



University of Colorado
Colorado Springs

UCCS CAMPUS POLICY

Policy Title: Protection of Children on Campus

Policy Number: 100-019

Policy Functional Area: Administration

Effective:

March 6, 2025

Approved by:

Jennifer Sobanet, Chancellor

Responsible Vice Chancellor:

Vice Chancellor for Administration and Finance

Office of Primary Responsibility:

UCCS Controller's Office

Primary Contact:

Assistant Vice Chancellor of Accounting, 719-255-3310

Supersedes:

January 17, 2023

Last Reviewed/Updated:

March 6, 2025

Applies to:

Administration, Faculty, Staff, Students and Third Parties

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 Colorado Springs ("University" or "UCCS") offers many educational, cultural, service learning, volunteer, athletic and other programs specifically for *children*.

Protection of children is everyone's responsibility. UCCS wants to ensure that all of 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. POLICY STATEMENT

A. General

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, procedures, and compliance obligations, and to state and federal law.

1. This policy and implementation of procedures apply to all programs for children regardless of where the program occurs.

B. All University Personnel, Volunteers and Contractors must:

1. Prioritize the safety and well-being of children with whom they interact with on Campus or at a UCCS program, event or activity.
2. Watch for signs of *abuse* or *neglect* of children and promptly report the suspected instances of abuse or neglect or violations of this policy as provided in Section G below.

C. Designation of Campus Administrator

The University designates the Vice Chancellor for Administration and Finance (VCAF) as the campus administrator, who is responsible for tracking and reviewing programs for children and/or contracts with *unaffiliated program operators*.

D. Program Operators of Programs for Children

All *program operators* of programs for children must provide the designated campus administrator with sufficient information to inform the campus administrator of the children's participation in a program for children. The program operator is responsible for the compliance of their program with campus protocols for the protection of children.

E. Non-Discrimination

The University of Colorado does not discriminate on the basis of race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, marital status, political affiliation, or political philosophy in admission and access to, and treatment and employment in, its educational programs and activities.

F. Background Check

Each program operator is responsible for ensuring that each employee and volunteer successfully passes any required background checks, pursuant to UCCS Campus Policy 300-022 Employee Background Checks.

G. Reporting Obligations

1. 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.
2. Employees are subject to mandatory reporting obligations related to suspected

protected class discrimination or harassment.

3. This section is not intended to supersede or supplant other reporting requirements that employees may have under applicable system or campus policies, federal or state law, or any other source of authority.

H. Procedures

All programs for children shall be conducted in accordance with, and each program operator shall comply with, the Protection of Children on Campus Procedures. Failing to comply with those Procedures will be considered a violation of this Policy.

I. Unaffiliated Program Operators of Programs for Children

All unaffiliated program operators of programs for children must work with the University's Department of Events and Conference Services or designee and sign an agreement with the University. At a minimum, unaffiliated program operators are required to follow this Policy. If applicable, at a minimum, the unaffiliated program operator must agree to: 1) provide insurance and indemnification, as required by APS 7001: Insurance and Indemnification Requirements for Use of Facilities by Non-University Groups; 2) comply with this Policy and APS 7009: Protection of Children Participating in University-Run and University-Contracted Programs for Children; 3) collect and maintain all required information; and 4) submit to a compliance audit as required by the campus.

III. KEY WORDS

- A. *Abuse and/or Neglect*: abuse includes a non-accidental physical, sexual, or emotional injury to a child that is caused by the acts or omissions of another person. Neglect includes the failure of the child's guardian to prevent abuse and/or take action to provide adequate food, clothing, shelter, medical care, or supervision. See C.R.S. § 19-1-103.
- B. *Child or Children*: individuals under the age of 18, who are not current students or employees.
- C. *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 or application. Any childcare center operated on campus pursuant to C.R.S. §§ 26-6-101 to -121 complies with state laws and regulations applicable to a childcare center and is excluded from this policy. These laws and regulations exceed the standards set forth in this policy.
- D. *Program Operator*: a university unit that operates a program or that contracts with an unaffiliated program operator to operate a program for children.
- E. *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, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

A. Administrative Policy Statements (APS) and Other Policies

1. [APS 5014](#): Sexual Misconduct
2. [APS 5050](#): Background Checks
3. [APS 7001](#): Insurance and Indemnification Requirements for Use of Facilities by Non-University Groups
4. [APS 7009](#): Protection of Children Participating in University-Run and University-Contracted Programs for Children
5. [UCCS Campus Policy 300-022](#) Employment Background Checks

B. Procedures

1. University Risk Management
 - a. [Camp Risk Assessment and Emergency Planning Checklist](#)
 - b. [Minor Checklist](#)
2. [Protection of Children on Campus Procedure](#)

C. Forms

1. University Risk Management
 - a. [Participant Notice of Risk and Waiver](#)
 - b. [Minor Consent](#)
 - c. [Minor in Lab Consent](#)
 - d. [Camp Participant Informed Consent Form and Medical History Form](#)
 - e. [Volunteer Notice of Risk and Waiver](#)
 - f. [Media Release](#)

D. Guidelines

1. University Risk Management
 - a. [Camp Activities Guidelines](#)
 - b. [Minor Guidelines](#)
 - c. [Volunteer and Trainee Guidelines](#)

E. Other Resources

1. UCCS [Protection of Children /Minors on Campus](#) Webpage

V. HISTORY

Initial Policy Approval February 1, 2018

Reviewed/Recertified January 17, 2023

Revised

March 6, 2025