# Programs Involving Children

# Program Compliance- Guideline Examples

Every program involving children must have program-specific procedures and guidelines in place to ensure that programs have thought through their program or event procedures and made efforts to communicate those procedures to program staff and volunteers. (In this document, the terms procedures, rules and guidelines are used interchangeably.) This policy template may be used to help guide programs in writing program-specific procedures and rules but should only be considered a starting place. Each program should consider additional safeguards that may be relevant and necessary for their program. **These example guideline questions to consider should be used to document and communicate program procedures and guidelines to staff and volunteers, not as a document for your files. This is a template for example purposes, please use the below language and example questions to consider to assist in drafting your own guidelines.** Your program should also consider which procedures are appropriate to share with parents and participants.

## Policy Requirements

According to the PIC policy, all programs must have programs-specific rules and procedures that, at a minimum, address the following:

* Incident reporting process.
* Transportation, including the transportation of children at the beginning and end of the program, to and from the program, and within the program, whether by parents, guardians, staff or others. University programs must also comply with IU policies regarding drivers and vehicles.
* Plans for weather emergencies, if the program is not inside a university facility where such plans are in place.
* Appropriate levels of access to and supervision of children.
* Appropriate physical contact and communication with children by personnel based on the age of children and the nature of the program activities.
* Appropriate forms including permission forms, medical contact information and liability waivers. Forms should be safeguarded and readily available.
* First aid and medical treatment as well as dispensing of medication, if applicable. Program personnel must have appropriate training.
* A statement that addresses respecting the privacy of Program participants, including changing clothes/taking showers, use of cameras/phones, and digital privacy.
* A statement that photos and videos of Program participants will not be used in promotional materials or social media by a PIC Program or Program personnel unless the participant’s parent or guardian executes a [release](https://vpgc.iu.edu/forms/media-release.html).

Programs including overnight stays or use of university residences by children shall have the following additional rules and procedures in place:

* Identification to be worn by staff members, and participants if appropriate
* Curfews
* Code of conduct for participants
* Substance-free housing and facilities
* Residential supervision

**Example Guidelines Information**

This document contains prompts and questions to consider when drafting programs rules, procedures, and guidelines. A general example of a questions you should consider is included for each program specific rule/procedure, be specific as you write the information for your program in terms of buildings, numbers, activities, etc. Each listed program rules/procedure listed are requirements of IU policy. The example questions may not fully address your program, so consider any unique circumstances. The section involving Overnight Stays may be eliminated if that does not apply to your program but review those elements in case, they are helpful.

**There is no requirement to have the Office of Public Safety approve your program procedures**, however, the office is available for help and review. Contact us at: iupic@iu.edu.

***The language written below is only an example and should be modified as appropriate to the program.* *Program guidelines should be used to document and communicate program procedures and guidelines to staff and volunteers, not as a fill-in-the-blank document for your file. These are example guideline questions for example purposes, please use the below language and examples to draft your own guidelines.***

Department Name

**Title of the Program or Event:**

**Date(s) of Program or Event:**

**Location(s):**

**Program Rules and Procedures:**

NOTE: All program rules and procedures for staff and volunteers should include the following information on reporting suspected child abuse and neglect.

### Reporting Suspected Child Abuse and Neglect

Indiana state law requires that **any person** who has reason to believe that a child is a victim of child abuse or neglect has an affirmative duty to make an oral report to the Department of Child Services (DCS) **1-800-800-5556** or to their local law enforcement or to the IU Police Department. Failure to report may result in criminal charges.

In addition to notifying DCS and/or local law enforcement, state law and the university also require that faculty, staff, students, volunteers, and other university personnel report any suspected abuse or neglect of minors on Indiana University property or as part of an Indiana University program, to the IU Superintendent of Public Safety.

### Transportation

Some questions to consider if you will be offering transportation:

1. Is your program following applicable IU policies on driving and vehicles?
2. What vehicle is being driven and does the driver have proper licensure?
3. Should there be restrictions on driving or who can drive?
4. Who is responsible for enforcing these rules?
5. Please describe transportation of children to and from the program. Specify who will be responsible for this transportation: parents, volunteers, or supervisors?
6. Where is drop off/pick up for children?

### Severe Weather and Emergencies

Outdoor programs have a lot more factors to consider when it comes to handling severe weather situations. Some additional questions to consider when writing your program guidelines include:

1. Are there any specific procedures relevant to your program’s activities?
2. Are there any shelter locations to identify, especially when a program will take place outside?
3. Describe the procedures for canceling the program due to weather and for notifying parents.

*IU’s Emergency Management and Continuity department offers information on handling a variety of emergency situations. It is recommended that you familiarize yourself* [*with this information*](https://protect.iu.edu/emergency-continuity/index.html)*.*

### Appropriate Access and Supervision of Children

The supervision of children section should be expanded on, as this is very dependent on the age of children and the program activities. Some questions to consider when writing your program guidelines include:

1. Does your program require one-on-one interaction and what safeguards will you have in place? (For example: tutoring in public view, no closed doors, etc.)
2. Are you going to establish any ratios of children to program staff/volunteers? (Ratios are not required and IU Public Safety does not have any established guidelines. This is up to the program to determine based on the age of children and nature of program.)
3. Is it appropriate to state that children may never be left alone without program staff/volunteer supervision? (Something to consider for younger children)
4. What considerations are needed for use of restrooms and locker rooms?

### Appropriate Physical Contact and Communication by Personnel with Children

Physical contact may be appropriate in certain situation, such as athletic activities. Consideration for the type of activity and age of participant should be considered. Some questions to consider when writing your program guidelines include:

1. What kind of physical contact is acceptable?
2. What kind of physical contact is always prohibited?
3. Should you include policies/guidelines about creating a certain tone or culture for your program?
4. Should certain types of communication be prohibited, such as electronic or social media?

### Appropriate Forms

This section may not be necessary if no forms are needed or used. This section may need to be expanded depending on the type of forms that are collected or the nature in which these forms will be collected and safeguarded.

Your program should have guidelines for collecting permission forms, video release, privacy statement, medical contact information, and liability waivers and how these forms should be safeguarded and readily available. Some information collected may be sensitive or private, so it is important to stress this to program staff/volunteers to ensure a collection process has been established. The Office of the VP & General Counsel should be consulted in determining if any type or release from liability form is necessary and approve any form(s) that are used.

### First Aid and Medical Treatment

The nature of the program, age of children, duration of the stay and training of program staff/volunteers should influence individual policies. Your program may choose to not be responsible for distributing medication or making the participant responsible for their own medication. Some additional questions to consider when writing your program policy guidelines include:

1. Where is the nearest first aid kit, AED, etc.?
2. How will medical emergencies be handled?
3. What are the procedures for storing and dispensing of any medication?
4. Are there other emergency procedures that need to be addressed due to the nature of your program?
5. Do you need to consider food allergies or other allergies like to medication or insect bites?

## Overnight Stays

The topics below must be considered when your program involves any type of overnight stay. Some topics may also be appropriate to address even if your program does not involve an overnight stay. The nature of the program may influence other language and/or other topics that should be included as part of this document.

* Identification- Program staff and volunteers should wear program issued name badges and staff shirts at all times.
* Curfew- Program staff and volunteers should ensure all participants are in their assigned rooms by [time] every night.
* Code of Conduct- Program staff, volunteers, and participants are expected to conduct themselves in a way that is respectful to others and the facilities used for the program. Everyone involved in the program should arrive on-time to program activities, dress appropriately and abide by any facility policy guidelines.
* Substance-Free Housing and Facilities Participants staying in IU on-campus housing facilities should abide by the policies and guidelines set by the campus and housing facility. If a participant stays off-campus, program supervisors should make sure that no alcohol, illegal substances, or firearms, are present where the participant is staying.
* Residential Supervision- All participants must stay in program-provided housing. When participants arrive, they will be assigned a room and a roommate. Programs staff/volunteers should take attendance prior to dismissing participants to their assigned rooms and when they first return in the morning.

### Privacy of Program Participants

A statement that addresses respecting the privacy of Program participants, including changing clothes/

taking showers, use of cameras/phones, and digital privacy.

### Photo and Video Statement

A statement that photos and videos of Program participants will not be used in promotional materials

or social media by a PIC Program or Program personnel unless the participant’s parent or guardian

executes a [release](https://vpgc.iu.edu/forms/media-release.html).

### Other Areas of Concern

There may be other areas that your program should address as part of this document. Think about other safeguards or safety concerns that may be applicable to your program such as special needs participants, unique locations, physical activities, and/or specific equipment. Consider what your program staff needs to know to maintain a safe environment and address situations that may arise.

### Contacts

It might be helpful to include any important program contacts in this document. A few examples are listed below, however, think about the key contacts for your program.

[Primary Program Contact]

[Secondary Program Contact]

[Facility Contact]

[Local Law Enforcement or Campus IU PD Contact]

Superintendent of Public Safety, 812-855-4296