ADMINISTRATIVE POLICY STATEMENT

Policy Title: Protection of Children Participating in University-Run and University-Contracted Programs for Children

APS Number: 7009  APS Functional Area: RISK MANAGEMENT

Brief Description: Outlines the campuses’ responsibilities to protect children while they are participating in programs for children on campus.

Effective: August 1, 2017
Approved by: President Bruce D. Benson (Pending)
Responsible University Officer: Sr. Associate Vice President, Business Operations
Responsible Office: University Risk Management
Policy Contact: University Risk Management 303-860-5682
Supersedes: N/A
Last Reviewed/Updated: August 1, 2017 (Pending)
Applies to: The policy applies to all university-operated and university contracted programs for children and any unaffiliated program operators who operate programs for children on university-owned facilities.

Reason for Policy: To clarify expectations and outline campus requirements to provide for the protection of children who are participating in programs for children.

I. INTRODUCTION

The University of Colorado offers many educational, cultural, service learning, volunteer, athletic and other programs specifically for children. Protection of children is everyone’s responsibility. Campuses should ensure that programs for children on their campus are designed and operated to comply with state and federal law as well as this policy and related procedures.

II. POLICY STATEMENT

A. General Compliance

When operating programs for children, the university’s primary responsibility is to protect the health and safety of participating children. Any program for children is subject to all of the University of Colorado rules, policies and compliance obligations, and to state and federal law.

An employee who suspects that a child participating in a program for children is being abused, mistreated or neglected shall report such information to law enforcement immediately and shall also notify their supervisor and/or the campus administrator. University employees who are mandatory reporters under Colorado law (see C.R.S. § 19-3-304) shall report pursuant to the provisions in that law.

This administrative policy statement (APS) applies to all university-operated and university-contracted programs for children and to all unaffiliated program operators.
B. Campus Policy and Approval Process

1. Each campus shall adopt a policy to govern the protection of children on campus. Such campus policy shall:
   a) Designate a campus administrator(s) who is responsible for tracking and reviewing programs for children and/or contracts with unaffiliated program operators;
   b) Require campus program operators to provide the designated campus administrator(s) sufficient information to inform campus administrators of the children’s participation in a program for children and ensure that the children will be safely cared for. Such information shall include, at a minimum, the nature of the program, the program’s date and location, and the approximate number and age of participating children;
   c) Require any program operator to comply with the established relevant campus background check policy;
   d) Require each program operator to consult with University Risk Management to determine whether additional insurance is necessary;
   e) Require each program operator to follow written campus protocols for the protection of children as well as use any campus forms governing registration and operation – or adopt such protocols and forms – in the absence of campus approved protocols and forms;
   f) Require program operators to include terms in their agreements with unaffiliated program operators which protect the Children as well as the University. At minimum, the unaffiliated program operator must agree to provide insurance and indemnification as outlined in APS 7001- Insurance and Indemnification Requirements for Use of Facilities by Non-University Groups, to comply with this APS and the campus’s child protection policy, and to submit to a compliance audit if requested by the campus or program operator.

2. Each campus shall submit its campus policy to the Office of Policy and Efficiency not later than February 1, 2018. The Office of Policy and Efficiency, with advice from the Office of University Counsel and Risk Management, shall review each campus policy to ensure that it complies with the requirements of this APS. Campus policies shall be reviewed for compliance with the APS in conjunction with periodic review of this APS.

III. DEFINITIONS

Terms used in this Administrative Policy Statement are defined in the Administrative Policy Statement Glossary or, if specific to this policy, are defined below:

1. Child or Children: individuals under the age of 18, who are not current students or employees.
2. Program for Children: a university program operated exclusively or primarily for children left in university care without parent or guardian supervision and that requires registration. Any child care center operated on campus pursuant to C.R.S. §§ 26-6-101 to -121 complies with state laws and regulations applicable to a child care center. These laws and regulations exceed the standards set forth in this policy.
3. Program Operator: a university unit that operates a program for children or that contracts with an unaffiliated program operator to operate a program for children.
4. Unaffiliated Program Operator: a third party who enters into an agreement with the University to operate its own program for children using university facilities.

IV. RELATED POLICIES AND PROCEDURES

A. Administrative Policy Statements (APS) and Other Guidelines

   i. APS 5050-Background Checks
   ii. Risk Management
      1. Camp Activities
      2. Volunteer, Trainee and Minor Participants
      3. APS 7001-Insurance and Indemnification Requirements for Use of Facilities by Non-University Groups

1 Should a system organizational unit wish to pursue a university program for children, it must adopt a process for approval of the Program for Children that substantially complies with the requirements of Section II.B.

2 Reference to the compliance deadline in this paragraph will be eliminated after each campus submits its policies in compliance with this APS.
iii. **APS 5014-Sexual Misconduct**

B. Related Campus Policies
   i. CU Boulder- Child Protection Policy
   ii. CU Colorado Springs
   iii. CU Denver
   iv. CU Anschutz Medical Campus

V. **HISTORY**

- Policy adopted August 1, 2017 (Pending)