

University Policy Number: UP-03-02		Effective/Revision Date: February 15, 2022
Subject	Minors on Campus Policy and Mandatory Reporting Requirements	
Authority	Section 7(d), Article IX, Florida Constitution; Board of Governors Regulation 1.001 and 3.002	
Applicability	This Policy applies to students, faculty, staff, visitors, volunteers, and contractors at Florida A&M University.	
Related	n/a	

I. Purpose

Florida A&M University (“University” or “FAMU”) is committed to the safety of all individuals in its community with particular concern for those who are potentially vulnerable, including minor children, who require special attention and protection. The purpose of this Policy is to establish guidelines for those in the University community who may work or interact with individuals under eighteen (18) years of age (minors), with the goal of promoting the safety and wellbeing of minors.

II. Policy

This Policy provides guidelines that apply broadly to interactions between minors and University students, faculty, staff, visitors, contractors, and volunteers in University-sponsored or affiliated programs or activities. This Policy also establishes requirements for non-University organizations and entities that operate programs or activities involving minors on the University Campus. University agreements with such organizations and entities shall reflect these requirements. All University students, faculty, staff, visitors, and contractors are responsible for understanding and complying with this Policy.

Children may be allowed on campus when the best interest of the University is served (i.e. to meet requirements of instructional programs and schools, to attend University-scheduled events and/or activities open to the public or other approved functions). Parents and/or guardians are responsible for their children and the actions of their children. The University assumes no responsibility for the supervision of the children of students and employees.

III. Definitions

Campus. Campus for purposes of this Policy means all buildings, facilities, and properties that are owned, operated, managed, or controlled by the University on main and satellite campuses.

Minor. Minor for purposes of this Policy means any person under the age of eighteen (18) who is an unmarried person and who has not been emancipated by order of the court. All FAMU students who are under the age of eighteen (18) are subject to the requirements herein for purposes of their interactions with minors in University-sponsored or affiliated programs or activities.

University-sponsored or affiliated programs and activities. University-sponsored or affiliated programs and activities refers to all programs or activities that FAMU operates or sponsors, or in which University students, faculty, or staff engage with minors through their University roles. All such programs shall register with Office of Risk Management and the Office of Continuing Education.

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Non-University sponsored programs and activities. Programs and activities that are **not** operated or sponsored by FAMU or which University students, faculty, or staff do not engage with minors through their University roles (e.g. employment, volunteer status, or matriculation).

Abuse, aggravated abuse, and neglect of a child. Intentional infliction of physical or mental injury upon a child; an intentional act that could reasonably be expected to result in physical or mental injury to a child; or active encouragement of any person to commit an act that results or could reasonably be expected to result in physical or mental injury to a child. A caregiver’s failure or omission to provide a child with the care, supervision, and services necessary to maintain the child’s physical and mental health, including, but not limited to, food, nutrition, clothing, shelter, supervision, medicine, and medical services that a prudent person would consider essential for the well-being of the child; or a caregiver’s failure to make a reasonable effort to protect a child from abuse, neglect, or exploitation by another person. § 827.03, Fla.Stat.; see also Chapter 39, Fla.Stat.

Caregiver. A caregiver means a parent, adult household member, or other person responsible for a child’s welfare. § 827.01, Fla.Stat.

Mandated Reporter. 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 is a mandatory reporter. § 39.201(1)(a), Fla.Stat.

Professionally Mandated Reporter. Anyone who is legally obligated to report known abuse and must also identify themselves when reporting. These include, but are not limited to: nurse; health or mental health professional; school teacher or other school official or personnel; social worker, day care center worker, or other professional child care, residential or institutional worker; and law enforcement officer. Refer to § 39.201, Fla.Stat. for information.

Bullying and Harassment. Bullying and harassment are prohibited. Refer to §1006.147(3), Fla.Stat., for further information. For Bullying Prevention, visit <https://www.fl DOE.org/safe-schools/bullying-prevention.stml>.

IV. Guidelines and Responsibilities

A. Mandatory Reporting of Child Abuse, Abandonment, or Neglect.

If a person believes that child abuse or neglect has occurred, they are required by law to call the Florida Department of Children and Families (“DCF”). The Florida Abuse Hotline accepts reports 24 hours a day, seven (7) days a week. The number is 1-800-962-2873. Abuse can also be reported online at <http://www.myflfamilies.com/service-programs/abuse-hotline> or via facsimile to 1-800-914-0004. Remember to document your call with the name of the person who answered your call, the time of the call, report number, and any other information that is pertinent. Refer to § 39.201, Fla.Stat., for mandatory reporting requirements. Also see § 794.027, Fla.Stat., regarding the duty to report sexual battery.

If you believe a child is in immediate danger, please notify FAMU Department of Campus Safety & Security (“Campus Police”) at (850) 599-3256 or dial 911.

University staff, faculty, and administrators are required to cooperate with law enforcement and/or DCF investigations and report to the University’s Office of Equal Opportunity Programs/Title IX at (850) 599-3076. Please refer to [Florida Board of Governors Regulation 3.002, Penalties for Failure to Report Child Abuse](#) and [University Regulation 1.019 \(16\) Reporting Suspected Violations, University Code of Conduct](#). FAMU staff, faculty, and administrators who willfully fail to report a case of suspected child abuse or neglect will be subject to disciplinary action, up to and including termination.

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B. Minors on campus.

1. Employee Guidelines. Employees must always obtain supervisory approval, prior to bringing minors into the workplace. If approved by the supervisor, the following apply:

- a. Minors are not to be brought to work on a regular basis.
- b. A release/waiver must be signed by the parent or legal guardian, and kept by a Department supervisor with the name of the minor.
- c. Supervision by the parent or guardian is required at all times.
- d. Minors may not be left unattended or with other employees.
- e. Minors may not interfere with workplace activities. If minor(s) interfere, the employees will be asked to leave and will have to use leave time.
- f. Minors who have or are suspected of having a contagious or infectious condition (i.e. flu, Covid-19, fever, pink eye, etc.) may not be brought to work because of the risk they pose to the University community.
- g. Confidentiality and privacy must be maintained regarding student records at all times.
- h. Some departments, due to the nature of their operation, may prohibit employees from bringing minors to the workplace. Department heads must document the determination, communicating and consistently applying it to the department.

2. Student Guidelines.

Unsupervised minors are not allowed on campus. Students are expected to arrange for their personal child care in such a manner as to prevent the involvement of the University. The following guidelines apply to students bringing minors on campus.

- a. Students may not bring minors to class or leave them unattended on the University campus for any reason. This includes leaving minors alone in the libraries.
- b. Supervision by the parent or legal guardian is required at all times.
- c. Minors who have a contagious or infectious condition may not be brought to on campus because of the risk they pose to the University community.
- d. Minors are not allowed in the high-risk areas.
- e. Should a minor become disruptive, the student and minor may be asked to leave.

3. Visitor and Third-Party Guidelines. The following applies when the University hosts events that are appropriate for minors to attend:

- a. Supervision by the parent or legal guardian is required at all times.
- b. Parents or legal guardians must assure that minors are not disruptive.

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- c. Parents or legal guardians must not leave minors unattended.
- d. Minors are not allowed in the high-risk areas.
- 4. High-Risk Areas. Minors are not permitted in high risk areas that include, but are not limited to:
 - a. Laboratories, shops, studios, mechanical rooms, power plants, garages, and food preparation areas.
 - b. Any areas, indoors or outdoors, containing power tools or machinery including those with exposed moving parts.
 - c. University vehicles or motorized vehicles including law enforcement vehicles and golf carts.
 - d. Offices of the Department of Campus Safety & Security (Campus Police).
 - e. Any other high-risk areas such as stairwells, elevators, doorways, rooftops, and construction zones.
- 5. Use of University facilities by minors.
 - a. All supervised minors participating in a University-sponsored program or a non-University sponsored program taking place on University property are generally permitted use of identified facilities, e.g., athletic fields, public spaces, restrooms, academic buildings, food service areas, etc., but the University reserves the right to restrict anyone, including minors, from certain areas or facilities, or from utilizing specified equipment.
 - b. Minors are permitted at events and venues open to the public. However, the University reserves the right to determine, in its sole discretion, whether selected events or venues are appropriate for unescorted or unsupervised minors.
 - c. Minors are prohibited from entering laboratories and other areas where significant potential safety hazards and liabilities may exist, and where strict safety precautions are required except while participating in properly supervised University-sponsored events or programs taking place on campus.

C. Summer and Youth Programs involving Minors.

University-sponsored programs and non-University sponsored programs:

Both University-sponsored and non-University sponsored programs are coordinated through the [Office of Continuing Education](#). For further information regarding background checks and training for persons who supervise minors, visit or call the Office of Continuing Education at (850) 599-3474. In addition, the requirements herein supplement all Summer Camp Manuals, Policies, and Requirements.

D. Standards for Interactions/Behavioral Guidelines:

The following guidelines are not exhaustive.

- 1. University staff, faculty, visitors, volunteers, contractors, and students are expected to set and maintain appropriate boundaries in all circumstances involving minors. All individuals interacting with minors must be mindful of what is and is not appropriate conduct and must exercise discretion at all times and avoid questionable situations.

2. Minors must be supervised at all times by responsible adults while on campus. If possible, there should be two (2) or more responsible adults present at all times in all activities with minors. Efforts should also be made to conduct such interactions in an open area and in open view of others. Interactions with minors behind closed doors and/or out of view of others must be avoided. One-on-one contact with minors shall be avoided where practical and/or possible. Also refer to [§ 794.05, Fla.Stat.](#), Unlawful Sexual Activity with Certain Minors (16 or 17 years of age).

3. Do not communicate with minors via email, text messages, or in any social media platform unless there is a clear educational and/or program-related purpose. When communicating with a minor, include another supervising adult in the message.

4. Do not photograph, video, or otherwise record minors unless it is a part of an official University activity and permission has been granted/obtained from the parent/guardian.

5. Do not engage in inappropriate language or content such as sexually suggestive remarks, violent references, or share adult-themed materials with minors.

6. Physical contact with minors should be avoided, unless required as a part of the structured activity and must be limited and appropriate.

7. Good judgment and discretion must be exercised in bathrooms, locker rooms, and other similar areas with minors.

8. Do not provide to minors and/or engage in the use of alcohol or illegal drugs, or be under the influence of alcohol or illegal drugs during the program or activity.

9. Do not drive minors in your personal vehicles or have minors in your personal homes without parents/legal guardians present.

E. General

1. **Non-Compliance.** This Policy is designed to safeguard and protect minors when they are on campus and to ensure University compliance with mandatory reporting requirements. Failure to comply with federal and state law, and University policies including this Policy, will be grounds for disciplinary action under applicable University regulations and collective bargaining agreements.

Larry Robinson

Larry Robinson, Ph.D.
President

02/15/2022
Date

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Dr. Maurice Edington
Responsible Vice President

2/14/22
Date

Attachments:	N/A
Hyperlink Addresses:	N/A