# STANDARD OPERATING PROCEDURE (SOP)

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## PURPOSE:
- To outline the process for assuring appropriate oversight of a program involving Minors on Campus.

## SCOPE (Applies To):
- COLLEGE ADMINISTRATORS (i.e., Deans/Associate Deans/Directors, etc.)
- COLLEGE EMPLOYEES
- EXTERNAL CLIENTS
- FACILITIES/SITE SERVICES

## STATUS:
- FINAL

## AUTHOR:
N. CONSTABLE, DIRECTOR, SAFETY, SECURITY & RISK MANAGEMENT

## CONTACT INFORMATION:
604-527-5828

## RESPONSIBLE OWNER:
VP, ADMINISTRATIVE SERVICES & CFO

## PROCESS REVISIONS:
- REVISION AUTHOR: As Above
- CREATED: 2015/09/04
- REVISED: 2018/07/06

## RELEVANT FORMS:
- N/A
- REVISED: (yyyy/mm/dd)

## ACCORD/POLICY APPROVAL BODY:
1. K. COLLINS, MANAGER, HEALTH, SAFETY & EMERGENCY MANAGEMENT
2. C. GARDNER, DIRECTOR, FACILITIES & ANCILLARY SERVICES
3. D. MUNRO, PROGRAMMER, SPORTS INSTITUTE
4. J. SCAGLIONE, SUPERVISOR, FACILITIES/SITE SERVICES
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6. V. SHILLINGTON, ASSOCIATE VICE-PRESIDENT, HUMAN RESOURCES
7. M. STAINSBY, DEAN, LANGUAGE, LITERATURE & PERFORMING ARTS

## QUALITY ASSURANCE FORMAT APPROVAL:
- ADMINISTRATORS’ COMMUNITY OF PRACTICE (ACP) SOP SUBCOMMITTEE
- THOR BORGFORD, VICE-PRESIDENT, ACADEMIC & PROVOST
- DATE APPROVED: 2016/02/26
- DATE APPROVED: 2016/07/13

## RELEVANT POLICY:
- Douglas College Policies
- Minors on Campus
- Recruitment, Selection, and Retention of Employees

## RELEVANT ACRONYMS & DEFINITIONS:
- DC: Douglas College
- SSRM: Safety, Security & Risk Management

*Note: For definitions, refer to Minors on Campus Policy*
PREAMBLE:
For any College Program activity that involves Minors (e.g. under the age of 19), there must be a designated/assigned On-Site Program Operator to be physically present during the activity. Program activities involving Minors on campus may include, but are not limited to:
- Children’s Day Camps
- Cultural and Sporting Events
- Developmental Programs
- Lessons

Please note: Any College Employee participating with Minors:
- Must successfully complete and pass a Criminal Record and Vulnerable Sector Check, prior to the activity, and,
- Is required to complete a DC Safety Training Session for Working with Minors on Campus, which is facilitated by the Safety, Security and Risk Management (SSRM) Department (For more information, see Step 5 in this document).

COLLEGE-SPONSORED PROGRAMS

STEPS:

1. A College Employee who is considering a program involving Minors will:
   i. refer to Douglas College Policy Minors on Campus; and,
   ii. identify the Programmer/Coordinator of the activity and the *On-Site Program Operator (*Note: This may be the same individual as the Programmer/Coordinator for the program activity/event.)

2. The responsible Programmer/Coordinator will ensure that any College Employees participating directly with Minors in programs will have successfully completed and passed the required Criminal Record Checks in compliance with the with related Human Resources Policy (insert link once completed).

3. At least one month prior that the program activity is to commence, the Programmer/Coordinator will complete a Notification of Program Involving Minors on Campus (insert form on DC Connect/Forms once finalized) and submit to his/her Responsible Administrator for approval.

4. The Responsible Administrator will review the Notification of Program Involving Minors on Campus form, and if in agreement, will authorize and submit form to the SSRM Department via email to riskservices@douglascollege.ca and copy the activity Programmer/Coordinator.
STEPS: (cont.)

5. The activity Programmer/Coordinator will ensure that all College Employees participating directly with Minors, will have completed a DC Safety Training Session for Working with Minors on Campus, and will contact the SSRM Office to arrange training, if needed, at riskservices@douglascollege.ca.

6. One month prior to a program activity, the Programmer/Coordinator will email the following forms that are to be completed by the parent/guardian of each minor participating in a College sponsored program/activity:
   - Informed Consent andAuthorization Form
   - Code of Conduct for Douglas College Programs Involving Minors

7. The Programmer/Coordinator will be responsible for collecting the completed authorized forms from each parent/guardian prior to the program/activity start date, and will submit forms to SSRM for secure records storage once the activity has concluded.

USER-SPONSORED PROGRAMS (for External Clients):

STEPS:

1. An External Client (i.e. User Sponsor) who at the time of application is considering a program involving Minors to use College facilities will:
   i. Refer to the Douglas College Policy: Minors on Campus;
   ii. Complete a Room & Event Booking on-line form (for either Coquitlam or New Westminster Campus) to confirm that the program involves Minors on campus;
   iii. Identify name and cell phone number of the On-Site Program Operator and once the remainder of the application is complete will click on “Submit”.

2. Facilities/ Site Services will consult with the Safety, Security and Risk Management (SSRM) Department for any risk-related concerns associated with the event.