

MINORS ON CAMPUS CHECKLIST FOR AUTHORIZED ADULTS/PROGRAM STAFF

The following requirements apply to any Authorized Adults/Program Staff. Authorized Adults/Program Staff are defined in The University of Southern Mississippi's ("USM") Minors on Campus policy as "Individuals, paid or unpaid, 18 years or older, who interact with, supervise, chaperone, or otherwise oversee minors in program activities, or recreational, and/or residential facilities. This includes but is not limited to faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, and independent contractors/consultants. The Authorized Adults' roles may include positions as counselors, chaperones, coaches, instructors, etc. For the purposes of this policy, the term "Program Staff" is also assigned this definition. This definition does not include temporary guest speakers, presenters, and other individuals who have no direct contact with program participants other than short-term activities supervised by Program Staff."

Prior to working with minors, all Authorized Adults/Program Staff must complete the following on an annual basis:

- 1) request a background check by completing the [Request for Background Check form](#)
- 2) pass the background check for more information on background checks- see the following page- [FAQ - Background Checks | Employment and Human Resources | The University of Southern Mississippi \(usm.edu\)](#)

ANNUAL REQUIRED TRAINING COURSES

(Annual Training requires completion of each of the following courses one year from the prior completion date)

- 3) view the Child Abuse Compliance Course available for completion by completing the [Child Abuse Course Request Form](#) at least seven (7) days prior to the start date of the program or activity involving minors. [Within three business days of receiving the request, The Office of Compliance and Ethics will then send you a link to access the compliance system.]
- 4) complete the *USM Minors on Campus Training Module* accessible at- <https://USM-Office-Of-Compliance-and-Ethics.screencastr.com/watch/c3h10YVYS5B>
- 5) complete the *USM Minors on Campus Quiz* accessible using the following link- <https://forms.office.com/r/da7jqUAayL>
- 6) review of the entire [Minors on Campus Policy](#).
- 7) navigate to the [Forms and Instructions section of the Minors on Campus policy](#) to print and sign the Acknowledgment of Understanding: University Minors on Campus Policy form confirming understanding and agreement to abide by the terms of the Minors on Campus Policy.
- 8) attend mandatory training provided by the Sponsoring Unit and/or program ("Unit training") which must include, at a minimum, the following information about responsibilities and expectations required under this policy: a) procedures under this policy; b) appropriate crisis/emergency responses; c) safety and security precautions; d) addressing medical emergencies; e) university responsibility/liability; f) how to report suspected child abuse in accordance with this policy; and g) protecting participants from abusive emotional and physical treatment, which could include reviewing the following resources that are referenced in the policy- such as [Preventing Child Sexual Abuse](#) and [Child Abuse and Neglect Signs and Symptoms](#). The Department must retain these attendance records.

Attendance records indicating who completed the Unit training and when they completed the training must be retained along with the signed Acknowledgment of Understanding (Form A), and certificates of completion of courses (Child Abuse and Minors on Campus [received after completion of course and passage of quiz]). All units/departments are subject to being audited by The Office of Compliance and Ethics.

VOLUNTEERS

Those who are volunteering, including those volunteering in any capacity whether they are employees or non- employees, must return a completed Volunteer Data Form to USM Human Resources. The Volunteer Data Form can be accessed from the [HR Forms page](#) and then finding the form from the list.

QUESTIONS:

If you have any questions about the checklist, email compliance@usm.edu