

MFT Program Policy on Minors on Campus

This policy is available to the public via the link to [Program Handbook and Policies](#) on the [MFT website](#).

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In an effort to protect children who come to campus for events, workshops, summer camps, our family therapy clinic, and more, the MFT Program follows University policies and procedures regarding [Minors on Campus](#).

Background Investigation and Screening

1. All University Program/Activity Staff who have direct contact with minors are required to undergo a criminal background check to include, but not limited to, each state the individual resided and federal criminal history check covering a minimum of seven (7) years, national sex offender search and social security number check. Criminal background checks for VSU employees and volunteers with direct contact with non-student minors must have been run and cleared by the VSU Office of Human Resources within the past twelve (12) months before initial direct contact with non-student minors and every four (4) years afterward.
2. Offenses dealing with domestic abuse, drugs, violence, crimes against the elderly, infirm, etc. must be assessed carefully. The youth program will be charged the vendor fee for the criminal background check. Program/Activity Administrators must be in receipt of background check clearance on all Program/Activity Staff prior to involvement.
3. Program/Activity Staff must self-report any arrest, charge, or criminal conviction occurring after the date of the background check to their Program/Activity Administrator, prior to returning to a Program/Activity. Additionally, all University employees are subject to University System of Georgia Human Resources Administrative Practice Manual's mandatory reporting of charges or conviction of a crime other than a minor traffic offense.

Training

All Program/Activity Staff must be trained on their responsibilities or issues related to Minor health, safety, and security. This training is provided through VSU and via Everfi training website. The training must be complete within the past twelve (12) months before initial direct contact with a minor and then every two years afterward. Training documentation and certifications should be maintained by the Program Director. All Program/Activity Staff must receive training on Mandatory Reporting obligations, including child abuse awareness and prevention.

Additionally, training appropriate to the specific Program/Activity as developed by the Program/Activity Administrator must be also provided on the following:

1. Code of Conduct for Program/Activity Staff and Minor participants;
2. Reporting requirements during the Program/Activity, processes, and contacts;
3. Disability accommodations and review and evaluation of special requests;
4. Safety and security protocols;

This policy addresses Eligibility Criterion G: Establishment and Accessibility of Policies Updated Spring 2019. Scheduled for review as necessary and whenever University policy changes.

5. First aid guidelines and medication management; and
6. Activities, risks, and responsibilities of the Program/Activity, as applicable.

Code of Conduct

The University requires the highest standards of conduct when interacting with Minors, including compliance with all applicable laws, regulations, and policies.

1. Code of Conduct: All Minor participants and Program/Activity Staff must agree to abide by the applicable Code of Conduct as well as any supplemental Program/Activity guidelines developed by the Program/Activity Administrator.
2. Requirements for Minor participants: Parents/guardians must submit required forms before Minors will be allowed to participate in Programs/Activities/Camps. 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.

Records Retention

All records should be retained in accordance with Board of Regents policies on record retention. Copies of all required forms and documentation pertaining to Minors should be retained for a period of three (3) years after the Minor reaches the age of eighteen (18). Records pertaining to Program/Activity Staff should be retained for five (5) years.

Required Procedures

1. As a result of the above, each year, the Program Director will register all program students and faculty at the **MOC Registry Link** (https://apx.valdosta.edu/apex/f?p=158:LOGIN_DESKTOP:14322902569444)
2. At set intervals, each "Authorized Adult" (all students and faculty) must complete the following:
 - Online Protection Training – renewed every two years
 - HR Background Check – renewed every four years
 - Signed and dated Code of Conduct – reviewed and signed every year

All three requirements will be registered for each authorized adult by providing the date of completion on the MOC registry under your program/camp.