

## **Guidelines for Student Organizations Hosting Events with Minors**

1. All student organizations and student groups, including school-based student organizations, sponsoring events involving direct contact with minors must register the event with the Division of Student Affairs through the William Pitt Union and O'Hara Student Center Reservations Office. Direct contact is defined by law as care, guidance, supervision or control of minors, or routine interactions with minors.
2. All student organizations hosting potential undergraduate recruitment events must get approval from the Chief Enrollment Officer.
3. If minors are involved in a student-sponsored event, faculty or staff members with security clearances (the "Individuals with Clearances") must be present during the entire event. Please refer to University of Pittsburgh Policy and Procedure 06-04-01 for an explanation of the required clearances.
4. Student Volunteers having direct contact with minors must have successfully completed the: (i) Pennsylvania State Police Criminal Record Check, (ii) Pennsylvania Department of Human Services Child Abuse History Clearance, and (iii) FBI Criminal Record Check. Student Volunteers must obtain and submit the clearances to the Division of Student Affairs. A limited exception exists whereby, under certain conditions, Volunteers who lived in Pennsylvania for the past 10 years do not need to obtain the FBI Criminal Record Check. Please consult with the Division of Student Affairs about the necessary requirements to invoke this exception. Volunteers for the University shall provide the clearances to the University in advance of the on-campus volunteering activity so that the University can review and determine whether the Volunteer may be permitted direct contact with minors on campus.
5. Student organizations must declare on their event reservation form that minors will be in attendance at their event, identify the number of minors anticipated, and identify the Individuals with Clearances who will be present during the event. The Individuals with Clearances must be present at all times the minors are present, such as during and after the event
6. Student organizations on their event registration form must identify all student volunteers and indicate whether such volunteers have the required clearances. The University must review the original clearances prior to the volunteer activity.
7. All events must have an appropriate Individuals with Clearances-to-Participant ratio, which will be determined by the Division of Student Affairs based on the information provided to the Division of Student Affairs.
8. If a student organization plans to meet with the same group of minors on a routine basis, its members will be required to follow the University guidelines regarding minors, including the criminal background check requirements.
9. At least two Individuals with Clearances must be present when minors are present at all times. The organization should not allow an adult to be alone with minors barring emergency or exceptional circumstances.

10. The Individuals with Clearances should take the University's on-line training concerning protecting minors from abuse which can be found at: [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu)
11. Participants may not touch a minor any place normally covered by a swimsuit-except for medical reasons, and even then only in the presence of another adult. This does not prohibit emergency medical treatment or first aid.
12. Participants may not transport any minor in a vehicle.
13. Participants may not have contact with minors after the event or through social media.
14. At the end of the program, release minors only to pre-authorized adult individuals.
15. Volunteers must report suspected child abuse that has any connection to the University as follows: Anyone affiliated with the University who has reasonable cause to suspect child abuse, including but not limited to sexual abuse, shall make an immediate and direct report to ChildLine either electronically at [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis) or by calling 1-800-932-0313. Immediately thereafter, the individual must also make an immediate and direct report to the University Police or the Office of General Counsel. Retaliation is strictly prohibited against anyone who makes a good faith report of suspected child abuse or who participates in a related investigation. More information on reporting child abuse is available here: <http://keepkidssafe.pa.gov/>. After reporting as set forth in Paragraph 15, if applicable, volunteers must immediately report problems or issues to the Pitt Police and the Division of Student Affairs.