

Guidelines for Programs with Minors

The Institute is committed to promoting the safety and well-being of minors on campus and involved in campus programs and activities, and expects all members of the Caltech community to behave appropriately and follow all applicable requirements when interacting with minors. A minor or child is anyone under the age of 18 (“Minor”). Information on appropriate conduct for those working with children may be found in the [Standards for Interacting with Minors](#).

This document sets forth guidelines and procedures for employees, students, volunteers and others who are working with Minors, including procedures for programs directed at Minors who are not matriculated Caltech students, to register with the Center for Teaching, Learning & Outreach. For more information, please contact Mitch Aiken, in the Center for Teaching, Learning, & Outreach: 626-395-4641 or aiken@caltech.edu.

Employment of Minors

Requirements for employing Minors can be found in the [Employment of Minors](#) policy.

Minor Volunteers

Requirements relating to Minors who are volunteers can be found in the [Caltech Volunteers General Guidelines](#)

Information for Individuals Interacting with Minors

All individuals who will interact with Minors should review following:

- [Violence Prevention](#)
- [Standards for Interacting with Minors](#)

Mandatory Reporters

California law designates some employees as “mandated reporters” who are required by law to report known or suspected abuse or neglect relating the children. Certain professionals have long been Mandatory Reporters, but the law has recently been expanded such that any Institute employee whose duties bring them into direct contact with children under 18 years of age on a regular basis or who supervises employees whose duties bring them into contact with children on a regular basis is a Mandatory Reporter.

Mandated reporters are trained on what they are required to report, when to report and to whom, and must sign an acknowledgment of their mandatory reporter status. See the [Violence Prevention](#) personnel memoranda or contact Human Resources at EOD@caltech.edu for more information.

Programs for Minors

Programs for Minors are any activities on campus or at another Institute location, or any Institute-sponsored programs at any location which are aimed at Minors who are not matriculated Caltech students. Residential Programs for Minors are aimed at Minors who are not matriculated Caltech students, living on campus or where their off-campus housing is supervised by Institute staff or students. Camps are multiple-day programs aimed at Minors who are not matriculated Caltech students which usually occur during the summer or during other days when K-12 schools are not in session.

As noted below, certain requirements do not apply to undergraduate admissions and athletic recruitment programs for high school students (“admissions programs”).

- **Registration**

Every Program for Minors must be registered with the Center for Teaching, Learning, & Outreach and be approved by the applicable Division Administrator or the Administrative Office Department Manager. The Registration form requires the name of the Program, all employees, volunteers, students and contractors who will be working directly with Minors, and a description of the Program. This requirement is not applicable to admissions programs.

[Registration Form for Programs with Minors](#)

- **Criminal Background Checks for Camps and Residential Programs**

All employees and students who are working with, or directing or supervising those working with Minors in Camps and/or Residential Programs for Minors must have a criminal background check. A conviction for any crime may be considered in the decision whether to exclude an individual from working in, directing, or supervising, a Camp or Residential Program for Minors. Contact Human Resources at EOD@caltech.edu for more information on the criminal background check process. Students hosting high school students as part of admissions programs do not require background checks.

- **Releases**

Minors attending Programs for Minors must have an [Acknowledgement of Risk and Responsibilities/Waiver of Liability](#) form signed by their parents before they attend. These forms should be retained in the Division or Department hosting the program. Releases are not required for admissions tours and information sessions.

- **Photo Releases**
Photos may not be taken of children unless their parent or legal guardian has signed a waiver allowing use of photography for program-related purposes. The photo release is embedded in the Acknowledgement of Risk and Responsibilities/Waiver of Liability.
- **Medical Treatment Authorization Form**
A medical treatment authorization form also must be provided for each Minor, signed by their parents before they attend a Program. This is embedded in the Acknowledgement of Risk and Responsibilities/Waiver of Liability. This information must be maintained confidentially.
- **Distribution of Medicine.** Minors' medicines may be distributed to them under the following conditions:
 - The Minor's parent or legal guardian provides the medicine in its original pharmacy container labeled with the Minor's name, medicine name, dosage and timing of dosage. Over the counter medications must be provided in their manufacturer's container.
 - Program staff must keep the medicine in a secure location.
 - The Minor must self-administer at the appropriate time. If the Minor cannot self-administer the medication, then their parent or legal guardian must make alternate arrangements.
- **Emergency Procedures**
Programs for Minors must establish procedures for notification of each Minor's parent or legal guardian in case of an emergency, including medical problems, earthquake or other emergency situations. Staff members must receive a copy of the Youth Programs Emergency Information handout and must ensure that parents/legal guardians are made aware of emergency contact information and what actions to take in case of an emergency. For multi-day programs, parents/legal guardians must receive a copy of the Emergency Information Form prior to the start of the program.
- **Roster**
For multi-day programs, the program must maintain a roster of all minors attending the program, and provide a copy of the roster to Human Resources Records, at Mail Code 156-84. This is important to have in the case of an emergency.

- **Adult/Child Ratios**

All Programs must ensure adequate supervision of Minors while on Institute property or in an Institute Program. All Programs must be supervised by at least two or more adults, or by the children's' parents or guardians. The ratios of staff to children are as follows:

Age	Staff to Child Ratio
4-5	1:6
6-8	1:8
9-14	1:10
15-17	1:12

(Source: American Camp Association)

These requirements are not applicable to admission programs.

- **Drop-Off and Pick-Up**

Drop-offs and Pick-ups must be made at a designated location where children can be safely supervised by staff at all times. Children may be released only to an authorized parent, legal guardian or other adult specifically authorized by the custodial parent or guardian and after confirming their identification.

- **Residential Program Additional Requirements**

In addition, Residential Programs for Minors must meet the following standards:

- Appropriate number of staff must live in the house with the Minors to provide supervision. Ratios for adults/children are more strict than for day programs: for 4-5 year olds -- 1:5; for 6-8 year olds – 1:6; for 9-14 year olds – 1:8; and for 15-18 year olds 1:10 (Source: American Camp Association). For purposes of admissions programs, student hosts who are 18 and over may be considered as staff supervision.
- Depending on the age of the participants, supervisors may be required to accompany the Minors to and from meals, activities and housing.
- Written permission by the parent or legal guardian for the Minor to Reside in Institute housing.
- A curfew appropriate to the age of the participants.
- Guests of Minors (other than Program participants) are not allowed in rooms.

- **Contractors**

Contractors working with Programs for Minors must meet requirements in their contracts or Facilities Use Agreement relating to background checks, training, reporting of child abuse and all related matters. For more information, contact [Caltech Procurement Services](#).

Checklist for Programs with Minors

- ❑ Register: Complete [Registration Form for Programs with Minors](#)
- ❑ Meet with Mitch Aiken: Set up a meeting with Mitch Aiken in Teaching, Learning, & Outreach to discuss your registration. You may contact him at aiken@caltech.edu or 626-390-4641.
- ❑ Provide Information: Ensure that all employees, students, volunteers and others who will interact with Minors receive copies of or links to the following:
 - [Violence Prevention](#)
 - [Standards for Interacting with Minors](#)
- ❑ Mandatory Reporters: Ensure all employees whose duties will bring them into contact with Minors on a regular basis, or who supervise employees whose duties will bring them into contact with Minors on a regular basis receive Mandatory Reporter training and sign [Acknowledgement of Mandatory Reporter Status](#) .
- ❑ Criminal Background Check: Ensure that all employees, students, volunteers and others who will work directly with Minors in a Camp or Residential Programs for Minors complete a criminal background check and are cleared by Human Resources. For information contact Human Resources at EOD@caltech.edu .
- ❑ Releases: Prior to the start of the Program, ensure that you have the [Acknowledgement of Risk and Responsibilities/Waiver of Liability](#) form signed by the parent/guardian of each Minor.
- ❑ Emergency Procedures: Establish emergency procedures in case of a medical emergency, natural disaster or other emergency. Prepare to provide a written copy to provide to parents of minors.
- ❑ Roster: For multi-day programs, send a roster of all minors attending your program to Human Resources Records – Mail Code 156-84.
- ❑ Staff Ratios: Ensure that you have the proper Staff to Minor ratios, and, if a Residential Program, that you meet the additional requirements for Residential Programs.
- ❑ Miscellaneous: Ensure that drop off and pick up locations are designated and if applicable that any medicine distribution meets the specified procedures.
- ❑ Contractors: Coordinate any contracts and/or Facilities Use Agreements with third party contractors engaged to provide programs specifically designed for minors with [Caltech Procurement Services](#) to ensure that they meet Caltech’s standards of appropriate conduct and oversight for working with Minors.