

## STANDARD OPERATING PROCEDURE (SOP)

DOCUMENT ID: <b>SOP-097 VERSION #2</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 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><b>COLLEGE ADMINISTRATORS</b> (i.e., Deans/Associate Deans/Directors, etc.)</li> <li><b>COLLEGE EMPLOYEES</b></li> <li><b>EXTERNAL CLIENTS</b></li> <li><b>FACILITIES/SITE SERVICES</b></li> </ul>	
STATUS: <b>FINAL</b>	AUTHOR: <b>N. CONSTABLE, 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>2018/07/06</b> (yyyy/mm/dd)
RELEVANT FORMS:	N/A	REVISED: (yyyy/mm/dd)
ACCORD/POLICY APPROVAL BODY:	<ol style="list-style-type: none"> <li>K. COLLINS, MANAGER, HEALTH, SAFETY &amp; EMERGENCY MANAGEMENT</li> <li>C. GARDNER, DIRECTOR, FACILITIES &amp; ANCILLARY SERVICES</li> <li>D. MUNRO, PROGRAMMER, SPORTS INSTITUTE</li> <li>J. SCAGLIONE, SUPERVISOR, FACILITIES/SITE SERVICES</li> <li>D. SEIBEL, DIRECTOR, STUDENT AFFAIRS &amp; SERVICES</li> <li>V. SHILLINGTON, ASSOCIATE VICE-PRESIDENT, HUMAN RESOURCES</li> <li>M. STAINSBY, DEAN, LANGUAGE, LITERATURE &amp; PERFORMING ARTS</li> </ol>	DATE APPROVED: <b>2016/02/26</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>2016/07/13</b> (yyyy/mm/dd)
RELEVANT POLICY:	<a href="#">Douglas College Policies</a> <ul style="list-style-type: none"> <li>Minors on Campus</li> <li>Recruitment, Selection, and Retention of Employees</li> </ul>	
RELEVANT ACRONYMS & DEFINITIONS:	<b>DC:</b> Douglas College <b>SSRM:</b> Safety, Security & Risk Management  <i>*Note: For definitions, refer to <b>Minors on Campus Policy</b></i>	

## 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](mailto: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](mailto: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 and Authorization 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.