



UCCS CAMPUS PROCEDURE

Procedure Title: Protection of Children on Campus Procedure

Related Policy: 100-019 Protection of Children on Campus

Functional Area: Administration

Effective: February 1, 2025

Procedure Primary Contact: Assistant Vice Chancellor of Accounting, 719-255-3310

I. Purpose

This procedure outlines the steps to ensure compliance with Protection of Children on Campus Policy and supports the University of Colorado Colorado Springs' ("University" or "UCCS") many educational, cultural, service learning, volunteer, athletic and other programs specifically for children. The protection of children is everyone's responsibility. UCCS wants to ensure that all its programs for children on campus are designed and operated to comply with state and federal law, as well as all policies and procedures.

II. Scope

This procedure applies to all employees, contractors, and vendors involved in educational, cultural, service learning, volunteer, athletic and other programs specifically for children on campus.

III. Procedure

A. General

In hosting *programs for children*, the University of Colorado Colorado Springs' paramount goal is to ensure the health and safety of participating *children*.

1. In addition to the UCCS Campus Policy 100-019 Protection of Children on Campus ("Policy"), each *program operator* shall comply with these Procedures.
2. The Chancellor has designated the Vice Chancellor for Administration and Finance ("VCAF") with responsibility for tracking and reviewing programs for children and/or contracts with *unaffiliated program operators* as reported to the Department of Event and Conference Services. The VCAF designates the Assistant Vice Chancellor of Accounting with responsibility over the Policy and Procedures.
3. The Policy and these Procedures apply to programs for children that: occur on university property, including on the main campus and satellite campus sites; occur on off-campus property if the university is hosting the program, including virtual programs; if children are left in the university's care with no adult supervision; or if the university is providing or donating resources or marketing a program.

- a. Examples include:
 - 1. Department A is partnering with a local organization to provide university space for a program at no charge and plans on including their UCCS logo on the marketing material. This program will need to comply with the Policy and Procedures.
 - 2. Department B is taking a program for unaccompanied children on a field trip to the Cottonwood Creek YMCA. This program will need to comply with the Policy and Procedures.
 - 3. Department C will be hosting a program on Zoom. This will need to comply with the Policy and Procedures.
 - 4. Company X wishes to rent out university space to host their own program. Company X will be considered an unaffiliated program operator for children.

B. Program for Children Requirements

1. Registration and Approval Process

Each program operator must submit a proposed program for children through an approval process.

- a. The proposal will include: 1) the nature of the program, including day or overnight; 2) the program's date and location; 3) the approximate number and age of participating children; 4) approximate number of adult supervisors, coaches, or chaperones; 5) volunteer plans; 6) transportation plans; and 7) whether signed media releases are required.
- b. The proposal will be routed to specific units on campus, including but not limited to:
 - 1. Risk Management
 - 2. The Office of University Counsel
 - 3. The VCAF or designee
 - 4. The Vice Chancellor of the division in which the program for children will be held.
- c. The proposal must be submitted at least sixty (60) days prior to the program for children. Submissions made in less than sixty (60) days will be considered on a case basis.

2. Forms and Protocols

- a. The University designates the following documents as the written campus protocols and forms:
 - 1. [Minor Guidelines](#)
 - 2. [Minor Checklist](#)
 - 3. [Minor Consent](#)
 - 4. [Minor in Lab Consent](#)
 - 5. [Participant Notice of Risk and Waiver](#)
 - 6. [Volunteer and Trainee Guidelines](#)
 - 7. [Volunteer Checklist](#)
 - 8. [Volunteer Notice of Risk and Waiver](#)
 - 9. [Volunteer Agreement and Waiver](#)
 - 10. Volunteer Plan
 - 11. Transportation Plan
 - 12. [Injury Report](#)
 - 13. [Incident Report](#)

- b. Each program operator shall follow these written campus protocols and forms for the protection of children. Any edits to these protocols must be reviewed by University Risk Management and the Office of University Counsel.

3. Training

- a. Each program operator will ensure that all employees and volunteers complete mandatory training. Prior to the program for children beginning, each employee and volunteer must complete:
 - 1. Skillsoft Percipio – CU: Child Protection at UCCS
 - 2. Skillsoft Percipio – CU: Nondiscrimination, Sexual Misconduct, and Reporting at UCCS
 - 3. [Clery Training](#)
 - 4. Mandatory [reporting training](#) from the state of Colorado
 - 5. Training on the Emergency Action Plan for the program for children (note: each program operator is responsible for developing this component).
 - i. This may include active shooter training provided by the UCCS Department of Public Safety.
- b. Most volunteers will not need additional training. However, depending on the program for children, additional training may be required. For example:
 - 1. If the volunteer will be assisting in a lab, then the volunteer must complete lab safety training.
 - 2. If the volunteer will be handling HIPAA or FERPA records, then the volunteer must complete HIPAA or FERPA training.
 - 3. Please consult with Risk Management to determine if additional training will be required.
- c. All volunteers and employees, including all program operators, are required to report alleged sexual misconduct and protected class discrimination and harassment to the Office of Institutional Equity (“OIE”).
 - 1. OIE Website: <https://equity.uccs.edu/>
 - 2. OIE Phone Number: (719) 255-4324
 - 3. OIE Email: equity@uccs.edu
- d. Employees who are considered Campus Security Authorities must report criminal activity to the Department of Public Safety.
- e. An employee and/or volunteer 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.
 - 1. UCCS Police:
<https://police.uccs.edu/>
(719) 255-3111
police@uccs.edu
 - 2. Colorado Springs Police Department:
<https://coloradosprings.gov/police-department>
911 (Life-threatening emergencies)
(719) 444-7000 (Non-emergency number)

3. Colorado Department of Human Services
CO4KIDS
(844) 264-5437

4. Volunteers

- a. If the program for children uses volunteers, the program operator must have a volunteer plan both attached to their registration and maintained with their records.
- b. Volunteers may be subject to background checks in accordance with university policy, and program operators will consult with the Department of Human Resources to determine what background checks may be required.
- c. Each program operator will ensure that volunteers receive any applicable training prior to volunteering with a program for children.

5. Documentation

- a. Following the program for children, each program operator is responsible for collecting and maintaining:
 1. Emergency Action Plans
 2. Staff/Volunteer Training Records
 3. Signed waivers of liability for every child
 4. Signed media releases, if applicable
 5. Incident summary reports, if applicable
 6. Injury summary reports, if applicable
- b. Each program operator will maintain these records and information in secure departmental files and in accordance with the campus retention of records schedule.
 1. If a program for children collects health information, then the program operator must ensure that the information is stored securely with limited access and destroyed in accordance with the Health Insurance Portability and Accountability Act ("HIPAA"), as applicable, and the campus retention of records schedule.
 2. Program operators may ask for medical certification or documentation only after consulting with the Office of University Counsel.
- c. Each program operator shall develop and publish rules and procedures for the program addressing, at a minimum:
 1. Drop-off and pick-up procedures.
 2. Conduct expectations and consequences for misconduct.
 3. Expectations regarding use of technology and social media.
 4. Who has authority to cancel or delay a program for children and under what circumstances that authority may be exercised.
- d. If an incident, including injury or misconduct, occurs during a program for children, the program operator will document via an incident summary report.
- e. Each program operator will certify an understanding of, and compliance with, this requirement in their proposal.
- f. The VCAF, or designee, may conduct a compliance audit of any program operator at any time.

6. Payment

Each program for children shall accept payment in accordance with the University and UCCS Controller's procedures, including those applicable to cash handling.

7. Distribution of Medication

Employees and volunteers are prohibited from providing a child with, or assisting with the application of, over-the-counter medication, including sunscreen. Only certified medical providers may administer prescription medication. In the absence of a certified or licensed medical provider, employees and volunteers are prohibited from administering, or assisting with the administration of, prescription medication.

8. First Aid

It is highly recommended that each program for children has at least one employee who is certified in first aid, including child/adult CPR and AED.

9. Insurance

Each program operator shall consult with University Risk Management to determine whether additional insurance is necessary.

C. Children on Campus Advisory Committee

The University designates the Children on Campus Advisory Committee ("Committee") and charges the Committee with assisting the VCAF in the review and monitoring of programs for children.

1. Membership

In addition to the VCAF, membership of the Committee will include representation from the following areas:

- a. University Event and Conference Services
- b. Intercollegiate Athletics
- c. Pre-Collegiate Development
- d. Campus Recreation
- e. Academic Dean, appointed by the Provost
- f. University Risk Management
- g. UCCS Police
- h. Office of University Counsel

2. Function

The Committee will be convened on a quarterly basis, or as needed, to review and advise on issues related to programs for children.

IV. Related Resources

- A. [Protection of Children on Campus](#)
- B. [University Risk Management](#)
- C. [Office of Institutional Equity](#)
- D. [Department of Human Resources](#)
- E. Protection of Children on Campus Program Registration Form (to come)
- F. Forms and other tools linked above in procedure