


ADMINISTRATIVE PROCEDURE MANUAL		
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PRESENCE OF CHILDREN AND MINORS ON CAMPUS AND PARTICIPATING IN CAMPUS EVENTS, ACTIVITIES AND PROGRAMS		
BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE ADOPTED	
6Hx7-6.2 Safety and Security	September 9, 2020	

Purpose

The purpose of this procedure is to provide the processes with respect to children, who are not enrolled students, visiting and/or participating in campus programs, events and activities at Florida State College at Jacksonville (FSCJ).

This procedure applies to all FSCJ employees, volunteers and students on all FSCJ Campuses and Centers, all properties owned or leased by FSCJ and all off-campus locations, including study abroad programs.


Procedure

- A. Supervision Required – Employees, students and other adults who bring a child, as defined in Florida Statutes, to FSCJ shall be solely responsible for the safety of that child. No child may be left alone on campus at any time for any reason. Employees, students and other adults should not ask a student, student employee or anyone else to assume responsibility for supervising a child who is on a College Campus or Center.
 - 1. The College, in its sole discretion, may prohibit employees from bringing a child on College Campuses or Centers or on College-sponsored trips.

- B. Events and Programs on Campus
 - 1. College-Sponsored Events – The College welcomes the presence of children for College-sponsored events.
 - a. FSCJ is not responsible for the supervision of a child who attends a campus event, unless the event sponsor states in writing that supervision by College staff will be provided.
 - b. Children must remain in the area of the campus or center where the event is located.
 - c. The adult accompanying the child is solely responsible for the child, including but not limited to, the child’s behavior and actions and for any damage caused by the child.
 - d. If a child attending a FSCJ event or program needs an accommodation for a disability or other special need, the responsible adult must submit a request for accommodation to the Campus Director of Operations or Center Executive Director who will coordinate the request with the Office of Disability Services.

 - 2. College-Sponsored Programs – FSCJ periodically sponsors programs specifically designed for children. All programs must comply with the safety procedures stated below.
 - a. All program staff (paid and volunteer, including College student workers) must follow instructions related to maintaining professional boundaries when working with children in

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- College-sponsored programs. All program staff must complete the College's required online training course. The Program Sponsor is responsible for ensuring every staff member has completed the training.
- b. All College employees must undergo a background screening at the time of hire. Additional procedures for Summer Camps are located in the Summer Camp Desktop Procedures 2019.
 - c. Parents or legal guardians of participants in College-sponsored programs must sign a release or waiver prior to a child participating in the program.
 - d. Program sponsors should adhere to the appropriate ratio of staff to children. In all cases, staff to children ratios mandated by law must be followed.
 - e. Program staff must inform another staff member when they are taking children out of the program room or area for any reason.
 - f. No minor child should be supervised by only one (1) staff member.
 - g. Children must be supervised at all times and no child shall be left alone for any reason.
 - h. Photographs of children may only be taken for program related purposes. Parents or the legal guardian of children must sign a permission form prior to any photographs of the child being taken.
 - i. Program Sponsors must ensure that all appropriate forms, including permission forms, medical contact information and liability waivers, are on file and readily available.
3. Programs and Events on Campus Sponsored by Other Entities.
- a. FSCJ rents College facilities to outside individuals or entities – Those individuals or entities must enter into the College approved Facilities Use Agreement and must obtain liability insurance to include, but not be limited to, sexual abuse and molestation insurance.
 - b. Program Sponsors are responsible for ensuring that the Facility Use agreement, verification of insurance and other necessary waiver and compliance documents have been executed by the outside entity and are on file with the appropriate College office.
- C. Off Campus Programs and Activities – Employees and students are engaged in many off-campus activities involving children through FSCJ's service learning and civic engagement, community service, internships, field trips, student teaching and other programs.
1. Off Campus Programs and Activities.
 - a. All FSCJ participants in off campus programs and activities will be required to comply with College policies and procedures in the same manner and extent as those programs that are conducted on campus. Participants shall also comply with the policies and procedures of the off campus sponsor organization to the extent those do not conflict with College policies and procedures.

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- b. All FSCJ participants in non-College organizations are required to comply with the child protection requirements of the off-campus site where the activities occur, including requirements related to training and criminal background checks in addition to the College training.
2. FSCJ Sponsored Trips – FSCJ employees and students may take their own child(ren) on College-sponsored trips under the following conditions:
- a. The employee or student must obtain prior written approval from the person responsible for supervising the trip.
 - b. The College, at its sole discretion, may deny an employee or a student request to take a child on a FSCJ sponsored trip.
 - c. The employee or student is solely responsible for the child.
 - d. The student or employee must travel in the same vehicle as the child.
- D. Study Abroad.
- 1. Children are not permitted in College-sponsored study abroad programs.
- E. Academics, Student Housing and Employment
- 1. Academics.
 - a. Students under the age of 18 who take courses and/or participate in College programs are required to follow course requirements and comply with the Student Code of Conduct and all College rules, policies and procedures.
 - b. A permission and/or waiver form must be signed by the parent or legal guardian for those children wishing to participate or audit College classes or laboratories.
 - 2. Minors Living in Student Housing.
 - a. Students under the age of 18 living in student housing are required to comply with the Student Housing Agreement, College policies, procedures, rules, Student Code of Conduct and College Community Guide.
 - b. Student Housing staff shall be notified of any resident who is a child prior to the child moving into Student Housing. Student housing staff shall be mindful and consider whether any special measures or precautions are necessary. Staff members who have questions regarding residents under the age of 18 should contact the Dean of Students.

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3. Employment of Minors – Occasionally, FSCJ may hire a minor to fill an employment position or a student worker position.
- a. The Office of Human Resources (OHR) shall authorize the hiring of any child at FSCJ.
 - b. The OHR shall inform the supervisor if an employee is under the age of 18 and whether any related limitation/precautions should be taken.
 - c. Children shall not be assigned to work alone or without close supervision unless the OHR approves such work arrangement.
4. Overnight Visits and Guests
- a. General Rules – No guest under the age of 18 is permitted to stay overnight on any College campuses, centers or College-owned property, including Student Housing.
 - b. Overnight Visits by Prospective Students.
 - i. FSCJ sometimes arranges for prospective students to visit the campus on an overnight stay. A campus visit waiver must be signed prior to a prospective student, under the age of 18 to stay overnight for a campus visit. The prospective student must agree to abide by all rules, policies and procedures related to overnight visits.
 - ii. The College will assign a responsible adult to provide assistance to the prospective student during the overnight visit.
 - iii. FSCJ students serving as a host to a prospective student who is under the age of 18, are required to comply with the FSCJ Community Guide, Student Code of Conduct and all other applicable rules and policies as well as National Junior College Athletic Association and Florida College System Athletic Association rules and regulations for athletic students. The student host must remain with the prospective student during the overnight visit.
- F. If child abuse is suspected refer to APM 06-0912 for reporting procedures.
- G. Contact Information:
- Campus/Center Security Offices
 Administrative Offices: (904) 632-3396
 Advanced Technology Center: (904) 633-8200
 Cecil Center: (904) 779-4100
 Cecil Center Aviation Programs: (904) 317-3803
 Open Campus/Deerwood Center: (904) 997-2650
 Downtown Campus: (904) 633-8200
 Kent Campus: (904) 381-3688
 North Campus: (904) 766-6608/6609
 Nassau Center: (904) 548-4450

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Urban Resource Center: (904) 633-8200
 South Campus: (904) 646-2357

Employee Relations and Equity Coordinator
 501 West State Street
 Jacksonville, Florida 32202
 (904) 632-3221 (confidential)
 Email: equityofficer@fscj.edu

Coordinator of Title IX
 601 West State Street
 Jacksonville, Florida 32202
 (904) 361-6204
 Email: mailto:titleix@fscj.edu

Risk Management and Safety
 501 West State Street
 Jacksonville, FL 32202
 (904) 632-5054
 Email: mailto:risk.management@fscj.edu

REFERENCES: F.S. 39.01, 409.175, 1001.64, 1001.65

Adopted Date: September 9, 2020