



## Minor Guidelines

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### PURPOSE

The University of Colorado has a variety of activities involving minors. The purpose of these guidelines is to assist University personnel in protecting minors while involved in activities associated with the University.

### SCOPE

These guidelines apply to the participation and activities of any minor under the supervision of the University of Colorado. States vary in their definition of the age of majority. In Colorado 18 is commonly used to define minors. Contact your campus legal counsel for more specific information depending on your program. Examples of activities involving minors include pre-collegiate programs, tours, trainees/interns, volunteers, employees, camps, community outreach and student organization activities. These activities can take place on or off campus.

### RESPONSIBILITY/ACCOUNTABILITY

#### Programs with Minors

Programs should establish written procedures to implement these guidelines. The [Minor Checklist](#), [Volunteer Checklist](#) and [Trainee Checklist](#) will assist in developing your program and help ensure compliance with other applicable laws and policies including those referenced below.

- Fair Labor Standards Act
- Federal and State Youth Employment Laws
- HIPAA, FERPA
- Research
- Mandatory Reporters of Child Abuse and Neglect
- CU Denver Minors in Laboratories and Animal Facilities Policy
- Background Checks

Please refer to the URM Camp Activity Guidelines for camp-specific information.

#### Supervisors for Programs with Minors

Supervisors are responsible for oversight. They are to familiarize themselves with, and utilize, this document and the checklists along with applicable university and campus policies and procedures related to the activity. Faculty and staff working with minors are subject to background checks.

#### Minors

Minors are expected to adhere to university policies, including but not limited to those policies concerning alcohol and drug use, vehicle use, student conduct, sexual harassment, diversity, and non-discrimination.

## **University Risk Management (URM), Human Resources, and University Counsel**

The departments can provide consultation and guidance to CU campuses related to minors involved with university programs. URM documents are found on the [URM website](#) or contact your campus risk manager.

### **GENERAL GUIDELINES**

#### **Program or Activity Considerations**

In developing a program or activity where minors are involved, please review federal and state laws, university and campus policies and best practices applicable to minor activities. Best practices may come from other universities, camp associations, and other similar entities with minor programs. Please refer to the [Minor Checklist](#) for additional considerations.

#### **Safety Considerations**

Those in charge of programs, activities and spaces on campus are responsible for addressing risk issues for minors. Identify the hazards of the activity including hazards related to the location of the activity and identify the steps to manage and/or mitigate the identified hazards.

The following require special attention as they can increase the risks of activities with minors:

- alcohol and controlled substances
- inadequate supervision and unstructured time
- inadequate staff qualifications or facilities
- transportation
- failure to obtain appropriate waiver or consent
- environment that provides opportunity for sexual molestation and abuse

### **MINOR WAIVER AND CONSENT CONSIDERATIONS**

Minor consent/waiver templates can be found on the URM website or contact your campus risk manager. The templates are to be tailored to the specific minor activity. The forms act as both consent and waiver forms. They identify the hazards and potential consequences of the activity, the university supervisor name and contact information, and the training and safety requirements.

#### **Templates for Short-term, Lower Hazard Activity**

**Participants (visitor, observer, shadow):** The [Participant Notice of Risk and Waiver](#) can be used for minors involved in on or off campus activities and are to be signed by the minor and their parent/legal guardian. The waiver advises that participants are responsible for their own behavior and resulting consequences. The university is not liable for loss, damage or injury.

**Volunteers:** The [Volunteer Notice of Risk and Waiver](#) can be used for minors when the participation would be considered a short-term, low hazard activity where badging is not necessary. It establishes a volunteer relationship for the activity; communicates the identified hazards; and confirms that workers' compensation does not apply.

#### **Templates for Re-occurring or Extended Activity**

**Consent for Minor Templates** are selected based on potential hazard exposure and used for longer term minor activities. They include minor's supervisor contact information; description of activities; list of hazards and their consequences; safety and

training requirements and protective and personal equipment; and consent to the exposures and emergency medical treatment.

[Minor Consent](#)

[Minor in Lab Consent](#)

**Depending on the activities of the minors other acknowledgements or waivers may be appropriate to include or delete from the templates provided.** Contact URM or your campus risk management for additional assistance.

All minor documents and signed forms should be kept by the campus unit in a secure location as required by the [APS 2006 - Retention of University Records policy](#).