

STANDARD OPERATING PROCEDURE (SOP)

DOCUMENT ID: SOP-097 VERSION #3	TITLE: MINORS ON CAMPUS	SEARCH KEY:
PURPOSE:	<ul style="list-style-type: none"> To outline the process for assuring appropriate oversight of a program involving Minors on Campus. 	POST TO: Public Website <input checked="" type="checkbox"/> DC Connect <input checked="" type="checkbox"/>
SCOPE (Applies To):	<ul style="list-style-type: none"> COLLEGE ADMINISTRATORS (i.e., Deans/Associate Deans/Directors, etc.) COLLEGE EMPLOYEES EXTERNAL CLIENTS FACILITIES/SITE SERVICES 	
STATUS: FINAL	AUTHOR: S. ELLIOTT, DIRECTOR, SAFETY, SECURITY & RISK MANAGEMENT CONTACT INFORMATION: 604-527-5828	CREATED: 2015/09/04 (yyyy/mm/dd)
	RESPONSIBLE OWNER: VP, ADMINISTRATIVE SERVICES & CFO	
PROCESS REVISIONS:	REVISION AUTHOR: As Above	REVISED: 2024/02/06 (yyyy/mm/dd)
RELEVANT FORMS:	<ul style="list-style-type: none"> Notification of Program Involving Minors on Campus Informed Consent and Authorization Form for Minors Code of Conduct for Douglas College Programs or Activities Involving Minors 	REVISED: 2024/02/06 (yyyy/mm/dd)
ACCORD/POLICY APPROVAL BODY:	<ol style="list-style-type: none"> M. CONKLIN, MANAGER, OCCUPATIONAL HEALTH & SAFETY M. COSTANTINO, DEAN, LANGUAGE, LITERATURE & PERFORMING ARTS J. DOHERTY, MANAGER FACILITIES SERVICES, (NW) E. GLANVILLE, MANAGER, FUTURE STUDENTS' OFFICE, PUBLIC AFFAIRS, P. HAMBLER, DIRECTOR, STUDENT AFFAIRS & SERVICES D. JACKSON, MANAGER FACILITIES SERVICES (COQ) K. JANSSEN, SENIOR HR MANAGER, INFORMATION SYSTEMS & COMPENSATION, HUMAN RESOURCES B. MCLENNON, DIRECTOR, ATHLETICS & RECREATION D. MUNRO, PROGRAMMER, SPORTS INSTITUTE T. ROSSEEL, COLLEGE LIBRARIAN & DIRECTOR, LEARNING SERVICES S. VELASCO, MANAGER,ATHLETICS & RECREATION OPERATIONS 	DATE APPROVED: 2024/02/06 (yyyy/mm/dd)
QUALITY ASSURANCE FORMAT APPROVAL: <input checked="" type="checkbox"/> ADMINISTRATORS' COMMUNITY OF PRACTICE (ACP) SOP SUBCOMMITTEE <input checked="" type="checkbox"/> THOR BORGFORD, VICE-PRESIDENT, ACADEMIC & PROVOST		DATE APPROVED: 2024/02/08 (yyyy/mm/dd)

RELEVANT POLICY:	Douglas College Policies <ul style="list-style-type: none"> Minors on Campus Policy
RELEVANT ACRONYMS & DEFINITIONS:	<p>DC: Douglas College</p> <p>External Clients: External individuals or organizations who request use of College facilities</p> <p>Minors: An Individual under the age of 19</p> <p>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.</p> <p>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.</p> <p>Program or Activity: 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.</p> <p>Programmer/Coordinator: The individual responsible for the development, operation, delivery and oversight of the Program.</p> <p>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.</p> <p>SSRM: Safety, Security & Risk Management</p> <p><i>*Note: For definitions, refer to Minors on Campus Policy</i></p>

PREAMBLE:

For any College program or activity that involves **Minors**, there must be a designated/assigned **On-Site Program Operator** to be physically present during the activity. Programs or activities involving **Minors** on campus may include, but are not limited to:

- Children's Day Camps
- Cultural and Sporting Events
- Developmental Programs
- Informational Sessions and Lessons
- Campus Tours
- Daycare

Please note: All **College Employees** who have the potential for unsupervised access to **Minors** while

delivering a program or activity:

- Must successfully complete a *Vulnerable Sector Criminal Record Check* prior to the program or activity, and,
- Are required to complete a DC minors on campus safety orientation session, which is facilitated by the **Safety, Security and Risk Management (SSRM) Department**

LIMITATION OF SCOPE

This SOP does not apply to **Minors enrolled as students**, who are subject to the rights, duties, and responsibilities applicable to Douglas College students.

COLLEGE-SPONSORED PROGRAMS OR ACTIVITIES

STEPS:

1. A **College Employee** who is considering a program or activity involving **Minors** will:
 - i. refer to Douglas College Policy [Minors on Campus](#) ; and,
 - ii. identify the **Programmer/Coordinator** of the activity and the ***On-Site Program Operator** (*Note: This may be the same individual as the Programmer/Coordinator for the program activity/event.)
2. The responsible **Programmer/Coordinator** will ensure that any **College Employees** who have the potential for unsupervised access to **Minors** participating in a program or activity will:
 - i. Successfully complete a Vulnerable Sector Criminal Records Check, facilitated through Human Resources, and,
 - ii. Complete a DC minors on campus safety orientation session, facilitated by SSRM.
3. The **Programmer/Coordinator** will complete a [Notification of Program Involving Minors on Campus](#) form* and submit to their **Responsible Administrator** for approval a minimum of two weeks before the program or activity start date. This ensures sufficient lead-time to meet the requirements of this SOP in advance of the program or activity.
*Summer Camp programs do not complete this form.
4. The **Responsible Administrator** is responsible for authorizing and submitting the approved *Notification of Program Involving Minors on Campus* form to **SSRM**, a minimum of one week prior to the program or activity start date, via email to riskservices@douglascollege.ca, and copying the **Programmer/Coordinator**.
5. SSRM will ensure that campus/site Security are notified of the planned program or activity.
6. In advance of **Minor(s)** participating in the program or activity, the **Programmer/Coordinator** will ensure that both the [Informed Consent and Authorization Form for Minors](#)*, and [Code of Conduct for Douglas College Programs of Activities Involving Minors](#) forms (located on

STEPS: (cont.)

[DC Connect Forms](#) are completed by the **parent/guardian** of each **Minor** participating in a College sponsored program or activity**.

*Note: The **Programmer/Coordinator** must complete the **Responsible Administrator** contact information on Page 3 before sending the form to the **parent/guardian** for signature.

These forms are not required for a **Minor participating in a high school coordinated program or activity, campus tours or information sessions open to the public, or for **minors enrolled as students**.

7. The **Programmer/Coordinator** will be responsible for collecting the completed authorized forms from each **parent/guardian** prior to the program/activity start date. SSRM does not require a copy. Signed forms will be retained by the Administrator for reference as required. Use the [Records Retention Schedule](#) for Douglas College to determine how long these records must be kept on file.

EXTERNAL CLIENT PROGRAMS OR ACTIVITIES:

STEPS:

1. An **External Client** who at the time of application is considering using College facilities for a program or activity involving **Minors** will:
 - i. Refer to the Douglas College Policy: [Minors on Campus](#);
 - ii. Contact [DC Room & Event Booking](#) (for *Coquitlam* or *New Westminster* Campus) to check availability for the program or activity dates, and to confirm that the program or activity involves **Minors** on campus;
 - iii. Include the event date, time, name, and cell phone number of the **On-Site Program Operator** in their request.
2. **Facilities/ Site Services** will consult with **SSRM** for any risk-related concerns associated with the program or activity.