

**STANDARD OPERATING PROCEDURE (SOP)**

DOCUMENT ID: <b>SOP-097</b> <b>VERSION #4</b>	TITLE: <b>MINORS ON CAMPUS</b>	SEARCH KEY:
PURPOSE:	<ul style="list-style-type: none"> <li>To outline the process for assuring appropriate oversight of a program or activity involving Minors on Campus.</li> </ul>	POST TO: Public Website <input checked="" type="checkbox"/> DC Connect <input checked="" type="checkbox"/>
SCOPE (Applies To):	<ul style="list-style-type: none"> <li>COLLEGE ADMINISTRATORS (i.e., Deans/Associate Deans/Directors, etc.)</li> <li>COLLEGE EMPLOYEES</li> <li>EXTERNAL CLIENTS</li> <li>FACILITIES/SITE SERVICES</li> </ul>	
STATUS: <b>FINAL</b>	AUTHOR: <b>S. ELLIOTT, DIRECTOR, SAFETY, SECURITY &amp; RISK MANAGEMENT</b> CONTACT INFORMATION: <b>604-527-5828</b>	CREATED: <b>2015/09/04</b> (yyyy/mm/dd)
	RESPONSIBLE OWNER: <b>VP, ADMINISTRATIVE SERVICES &amp; CFO</b>	
PROCESS REVISIONS:	REVISION AUTHOR: As Above	REVISED: <b>2024/07/29</b> (yyyy/mm/dd)
RELEVANT FORMS:	<ul style="list-style-type: none"> <li><a href="#">Notification of Program or Activity Involving Minors on Campus</a></li> <li><a href="#">Informed Consent and Authorization Form for Minors</a></li> <li><a href="#">Code of Conduct for Douglas College Programs or Activities Involving Minors</a></li> </ul>	REVISED: <b>2024/02/06</b> (yyyy/mm/dd)
ACCORD/POLICY APPROVAL BODY:	<ol style="list-style-type: none"> <li>M. CONKLIN, MANAGER, OCCUPATIONAL HEALTH &amp; SAFETY</li> <li>M. COSTANTINO, DEAN, LANGUAGE, LITERATURE &amp; PERFORMING ARTS</li> <li>J. DOHERTY, MANAGER FACILITIES SERVICES, (NW)</li> <li>E. GLANVILLE, MANAGER, FUTURE STUDENTS' OFFICE, PUBLIC AFFAIRS,</li> <li>P. HAMBLER, DIRECTOR, STUDENT AFFAIRS &amp; SERVICES</li> <li>D. JACKSON, MANAGER FACILITIES SERVICES (COQ)</li> <li>K. JANSSEN, SENIOR HR MANAGER, INFORMATION SYSTEMS &amp; COMPENSATION, HUMAN RESOURCES</li> <li>B. MCLENNON, DIRECTOR, ATHLETICS &amp; RECREATION</li> <li>D. MUNRO, PROGRAMMER, SPORTS INSTITUTE</li> <li>T. ROSSEEL, COLLEGE LIBRARIAN &amp; DIRECTOR, LEARNING SERVICES</li> <li>S. VELASCO, MANAGER, ATHLETICS &amp; RECREATION OPERATIONS</li> </ol>	DATE APPROVED: <b>2024/02/06</b> (yyyy/mm/dd)
QUALITY ASSURANCE FORMAT APPROVAL: <input checked="" type="checkbox"/> <b>ADMINISTRATORS' COMMUNITY OF PRACTICE (ACP) SOP SUBCOMMITTEE</b> <input checked="" type="checkbox"/> <b>THOR BORGFORD, VICE-PRESIDENT, ACADEMIC &amp; PROVOST</b>		DATE APPROVED: <b>2021/01/22</b> (yyyy/mm/dd)

RELEVANT POLICY:	<a href="#">Douglas College Policies</a> <ul style="list-style-type: none"> <li>Minors on Campus Policy</li> </ul>
RELEVANT ACRONYMS & DEFINITIONS:	<p><b>DC:</b> Douglas College</p> <p><b>External Clients:</b> External individuals or organizations who request use of College facilities</p> <p><b>Minors:</b> An individual under the age of 19</p> <p><b>Minors enrolled as students:</b> College Students under the age of 19 who are enrolled in a Program of study or registered in credit or non-credit courses at Douglas College.</p> <p><b>On-Site Programmer/Coordinator/Operator:</b> The Programmer/Coordinator/Operator who is responsible for being physically on Campus during the course of the program or activity; in the absence of the Programmer/Coordinator/Operator, that individual's Responsible Administrator.</p> <p><b>Program or Activity:</b> Any College course/program or activity, regardless of its location, that is provided or delivered by, or is under the direction or control of, the College, and any course/program or activity that is provided by a User and offered, in whole or in part, on Campus or utilizing College facilities.</p> <p><b>Programmer/Coordinator/Operator:</b> The individual responsible for the development, operation, delivery and oversight of the program or activity.</p> <p><b>Responsible Administrator:</b> The College Employee who is responsible for the Department/Faculty under the auspices of which the program or activity is offered; typically, the supervisor of the Programmer/ Coordinator/Operator.</p> <p><b>SSRM:</b> Safety, Security &amp; Risk Management *Note: For definitions, refer to <b>Minors on Campus Policy</b></p>

**PREAMBLE:**

For any College program or activity that involves **Minors**, there must be a designated/assigned **On-Site Programmer/Coordinator/Operator** to be physically present during the activity. Programs or activities involving **Minors** on campus may include, but are not limited to:

- Children's Day Camps
- Cultural and Sporting Events
- Developmental Programs
- Informational Sessions and Lessons
- Campus Tours
- Daycare

Please note: All **College Employees** who have the potential for unsupervised access to **Minors** while

delivering a program or activity:

- Must successfully complete a *Vulnerable Sector Criminal Record Check* prior to the program or activity, and,
- Are required to complete a **DC** minors on campus safety orientation session, **which** is facilitated by the **Safety, Security and Risk Management (SSRM) Department**

## LIMITATION OF SCOPE

This SOP does not apply to **Minors enrolled as students**, who are subject to the rights, duties, and responsibilities applicable to Douglas College students.

## COLLEGE-SPONSORED PROGRAMS OR ACTIVITIES

### STEPS:

1. A **College Employee** who is considering a program or activity involving **Minors** will:
  - i. refer to Douglas College Policy [Minors on Campus](#) ; and,
  - ii. identify the **Programmer/Coordinator/Operator** of the program or activity and the **\*On-Site Programmer/Coordinator/Operator** (\*Note: This may be the same individual as the Programmer/Coordinator/Operator for the program or activity.)
2. The responsible **Programmer/Coordinator/Operator** will ensure that any **College Employees** who have the potential for unsupervised access to **Minors** participating in a program or activity will:
  - i. Successfully complete a Vulnerable Sector Criminal Record Check\*, facilitated through their local Police/RCMP detachment, and,
  - ii. Complete a DC minors on campus safety orientation session, facilitated by **SSRM**.

\*Vulnerable Sector Criminal Record Check results must be emailed to **Human Resources** via [CRC@douglascollege.ca](mailto:CRC@douglascollege.ca) .

3. The **Programmer/Coordinator/Operator** will complete a [Notification of Program or Activity Involving Minors on Campus](#) form\* and submit to their **Responsible Administrator** for approval a minimum of two weeks before the program or activity start date. This ensures sufficient lead-time to meet the requirements of this SOP in advance of the program or activity.  
\*Summer Camp programs do not complete this form.
4. The **Responsible Administrator** is responsible for authorizing and submitting the approved *Notification of Program or Activity Involving Minors on Campus* form to **SSRM**, a minimum of one week prior to the program or activity start date, via email to [riskservices@douglascollege.ca](mailto:riskservices@douglascollege.ca), and copying the **Programmer/Coordinator/Operator**.
5. SSRM will ensure that campus/site Security are notified of the planned program or activity.

6. In advance of **Minor(s)** participating in the program or activity, the **Programmer/Coordinator/Operator** will ensure that both the [Informed Consent and Authorization Form for Minors\\*](#), and [Code of Conduct for Douglas College Programs of Activities Involving Minors](#) form (see [DC Connect Forms](#)) are completed by the **parent/guardian** of each **Minor** participating in a College sponsored program or activity\*\*.

\*Note: The **Programmer/Coordinator/Operator** must complete the **Responsible Administrator** contact information on Page 3 before sending the form to the **parent/guardian** for signature.

\*\*These forms are not required for a **Minor** participating in a high school coordinated program or activity, campus tours or information sessions open to the public, or for **minors enrolled as students**.

7. The **Programmer/Coordinator/Operator** will be responsible for collecting the completed authorized forms from each **parent/guardian** prior to the program or activity start date. SSRM does not require a copy. Signed forms will be retained by the Administrator for reference as required. Use the [Records Retention Schedule](#) for Douglas College to determine how long these records must be kept on file.

#### EXTERNAL CLIENT PROGRAMS OR ACTIVITIES:

##### STEPS:

1. An **External Client** who at the time of application is considering using College facilities for a program or activity involving **Minors** will:
  - i. Refer to the Douglas College Policy: [Minors on Campus](#);
  - ii. Contact [DC Room & Event Booking](#) (for *Coquitlam* or *New Westminster* Campus) to check availability for the program or activity dates, and to confirm that the program or activity involves **Minors** on campus;
  - iii. Include the event date, time, name, and cell phone number of the **On-Site Programmer/Coordinator/Operator** in their request.
2. **Facilities/ Site Services** will consult with **SSRM** for any risk-related concerns associated with the program or activity.