



## KENTUCKY STATE UNIVERSITY

### Policies and Regulations

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#### **POLICY TITLE:**

**Minors on Campus**

#### **APPLIES TO:**

**All faculty, staff, students, volunteers, contractors, and external entities who operate, staff, or participate in youth programs**

#### **ADMINISTRATIVE AUTHORITY:**

**Office of Human Resources**

#### **APPROVED BY:**

**Kentucky State University Board of Regents**

#### **EFFECTIVE DATE:**

**August 8, 2025**

#### **NEXT REVIEW DATE:**

**August 8, 2028**

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#### **POLICY STATEMENT:**

Kentucky State University (KSU) hosts a variety of educational, cultural, athletic, and community programs that engage minor children, advancing its mission to create and share knowledge while serving the public. This policy ensures the safety and well-being of minors participating in these programs, whether organized by KSU or external entities on KSU property. It establishes requirements for program registration, staff training, background checks, and supervision, while mandating compliance with Kentucky laws on reporting abuse or neglect (KRS 620.030). This policy does not apply to certain exempted activities, such as public events or programs where minors are accompanied by parents or guardians.

#### **DEFINITIONS:**

##### **Minor**

An individual under the age of 18 who is not enrolled as a KSU student or employed by KSU.

## **Youth Program**

Any program, activity, or event designed for or involving minors that is operated by KSU (KSU Youth Programs) or by external entities on KSU's campus or facilities (External Youth Programs).

## **Program Leader**

A KSU employee responsible for overseeing a KSU Youth Program's compliance with this policy.

## **KSU Liaison**

A KSU employee serving as the point of contact for an External Youth Program.

## **Supervising Staff**

Individuals who oversee, instruct, or guide minors in a Youth Program, including those with unsupervised one-on-one interactions.

## **PROCESS:**

### **Scope**

This policy applies to:

- Programs designed for or expected to involve minors, whether in-person or virtual, that are operated by KSU (anywhere) or by external entities on KSU's campus or facilities.
- Examples include camps, workshops, lessons (e.g., music), or external programs like K–12 school events hosted on campus.

### **Exemptions**

This policy does not apply to:

- Programs where minors are accompanied by parents, guardians, or designated chaperones.
- Public events (e.g., athletic games, concerts).
- Dual-enrollment programs (e.g., high school students in KSU courses).
- K–12 supervised campus tours.
- Admissions events for admitted minors.
- Unplanned minor interactions (e.g., casual campus tours).
- IRB-approved research.
- Private personal events (e.g., KSU-approved events at the Harold R. Benson Research and Demonstration Farm).
- Minor employment (as covered under KSU's Employment of Minors policy).
- Off-campus programs run by external entities.
- Programs exempted in writing by the Office of General Counsel (OGC).

## **Requirements for KSU Youth Programs**

### **1. Designate a Program Leader**

- Each program must have a KSU employee as Program Leader who is involved in the planning and administration of the program.
- Exemptions require approval from the Office of Human Resources (HR) or the OGC.

## **2. Program Registration**

- Register with HR and the OGC at least 30 days prior to the program's start date (annual programs must re-register yearly).
- The Program Leader must submit program details (name, dates, location) to HR via [human.resources@ksu.edu](mailto:human.resources@ksu.edu).
- The Program Leader must also submit a list of all employees and volunteer involved with the Program, updating the list as needed.
- Registration ensures compliance with this policy, but it does not guarantee approval of the Program.

## **3. Staff Training**

- All program staff (KSU employees, students, and volunteers) with direct contact with minors must complete KSU-approved training (e.g., recognizing and reporting child abuse) before the program begins.
- Program Leaders are responsible for ensuring that program staff timely complete the training.

## **4. Background Checks**

- Program Leaders and Supervising Staff must have a satisfactory background check (within 5 years), including federal, state, and local criminal records, and the Kentucky Sex Offender Registry.
- Drivers transporting minors require a driver's record check.
- HR reviews the results of the background checks; convictions or charges for felonies, violence, sexual misconduct, or burglary may disqualify staff, with final decisions made in consultation with the OGC.
- Costs of background checks are to be covered by the sponsoring KSU department's budget.

## **5. Documentation**

- Program Leaders must collect appropriate forms (e.g., waivers, medical records) per HR and OGC guidance.
- Program Leaders must maintain accurate and up-to-date rosters and contact information.

## **6. Supervision**

- Program Leaders and Supervising Staff are responsible for ensuring that minors are supervised per legal and industry standards.
- One-on-one contact with minors is to be avoided whenever possible.
- Program Leaders are charged with developing protocols for emergencies, safety, and incident reporting, in consultation with OHR and the OGC.

## **Requirements for External Youth Programs**

### **1. Designate a KSU Liaison**

- A KSU employee must serve as a liaison and will be tasked with coordinating with the External Youth Program staff.

## **2. Program Registration**

- The KSU Liaison must assist the External Youth Program staff with registering the program.
- External Youth Programs must be registered with HR and the OGC at least 30 days prior to the Program's start date.

## **3. Host Agreement**

- External Youth Program staff may need to sign a KSU agreement covering liability, insurance, training, and compliance with applicable laws and KSU policies.

## **4. Background Checks**

- External Youth Program staff must have satisfactory background checks (within 5 years).
- Checks must cover criminal records and the Kentucky Sex Offender Registry; results are not shared with KSU, but the External Youth Program leaders must exclude individuals with disqualifying convictions.
- Check costs are borne by the External Youth Program.
- K–12 school employees are presumed to have satisfactory background checks.

## **Mandatory Reporting**

- All Youth program staff must report suspected or witnessed abuse or neglect of minors to KSU Police or local law enforcement immediately, per KRS 620.030.
- Other incidents (e.g., injuries, harassment) must be reported to HR immediately.
- Retaliation against good-faith reports is prohibited.

## **Policy Exemptions**

- Contact [human.resources@ksu.edu](mailto:human.resources@ksu.edu) for exemptions, which must be approved by HR and the OGC.
- Large public events may receive exemptions from certain requirements.

## **Enforcement**

- HR and the OGC interpret and enforce this policy.
- KSU employees violating the policy may face disciplinary action, up to termination of employment.
- External entities violating the policy may be barred from campus programs.

## **REFERENCES AND RELATED MATERIALS:**

- KRS 620.030 (Mandatory Reporting of Child Abuse/Neglect)
- KSU Employment of Minors Policy
- KSU Children in the Workplace Policy

## **CONTACTS:**

Subject	Office	Telephone	E-mail
Policy questions	Human Resources	(502) 597-6667	Human.Resources@kysu.edu
Policy questions	General Counsel	(502) 597-6414	General.Counsel@kysu.edu
Mandatory reporting	Police Department	(502) 597-6878	Rahsaan.Berry@kysu.edu

## HISTORY:

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