



Policies for Working with Minors

Student Organization Leader & Member Form

These policies and procedures are designed to ensure the safety of all program participants. We ask that any CC student who has the potential to engage with minors in their community-based work to review the following carefully, then electronically sign to indicate understanding and consent. Please direct questions to cce@coloradocollege.edu.

The following define the roles referred to in this document:

- CC Students – students enrolled at Colorado College
- CC Student Leaders – leaders of CCE student organizations
- Sponsor – employee or official representative of partnering organization (often but not always teachers)
- Minor – program or event participants under the age of 18
- Guardian – the legal guardian of minor participants

Required waivers and forms for each minor involved in a CCE program are highlighted in red and bolded.

1 Working with Minors

1.1 CC students may never be alone with a minor or spend time alone with a minor out of view of others. CC students must ensure there is at least one other CC student present during all program activities and that there is at least one sponsor in sight at all times. Minors should use a “buddy system,” or otherwise be encouraged to stay together when going to the bathroom, on field trips, or when leaving the classroom area.

1.2 CC students may not engage in unsupervised communication with minors. This includes but is not limited to Facebook, Twitter, email, text, or phone communication. All communication outside of designated program times must be

with the minor's guardian (e.g. all emails and texts must be sent to the guardian, not the minor).

1.3 CC students may never share sleeping quarters with minors. Separate accommodations for CC students

and minors are required for all overnight trips. Minors should be placed in accommodations that allow for a locked door between themselves and CC students. CC students should not enter the sleeping quarters of a minor without a sponsor present. CC students may never share a bed or sleeping bag with a minor.

1.4 CC students must never engage in abusive conduct of any kind toward, or in the presence of a minor. This includes but is not limited to striking, hitting, administering corporal punishment to, or touching in an inappropriate or illegal manner.

1.5 CC students should use good judgement about physical closeness, and take particular care when touching minors. Proactively avoid touch that may be considered unwanted/inappropriate (e.g. give side hugs rather than frontal).

1.6 CC students must not engage in intimate displays of affection towards others in the presence of minors, guardians, and other sponsors, including engaging in sexually provocative behavior or using sexual material in the presence of minors.

1.7 CC students may not provide alcohol or drugs to any minor, or be under the influence of alcohol or illegal (or illegally used) drugs when interacting with minors. *Note: being "hung over" counts as being under the influence, and is equally unacceptable.* CC students shall not provide prescription drugs or any medication to any minor.

1.8 CC students should maintain a safe and healthy physical environment for minors. Ensure physical needs are met (e.g. easy access to water), avoid potential hazards (e.g. overheating, food or environmental allergies), and the physical space is safe.

1.9 CC students should accommodate any special needs of participants, including but not limited to physical and cognitive.

1.10 CC students should actively avoid the appearance of favoring one minor more than another; CC students may not give gifts to any one minor in a program; CC students must not accept expensive or lavish gifts from any minor in the program.

1.11 CC students may never tell minors anything that encourages children to keep secrets from their guardians, (e.g. "this is just between the two of us") even if it is about something as innocuous as sharing candy.

2 Accountability/Supervision in Work with Minors

2.1 CC students must file a **CCE Incident Report Form** immediately following any “out of the ordinary” occurrence (a fight, injury, vehicle break down, lost student, etc.) during a program activity. To request a form, contact your CCE adviser or email cce@coloradocollege.edu.

2.2 CC students must follow all Colorado College Emergency Procedures. In an emergency:

2.2.1 Immediately notify 911 (for off-campus, life threatening or medical emergencies) or Campus Safety (719) 389-6911

2.2.2 Follow up with the CCE within 24 hours at (719) 389-6846, even if after hours or on the weekend.

2.3 CC student leaders (and CC students if they engage with minors outside of a student organization) are responsible for working with sponsors to ensure that Guardians understand and consent to the program in which their child/dependent is participating. We strongly encourage CC students to have a conversation with sponsors about what information is shared with Guardians, and how informed consent is obtained. The Guardian Consent Form and Information Sheet used for programs in which minors are being transported off of their school grounds (section 3.5 below) may be used as a model.

2.4 Mandated Reporting for Suspected Child Abuse or Neglect

2.4.1 CC students who have a reasonable expectation that a minor has been abused or neglected must report such incidences to the El Paso Department of Human Services 24/7 Hotline at (719) 444- 5700 (Option #1), the Community Partner teacher/supervisor, and to their CCE adviser.

2.4.1.1 Examples of “must report” situations include but are not limited to: intent to harm oneself or others; child neglect or abuse, including physical, mental, and/or sexual abuse; possession of a weapon (e.g., knives/guns.).

2.4.2 CC students engaged with a minor in a conversation in which a suspicion of abuse or neglect is emerging:

2.4.2.1 Should only ask open-ended questions (e.g. “Tell me more about what happened.”)

2.4.2.2 Should refrain from asking leading questions (e.g. “that man was wearing a red coat wasn’t he?”)

2.4.2.3 Should refrain from repeating the same question twice, even if days have passed

2.4.2.4 Should report “just the facts” to the DHS, sponsor, and principal as soon as suspicion arises

2.5 The CCE may require CC students to get fingerprinted and background checked based on the level of risk of their programs.

2.6 CC students that are members of student organizations partnering with Colorado Springs School District 11 (D11) must complete a **Volunteer Registration Form** in order to participate. Blank forms may be found at the CCE; signed forms should be submitted in person to a CCE staff member, along with photo ID. 2.6.1 D11 *registered* volunteers will be insured under the District’s accident medical insurance coverage provided:

2.6.1.1 The volunteer registration is completed prior to processing any claims.

2.6.1.2 The volunteer is always operating within the scope and duties authorized by the District.

2.6.2 CC students may never supervise overnight trips without a sponsor. For trips with minors from D11 schools, overnight supervision must be by D11 employees.

2.7 Every CCE activity that involves minors, including sponsored programs and events as well as activities brought about through the Summit database, must minimally adhere to the following ratios:

Ages of Children Ratio 5 years and older 1 sponsor : 2 CC students: 15 minors

Mixed age group 2 to 6 years.....1 sponsor : 2 CC students : 10 minors

3 Transportation & Field Trips (including all programs that do not occur on K-12 school premises)

3.1 CC students may never use a personal vehicle to transport minors.

3.2 At all times, at least two CC students or sponsors must be in any CC vehicle transporting any number of minors.

3.3 CC students may never pick up minors from or drop off minors at their homes, by foot or by car.

3.4 CC students may never drop minors off at a location where there is neither a designated campus official (if dropping off on campus) nor an identified guardian/sponsor to take custody of the child.

3.5 Due to the heightened risk involved in programs in which transportation is involved, CC student leaders are responsible for working with sponsors to ensure that a **Guardian Consent Form** is on file for each participant.

3.5.1 CC student leaders are responsible for writing up an **Information Sheet** to accompany this form, which at a minimum should contain: a description of the program/activity; dates, times, and locations of activities; contact information for CC student leaders/students responsible for activity; and any special risks associated with the program/activity.

3.5.1.1 If any of this information changes, a new Information Sheet needs to be distributed to

guardians.

3.5.2 Sponsors are responsible for having copies in their possession at all times; emergency medical staff cannot provide care for a minor without a release, even in life-threatening situations.

3.5.3 Additionally, CC student leaders must submit a copy of these forms to a CCE staff member, to be kept on file at the CCE.

3.5.4 In the event that a program/event does not have a sponsor present, CC students are responsible for these forms. Contact cce@coloradocollege.edu to notify a staff member and make appropriate arrangements.

3.6 Two weeks prior to any field trip (beyond regular programs that occur off minors' school premises), groups must email cce@coloradocollege.edu an accurate list of all minor field trip participants.

3.7 CC students must minimally adhere to the equivalent of District 11 policies on field trips, including but not limited to submitting any community partner forms and documentation. 3.7.1 For trips involving D11 minors, a **School District 11 Field Trip Permission Form** must be signed by guardians. These forms should be distributed and collected by sponsors.

4 Photos and Videos

4.1 CC students may never take nor post photographs or videos of minors on any digital, electronic, hosted media, web-based service or any other platform solely for personal use.

4.2 CC students must obtain and file with the CCE consent from guardians to use any photograph or video of a minor on platforms or materials used to promote the student organizations, program/activity, CCE, or the College. Photographs and videos may only be taken if they are intended to be used for such purposes.

4.2.1 For activities in partnership with D11 schools (requiring at a minimum that CC students have completed the Volunteer Registration form), CCE programs are considered school-sponsored activities. Accordingly, guardian consent for photographing/videotaping minors is extended to CCE programs if parents have not opted out of the district media release. To ensure that guardians have granted consent to D11:

4.2.1.1 Email the principal to notify them that the photos/videos will be used for a CC/CCE material or platform, and include copies of the photos/videos in the email. Principals will notify you if you may not use the photo or video.

4.2.2 For activities that are not in partnership with D11 schools, a **Photo/Video Consent Form** must be signed by a guardian and on file at the CCE *prior* to photographing or videotaping that minor (note: this does not just apply to posting a photograph/video, but also taking it). This consent form may be found at the above link, through the CCE handbook, or at the CCE.

4.3 CC students must submit copies of any photographs or videos involving minors in their programs to their CCE adviser, and must annotate them with an accompanying list of minors' names. This list must include date, location, event, list of all names from left to right (for photos) or names attached to descriptions of the minor's activities in the video, and must be accompanied by relevant consent forms or the principal permission obtained through email.

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Signature Form

After reading over the above form, please print out this page only, sign it, and return it to the CCE through email or a physical copy.

As a leader and/or member of _____ (student organization name), I agree to abide by and understand that I am responsible for ensuring all members of the student organization abide by the policies and procedures outlined in this form, in order to protect participants' health and safety, as well as maintain a strong partnership with the community partner. Additionally, I agree to adhere to and enforce any policies or procedures of the sponsor or community partner that pertain to CC student volunteers, including but not limited to those expressed in the K-12 Education Partnerships Memorandum of Understanding.

_____ CC Student Signature

_____ Date