and exterior doors. Program supervisors will let you know when it is safe to return to your classroom.

### Appropriate Access and Supervision of Children

*The template language written below is only an example and should be modified as appropriate to the program.* ***The supervision of children section should be expanded on, as this is very dependent on the age of children and the program activities.*** *Some questions to consider when writing your program guidelines include:*

1. Does your program require one-on-one interaction and what safeguards will you have in place? (For example: tutoring in public view, no closed doors, etc.)
2. Are you going to establish any ratios of children to program staff/volunteers? (Ratios are not required and IU Public Safety does not have any established guidelines. This is up to the program to determine based on the age of children and nature of program.)
3. Is it appropriate to state that children may never be left alone without program staff/volunteer supervision? (Something to consider for younger children)
4. What considerations are needed for use of restrooms and locker rooms?

**Example:**

Program staff and volunteers should not be alone and are only permitted to one-on-one contact with children if the interaction takes place in the view of other programs staff/volunteers. One-on-one contact should only occur if it is a necessary part of program activities. Any non-background checked staff/volunteer should never be permitted to have one-on-one interaction with child participants, unless it is their own children.

Children should be supervised at all times. When the class walks from the classroom building to the cafeteria along campus sidewalks, there should be a staff member at the front and back of the group.

### Appropriate Physical Contact and Communication by Personnel with Children

*The template language written below is only an example and should be modified as appropriate to the program. Physical contact may be appropriate in certain situation, such as athletic activities. Consideration for the type of activity and age of participant should be considered. Some questions to consider when writing your program guidelines include:*

1. What kind of physical contact is acceptable?
2. What kind of physical contact is always prohibited?
3. Should you include policies/guidelines about creating a certain tone or culture for your program?
4. Should certain types of communication be prohibited, such as electronic or social media?

**Example:**

Program staff and volunteers may not make any physical contact with children except when necessary to prevent harm in emergency situations.

Program staff and volunteers need to understand that you are held to a higher standard when you are working for a program. Participants see you as a role model and you are acting as a face of Indiana University.

* Be positive and patient (in your spoken words and body language) with all participants.
* Never use or be under the influence of alcohol or drugs during camp activities.
* Never use tobacco products in view of program participants.
* Never use foul or inappropriate language during a program.
* Be mindful to immediately stop a participant's usage of foul or inappropriate language or conduct.

### Appropriate Forms

*This section may not be necessary if no forms are needed or used. The template language below is very basic and written for situations in which a general permission slip is required. This section may need to be expanded depending on the type of forms that are collected or the nature in which these forms will be collected and safeguarded. The program should have guidelines for collecting permission forms, video release, privacy statement, medical contact information, and liability waivers and how these forms should be safeguarded and readily available. Some information collected may be sensitive or private, so it is important to stress this to program staff/volunteers to ensure a collection process has been established. The Office of the VP & General Counsel should be consulted in determining if any type or release from liability form is necessary and approve any form(s) that are used.*

**Example:**

Programs supervisors should ensure that all participants have permission slips on file prior to participating in program activities. All permission slips should be given to [name person or position] upon receipt.

### First Aid and Medical Treatment

*The template language written below is only an example and should be modified as appropriate to the program. You may also choose to edit or expand on the template example if appropriate. The nature of the program, age of children, duration of the stay and training of program staff/volunteers should influence individual policies. Your program may choose to not be responsible for distributing medication or making the participant responsible for their own medication. Some additional questions to consider when writing your program policy guidelines include:*

1. Where is the nearest first aid kit, AED, etc.?
2. How will medical emergencies be handled?
3. What are the procedures for storing and dispensing of any medication?
4. Are there other emergency procedures that need to be addressed due to the nature of your program?
5. Do you need to consider food allergies or other allergies like to medication or insect bites?

**Example:**

If a participant is believed to need medical treatment program staff/volunteers should contact the primary program contact and/or the participant’s parent or guardian. In the event of an emergency program staff and volunteers should call 9-1-1 [or INSERT OTHER LOCAL LAW ENFORCMENT CONTACT INFO] for medical or emergency assistance.

First aid and medical treatment should only be given by program staff/volunteers who have received proper training. In certain emergency situations it may be necessary for non-trained staff to intervene before emergency personnel arrive.

Medication should not be given to participants without written parental permission. Medication must be in original packaging and should be stored and handled by only program staff/volunteers who have been designated to do so.

## Overnight Stays

*The topics below must be considered when your program involves any type of overnight stay. Some topics may also be appropriate to address even if your program does not involve an overnight stay. The nature of the program may influence other language and/or other topics that should be included as part of this document.*

**Examples:**

#### Identification

Program staff and volunteers should wear program issued name badges and staff shirts at all time.

#### Curfew

Program staff and volunteers should ensure all participants are in their assigned rooms by [time] every night.

#### Code of Conduct

Program staff, volunteers, and participants are expected to conduct themselves in a way that is respectful to others and the facilities used for the program. Everyone involved in the program should arrive on-time to program activities, dress appropriately and abide by any facility policy guidelines.

#### Substance-Free Housing and Facilities

Participants staying in IU on-campus housing facilities should abide by the policies and guidelines set by the campus and housing facility. If a participant stays off-campus, program supervisors should make sure that no alcohol, illegal substances, or firearms, are present where the participant is staying.

#### Residential Supervision

All participants must stay in program-provided housing. When participants arrive, they will be assigned a room and a roommate. Programs staff/volunteers should take attendance prior to dismissing participants to their assigned rooms and when they first return in the morning.

### Other Areas of Concern

*There may be other areas that your program should address as part of this document. Think about other safeguards or safety concerns that may be applicable to your program such as special needs participants, unique locations, physical activities, and/or specific equipment. Consider what your program staff needs to know to maintain a safe environment and address situations that may arise.*

### Contacts

*It might be helpful to include any important program contacts in this document. A few examples are listed below, however, think about the key contacts for your program.*

[Primary Program Contact]

[Secondary Program Contact]

[Facility Contact]

[Local Law Enforcement or Campus IU PD Contact]

Superintendent of Public Safety, 812-855-4296