



MINORS ON CAMPUS POLICY

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A. PURPOSE

This policy ensures the appropriate Supervision and protection of Minors while visiting a Campus of Douglas College (the College), attending College-sponsored Programs or events, or participating in User-sponsored Programs or activities that utilize Campus facilities. The policy also sets out the requirements that must be followed regarding Minors on Campus.

B. SCOPE

This policy applies to all members of the College Community who are involved in organizing or delivering Programs involving Minors; who operate Programs or activities involving Minors on Campus; or who otherwise work with Minors in the course of carrying out their on-Campus duties and responsibilities.

Limitation of Scope

This policy does not apply to Minors Enrolled as Students, who are subject to the rights, duties and responsibilities applicable to Douglas College Students.

C. DEFINITIONS

Campus: All Douglas College premises, owned and/or leased, including grounds and/or facilities used in partnership with other parties.

College Community: All College Employees, Students and Board members, and any other person who is contractually obligated to comply with this policy.

College Employee: An individual who is employed or engaged by the College to instruct or supervise Minors in on- or off-Campus settings, or who is otherwise employed by Douglas College.

College-sponsored: Authorized by the College and organized, delivered and supervised by College Employees.

College Student: Any individual enrolled in a Program of study or registered in credit or non-credit courses at Douglas College.

Instructor: A Douglas College faculty member.

Minor: An individual under the age of 19.

Minors Enrolled as Students: College Students under the age of 19 who are enrolled in a Program of study or registered in credit or non-credit courses at Douglas College.

On-Site Program Operator: The Programmer/Coordinator who is responsible for being physically on Campus during the course of the Program; in the absence of the Programmer/Coordinator, that individual's Responsible Administrator.

Program: Any College course or activity, regardless of its location, that is provided or delivered by, or is under the direction or control of, the College, and any course or activity that is provided by a User and offered, in whole or in part, on Campus or utilizing College facilities.

Programmer/Coordinator: The individual responsible for the development, operation, delivery and oversight of the Program.

Responsible Administrator: The College Employee who is responsible for the Department/Faculty under the auspices of which the Program is offered; typically the supervisor of the Programmer/Coordinator.

Responsible Adult: A parent, legal guardian or other adult, including but not limited to a College Employee, who is responsible for escorting the Minor(s) to or from Program activities or supervising the Minor(s) while on Campus or participating in Program activities.

Supervision: The provision of oversight, monitoring and direction to Minors by a Responsible Adult with a view to safeguarding the health, safety and well-being of the Minor(s).

Unsupervised: Without the Supervision of a Responsible Adult.

User: A person, organization or individual authorized by the College to use the Campus or the College's facilities or services for the purpose of providing any services or Programs to Minor(s), including but not limited to College contractors; individual(s) attending College events, such as athletic or performing arts events, or conferences; facility renters; and Users of services such as the cafeteria or library.

User-sponsored: Organized, delivered and supervised by a User of Campus facilities.

D. POLICY STATEMENTS

1. Douglas College Campus grounds and infrastructure are designed to provide an environment conducive to the learning and working activities of College Students and Employees. The College encourages safe, supervised Campus visitations by Minors for the purposes of making decisions about their academic future and for attending lessons, day camps and developmental, cultural and/or sporting events. The College takes seriously its commitment to provide a safe and appropriate environment.
2. Minors found Unsupervised will be reported to Campus Security, who will follow established security protocols to return the Minors to their Responsible Adult.
3. All College Employees having direct contact with Minors while delivering Programs will be required to undergo a criminal record check and other screening and training, as appropriate.

Standards Pertaining to Minors on Campus

All Minors

Minors participating in a Program on Campus are generally permitted the supervised use of the Campus facilities identified for that Program. The College reserves the right to restrict anyone, including Minors, from use or access to certain areas or facilities or from utilizing specified equipment.

Minors under the age of 13

Except as otherwise authorized by the College, Minors under the age of 13 must be supervised at all times by a Responsible Adult while present on Campus.

Minors ages 13-18

Minors ages 13-18 not participating in a Program on Campus may have limited use of College facilities that are open to the public (e.g., the cafeteria) as long as these Minors satisfy the College's expectations regarding the standards of student conduct and adhere to the reasonable direction of representatives of the College. Minors engaging in inappropriate conduct may be directed by a representative of the College to leave the Campus.

Minors ages 13-18 may attend Unsupervised at events and venues on Campus that are open to the public. Examples of such events include athletic contests, musical or dramatic performances and Campus tours. The College reserves the right to determine, in its sole discretion, whether selected events or venues are appropriate for Unsupervised Minors.

Minors in Classrooms

Access to classrooms and instructional areas is restricted to enrolled College Students or to Program participants or others who are authorized by the College to use or access such spaces. On-Site Program Operators and Instructors are responsible for ensuring that individuals, including Minors, who attend Programs or classes or other instructional activities on Campus are properly enrolled or have been authorized to attend (e.g., to make special announcements, guest lecture, or other authorized reasons).

On-site Program Operators and Instructors have the discretion to make exceptions in special circumstances (e.g., due to temporary, unforeseen emergencies). In these cases, the On-Site Program

Operator or Instructor is responsible for confirming that appropriate arrangements for the safety and Supervision of the Minor are made, including, where appropriate, by requiring the Minor to remain in the classroom and not wander Unsupervised to other parts of the Campus.

Minors in Offices/Work Areas

Minors may be permitted in offices/work areas on Campus at the discretion of the Responsible Administrator to facilitate short, occasional visitation by a Minor accompanied by a Responsible Adult, or to accommodate unforeseen emergencies and then, only when a Responsible Adult is present and able to attend to the care and welfare of the Minor. Minors must not be present in circumstances where they would interfere with normal operations and/or circumstances that would expose the Minor to a potential health or safety hazard (e.g., science labs or areas with moving equipment or power tools).

E. PROCEDURES

[Standard Operating Procedures](#) (for internal users only)

- *Minors on Campus*
- *Lost/Found Minor Child*

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

[Administration Policies](#)

- *Occupational Health and Safety*
- *Respectful Workplace*
- *Standards of Student Conduct*

[Educational Policy](#)

- *Admission*

G. RELATED ACTS AND REGULATIONS

- [Age of Majority Act](#) [RSBC 1996], ch. 7
- [Child, Family and Community Service Act](#) [RSBC 1996], ch. 46

H. RELATED COLLECTIVE AGREEMENTS

- [Collective Agreement between Douglas College and the BC Government and Service Employees' Union \(BCGEU\)](#)
- [Collective Agreement between Douglas College and Douglas College Faculty Association \(DCFA\)](#)