

Rice University Policy No. 811

MINORS IN UNIVERSITY-APPROVED ACTIVITIES

General Policy

Rice University regularly hosts, sponsors or authorizes various programs involving minors who are visitors to Rice. These activities vary and can include Rice University education programs, outreach programs, activity camps or student club activities. Most of these activities occur on campus, but some are off campus. Rice University is committed to the safety and protection of minors who are on its campus or participating in a university-related activity. The purpose of this policy is to provide guidelines and considerations pertaining to hosting of minors (who are not Rice students) in these university-approved programs or activities.

Definitions

“Minor” – An individual under the age of 18 who is not enrolled or accepted for enrollment in a degree program at Rice. (Any issues involving individuals under the age of 18 who are enrolled or accepted for enrollment for a degree program at Rice should be referred to the dean of undergraduates.)

“University-approved activities” – Programs and activities offered or authorized by the university, held in campus facilities or off campus, and involving Rice students, faculty or staff. These include admissions activities, campus tours, student club or association-sponsored programs, athletic programs, music programs, youth camps held at Rice by Rice coaches, Recreation Center summer activity programs, nondegree academic programs, internships at Rice, independent study or research and community outreach programs, whether conducted by the university or by student groups or clubs. University-approved activities include off-campus activities sponsored by Rice organizations or student clubs but do not include sporting events, theater presentations or other public events where the individuals attending are not supervised by Rice employees, students or volunteers.

“Authorized adult” – As used in this policy, this term means individuals (usually 18 or older, though they may be younger if they are Rice students), whether paid or unpaid by Rice, who interact with, supervise, coach, tutor or chaperone minors in university-approved activities and are Rice University faculty, staff, volunteers, undergraduate and graduate students, interns or independent contractors.

Roles and Responsibilities

A university department, office, club, organization or individual offering or organizing a university-approved activity involving a minor or minors must devise procedures and

requirements that are prudent and appropriate for the activity, taking into account the presence of minors. These procedures and requirements must, at a minimum, include consideration of the points contained in the following sections.

The organizer of the activity **MUST**:

- Provide Rice's Risk Management Office with details about the program, including the number of minors participating, number of authorized adults supervising and the duration and location of the program.
- Refrain from engaging in one-on-one interaction in a private or isolated space with a minor (unless specifically authorized by the parent or legal guardian, such as with some music lessons).
- Require authorized adults to have a current background check on file with Rice before participating in activities with minors. Exempt from this requirement are activities that involve large numbers of one-time volunteers who interact with minors only in public spaces, with no one-on-one interaction with minors in private or isolated spaces, and who are supervised by at least one full-time university employee.
- Require authorized adults to complete the child protection training offered online through Rice's Risk Management Office. The training discusses signs and effects of child abuse and molestation, various forms of abuse and steps for reporting known or suspected abuse.
- Create an emergency plan that includes notifications to Rice University Police Department (RUPD), a minor's parent or legal guardian and appropriate university offices (e.g., Risk Management, Dean of Undergraduates, Academic Deans) in the event of an emergency involving a minor.
- Contact RUPD at 713-348-6000 or use a blue-light emergency phone if a minor has been injured or harmed or is in immediate danger of injury or harm in an on-campus activity, or call 9-1-1 if the activity is off campus.
- Coordinate with Rice Housing & Dining on housing accommodations if the activity involves minors residing overnight in campus housing.
- Not expose minors to adult topics and activities, such as exposure to sexually explicit material or alcohol. Minors should not have contact with harmful or potentially hazardous substances, tools or energized equipment, unless the minor is a suitable age and is directly supervised and appropriately trained to handle the substances, use the tools or operate the equipment.
- Consult with RUPD about drop-off and pick-up areas for on campus activities. Devise age-appropriate procedures for parents or guardians to pick up minors following the day's activities or the end of the program.
- Generally avoid picking up or dropping off minors at their homes unless there is specific, written authorization from parents or legal guardians.

- Discontinue any further participation in the activity by a person accused of inappropriate conduct with a minor until the allegations have been satisfactorily resolved by police. Any allegations of inappropriate conduct with minors must be immediately reported to police.
- Consult with Environmental Health and Safety (EH&S) if you plan a lab tour or lab work that involves minors. Follow safety measures approved by EH&S as outlined in “Guidelines for Minors in Laboratories” at www.safety.rice.edu. Students under the age of 14 are not permitted access to any research lab where chemical, radioactive material, lasers or biological agents are present. Without prior approval from EH&S, minors between the ages of 15-18 are restricted from any hands-on activity in labs where chemicals, radioactive materials, lasers or biological agents are present.
- Activities that regularly bring minors onto campus or are devoted to minors must consult with the Office of Risk Management to discuss whether different or additional measures to protect minors may be warranted.

The organizer of the activity **SHOULD**:

- Ensure adequate supervision of minors while participating in university-approved activities. Currently the university recommends for every 15 minors a minimum of one authorized adult; however, depending on the age of the children and the activities involved, the hosting organization or department may determine higher or lower ratios are appropriate (e.g., participants aged 6-8 may call for one authorized adult per five minors; participants aged 9-13 may call for one authorized adult per 10 minors).
- Obtain a media release from parents or guardians if the minors will be photographed or recorded during the activity and the photos or recordings will be published.
- Obtain liability releases and/or written consent for medical treatment from the parents or legal guardians when these are appropriate for the activity.
- Instruct all authorized adults in a university-approved activity that they must disclose, in writing and as soon as possible, any arrests or convictions.

Resources:

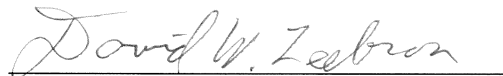
- Rice Office of Risk Management:
<http://riskmanagement.rice.edu/Default.aspx?id=2147483682>
- United Educators’ Risk Assessment Guide (available from Risk Management)
- Texas Education Code § 51.976:
<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm - 51.976>
- 25 Texas Administrative Code, Part 1, § 265.401-265.405:
[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac_view=5&ti=25&pt=1&ch=265&sch=N&rl=Y](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=25&pt=1&ch=265&sch=N&rl=Y)

Responsible Officer

The responsible officer for this policy is the vice president for administration.

Offices to Contact Regarding the Policy and Its Implementation

Questions regarding this policy may be directed to the Risk Management Office, Office of the General Counsel or the Rice University Police Department.

A handwritten signature in cursive script, reading "David W. Leebron", positioned above a horizontal line.

David W. Leebron

President

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Date: July 6, 2015