

Section 300/3.4      Camps and Similar Other Programs Involving Minors  
Subject:                      Background Check & Fingerprinting Policies & Regulations

Jacksonville University (JU) is committed to protecting the safety, security and health of its students, employees and others, as well as safeguarding the interests of JU. As part of JU's efforts to create a safe work and study environment, JU requires that a criminal history background (Level 1) check be conducted on prospective faculty, staff and volunteers. In addition, where required by law or University policy, a Level 2 background check will be required for any individual who is working with minors. In addition, all individuals who will be working with minors must also submit an affidavit of Good Moral Character prior to employment/volunteering.

For additional information regarding employment-related background checks please refer to Section 500, Section 2.1.7 in the Human Resources section of the Policy and Procedures.

The University expects all members of the university community to adhere to and act in accordance with this policy. Failure to comply with the requirements of this policy may lead to disciplinary action and or revocation of the opportunity to use campus facilities.

The guidelines below apply to camps, other similar programs and any program involving minors on campus.

## I. OBJECTIVE & PURPOSE

To document the policy for operating:

- x a camp or other similar program involving minors on campus, and
- x a university-sponsored camp or other similar program involving minors at a site off-campus.

## II. STATEMENT OF POLICY

Camp, clinics, and other programs involving minors (hereinafter "camp/program" or "camps/programs") are planned recreational, athletic, sports, arts, cultural, social, or instructional group programs that are offered to children for the purpose of improving their knowledge and/or skills, and that offer experience in and/or exploration of a particular area of interest. Camps/Programs include, but are not limited to sports, fitness, recreation, music, art, math, science, engineering, cheerleading corps, religious, child education, and similar activities or areas of interest.

The terms "minor" and "child" refer to individuals who are under the age of 18.

### A. Types of Criminal History Background Checks:

1. Level I: A Level 1 background check is a background check that includes an employment history check, a national and statewide criminal history background check through the Florida Department of Law Enforcement (FDLE), and a check of the National Sex Offenders Public Website. It may also include a local criminal

records check through local law enforcement agencies. The typical turnaround time for a Level 1 background check is 48-72 hours.

2. Level 2: A Level 2 background check includes a statewide criminal history check through FDLE or national fingerprint-based criminal history check through the Federal Bureau of Investigation (FBI) and may include local law enforcement checks in addition to the requirements of a Level 1 background check. Results for a Level 2 background check are typically obtained within two (2) business days. For information on where to obtain a Level 2 check please contact the Office of Campus Security.
3. All background checks must be completed and evaluated PRIOR to any adult beginning to work with minors.

## B. Types of Camps

1. A University-sponsored camp is one in which:
  - a. the University provides resources for operation, regardless of the type of resource, fund source (i.e., E&G, C&S, Auxiliary, or Foundation), or amount of funding provided, and
  - b. participant fees are deposited into a University account and
  - c. while University-sponsored camps may be offered on campus only these camps sometimes include off campus outings.
2. A Non-sponsored-Affiliate camp is a camp:
  - a. operated by an employee of the University who is acting independently of his/her University affiliation, and
  - b. in which participant fees are paid directly to the camp director or organizer.
3. A Non-sponsored-Third-party camp is a camp:
  - a. affiliated with an organization or individual external to JU, and
  - b. in which participant fees are paid directly to the camp director or organizer.

## C. Approvals

The Campus Facilities Coordinator is responsible for reviewing all requests to operate a camp. The Campus Facilities Coordinator shall coordinate, as appropriate and/or necessary, with other JU departments/units regarding logistics applicable to the operation of the camp. All required documents must be submitted

- b. A list of the employees and volunteers of whom have been cleared by completed Criminal Background Checks, Level 1 and 2. Additions or changes to this list shall be submitted to the Campus Facilities Coordinator.
  - c. A list of the camp participants that includes confirmation that an Acknowledgement and Waiver of Liability form has been received for each participant. Additions or changes to this list shall be submitted to the Campus Facilities Coordinator as needed.
  - d. Facility Use Agreement (s)
2. For Non-sponsored Affiliate camps:
- a. Camp application (Attachment B)
  - b. Facility Use Agreement(s)
  - c. A list of the employees and volunteers of whom have been cleared by completed Criminal Background Checks, Level 1 and 2. Additions or changes to this list shall be submitted to the Campus Facilities Coordinator.
  - d. Proof of Liability Insurance
  - e. Proof of Accident/Health Insurance.
  - f. Certificate of Compliance
3. For Non-sponsored-Third-party camp:
- a. Camp Application
  - b. Facility Use Agreement(s)
  - c. Proof of Liability of Insurance
  - d. Proof of Accident/Health Insurance
  - e. Certificate of Compliance

#### E. Standard Operating Procedures Manual

Each camp shall maintain and make available, upon request, a Standard Operating Procedures Manual or other written operating guidelines.

#### F. Counselor-Participant Ratio

The camp director/organizer must provide an adequate number of counselors/chaperones to supervise and escort camp participants at all times. Generally, the number of chaperones/counselors should be determined by age of the participants and the nature of the camp, but in no case shall the counselor-participant ratio be less than one counselor/chaperone for every ten (10) participants.

#### G. Orientation for Employees and Volunteers

For all camps, the director/organizer shall prior to the start of the camp, provide an orientation for employees and volunteers. The camp director/organizer is responsible for the content of the orientation, but in all cases the orientation shall include dissemination of information regarding child abuse reporting requirements, pursuant to HB 1355, Vulnerable Persons Reporting Act.

#### H. Designating Positions Requiring a Level 2 Background Check

Any position, including volunteers, who will be working with minors are required to have both a Level 1 and Level 2 Background Check. In addition, a Dean or Director (or designee) of an area wishing to require a Level 2 background check on a specified job where the duties are considered sensitive or of special trust should submit a request in writing to the Human Resources office requesting that this level of check be performed.

## I. Behavioral Expectations

Adults at all times should be positive role models for minors, and act in a caring, honest, respectful and responsible manner. Adults working in camps/programs covered by this policy must follow these expectations to avoid behaviors that could cause harm or be misinterpreted:

- x Do not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material with minors.
- x Do not be alone with a single minor. If one-on-one interaction is required, meet in open, well illuminated spaces or rooms with windows observable by other adults from the program, unless the one-on-one interaction is expressly authorized by the program Director, Dean, Department Chair or is being undertaken by a health care provider.
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sexual abuse and reporting procedures. For see more details in the Employee Handbook, page D-12. Any case of known or suspected sexual abuse or other abuse will be reported immediately to the Jacksonville Sheriff's Office or the State Attorney's Office in accordance with Florida State Statutes.

K. JU Logo or Trademark

The JU logo and trademark are protected by copyright and cannot be used in conjunction with camp advertising by Non-sponsored camps without permission from the University. Requests to use the JU logo or trademark by non-sponsored camps shall be submitted to the JU Office of Marketing and Communications and such approval, if granted, shall be noted on the camp application. Also, in order to protect the liability interests of the University, use of the JU logo trademark by non-sponsored camps must also include a disclaimer that JU does not sponsor the respective camp.

Attachment A

Facility Use Agreement(s): Camps shall be assessed a fee for use of any JU facility for the camp/program consistent with the facility fee schedule. The camp shall also be assessed a fee for custodial and other maintenance services such fee is not included as part of the fee/rental schedule. This fee amount will be determined through coordination with the Physical Plant Department and will be reflected on the camp application. The Vice President for Administration and Finance may approve a request to waive all or a portion of the facility fee/rental fee and/or fee for custodial services. Requests to waive these fees shall be included in the camp application.

Attachment B  
Camp/Program Application

JU Department/Unit Sponsor: \_\_\_\_\_

Camp Name: \_\_\_\_\_

Camp Director/Organizer: \_\_\_\_\_

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