

Missouri Western State University

Policy Name: Minors on Campus	Responsible Office: Risk Management
Policy Category: Safety and Risk Management	Approval Authority: Board of Governors
Date Effective: August 13, 2026	Date Last Reviewed/Revised:

I. Purpose

This policy establishes general standards for the protection of minors participating in University-related programs or visiting campus and provides guidance to University employees involved with coordinating and/or sponsoring events that include minors, defined as a person under the age of 18.

II. Applicability

This policy applies to all Missouri Western State University employees, students, volunteers, independent contractors, and external, third-party organizations that interact with minors in University-run programs or activities and/or programs in University-owned or controlled property. Examples include, but are not limited to, athletic camps, academic camps, recreational camps, workshops, competitions, clinics, and conferences.

This policy is specific to non-enrolled minors and does not apply to dual enrolled students or to 1) events that are open to the general public that is not targeted toward minors or events where parents or guardians are invited or expected to provide supervision of minors, or to events where parents or guardians are explicitly required to accompany their children; or 2) events, such as field trips and athletic events, sponsored and supervised by a minor's school, or 3) the University's on-campus childcare center which has established procedures following licensing regulations.

III. Definitions

Authorized Adult. Individual(s), paid or unpaid, who is (are) authorized to supervise, engage with, or regularly chaperone minors as part of a Covered Program. An Authorized Adult must be at least eighteen (18) years of age. Authorized Adults include but are not limited to Covered Program Staff.

Background Check. A report that includes criminal history, sex offender registry and/or child abuse/neglect database records consistent with the University's policies and procedures related to background checks.

Mandatory Reporter. Any person who is required by Missouri law to report suspected child abuse to the appropriate authorities. Mandatory Reporters include, but are not limited to, faculty/teachers and other school officials, physicians and other health care practitioners, counselors, social workers, psychologists, law enforcement personnel, and other persons with responsibility for the

care of children. Mandatory Reporters are required to provide their name when they make a report. For a complete list of mandated reporters, please review [RSMo 210.115.1](#).

One-on-One Contact. Direct interaction between any person over the age of 18 and a minor without at least one other Covered Program Staff or other Authorized Adult. One-on-One contact is to be avoided by all adults on campus whether under this policy or not. For purposes of this definition, another adult will be deemed “present” if he/she is within line of sight of the adult interacting with the minor.

Covered Program. A program or activity that includes minors as participants and is offered by one of the various academic or administrative units of the University (whether on University property or not), or that is offered by a non-University group using University facilities. A Covered Program may include but is not limited to workshops, sport camps, academic camps, conferences, pre-enrollment visits, internships, employment, housing, departmental programs and other similar events and activities.

Covered Program Administrator. Any individual who has primary and direct operational responsibility for the overall content and execution of a Covered Program and who serves as the primary point of contact.

Covered Program Staff. Individuals, whether paid, volunteer, or for academic credit, who have care, custody, control, supervision, and/or direct contact or interaction with minors involved in Covered Program. This includes, but is not limited to, University administrators, faculty, staff, students, volunteers, and third parties when operating a Covered Program.

Third Party Covered Program. A program or activity that involves minors and uses University facilities but that is not operated under the direction or authority of the University. The University leases facilities and may offer other services for a fee, but is not involved in the program operations, participant supervision, or management unless contractually obligated.

University-Sponsored Program. Program that are directly organized, managed, and/or supervised by University faculty or staff on behalf of the University, including, but not limited to, workshops, services, camps, conferences, campus visits, or similar activities on or off campus. A “University-Sponsored” program is one that: (1) the University solely owns and operates; (2) the University jointly operates with another organization; or (3) the University contracts with another organization to provide. University-Sponsored Program may or may not take place on University Premises. This also includes a program or activity operated by an affiliated Missouri Western State University Department or University Recognized Student Organization. (NOTE: Recognized Student Organizations are not permitted to hold a minors-on-campus event without an academic or administrative unit co-sponsor.)

University Premises: All buildings, property, or grounds owned, leased, operated, controlled, or supervised by the University.

IV. Policy

Missouri Western State University is committed to the safety and health of our community members. The safety and well-being of minors visiting campus is of the highest concern. This policy requires appropriate adult supervision for all minors on campus at all times. When minors are on campus as part of an official University activity or event, the individuals responsible for the activity or event are responsible for ensuring minors are supervised while on campus.

All persons interacting with minors on campus are expected to abide by all federal and state laws and regulations concerning the protection of minors. Consistent with Missouri law, it is the University's policy that any employee who has reasonable cause to suspect that a minor child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances that would reasonably result in abuse or neglect shall immediately make a report to the Children's Division Child Abuse and Neglect Hotline (1-800-392- 3738).

Persons who violate this policy may, as appropriate, be referred to legal authorities. University employees who violate this policy are subject to discipline up to termination, and volunteers who violate this policy may have their service with the University discontinued. Third Parties who violate this policy will be subject to the terms and conditions of the written agreement with the University.

V. Procedures/Implementation

A. Request and Registration

Permission to conduct or hold any Covered Program must be granted at least sixty (60) days prior to the scheduled start date. Individuals are strongly encouraged to confirm approval for Covered Programs before any Covered Program is advertised.

Any entity seeking to conduct, hold, offer, host, or sponsor a Covered Program must first submit a **Covered Program Request Form**, which will be routed according to whether the program is sponsored by the University or a non-University, third-party.

Once approved, the Covered Program must be registered with the University's Office of Camps, Conferences and Events using the minors on **Campus Program/Event Registration Form**.

B. Training Requirements

All Covered Program Staff and Authorized Adults as determined by the Covered Program Administrator must complete "Minors on Campus Training" prior to any involvement in the Covered Program. Other training may be recognized as a substitute to University training if, at a minimum, the training addresses mandatory reporting requirements, responsibilities and expectations, relevant institutional policies, safety and security procedures, and staff expectations with regard to communications and interactions with minors. The University reserves the right to determine the sufficiency of training.

C. Background Investigation & Additional Screening

Covered Program Administrators must be in receipt of background check clearance on all Covered Program Staff prior to involvement. The background check must include state and federal criminal history checks and sex offender registry checks, in accordance with the University's policies and procedures related to background checks. The University is not responsible for covering any costs associated with required background checks for Non-University Covered Programs and costs for background checks for University-Sponsored Covered Programs should be included when developing the budget for the event or activity. Completed background checks must be submitted to the University at least twenty (20) days in advance of the scheduled start date of the Covered Program.

If the Covered Program Staff member is an employee of Missouri Western State University the employee must have an initial background check completed and on file. Thereafter, the employees background check must be rerun and completed every three (3) years. Depending on the nature of the Covered Program, additional screening of Covered Program Staff beyond background checks may be advisable, including in-person interviews and/or reference checks.

D. Reporting

1. Child Abuse and Mandatory Reporters: Mandatory Reporters must ensure that the Family Support Division is notified of the suspected abuse and neglect immediately and in no case later than 24 hours after the Mandatory Reporter first had reasonable cause to suspect the abuse. Contact the Missouri Department of Social Services Family Support Division, Child Abuse and Neglect Hotline at 1-800-392-3738.

In addition to Missouri law requirements, the University requires faculty, staff, students, and volunteers to report allegations of suspected child abuse or inappropriate conduct to the Covered Program Administrator and the University Police Department at (816) 271-4438, if the alleged conduct may have occurred or was observed in connection with activities occurring on University Premises, or while faculty, staff, students, or volunteers participated in University-Sponsored or -affiliated activities off University Premises. Reports are not necessarily accusations; they merely report facts for trained professionals to evaluate and investigate. All employees must appropriately report suspected child abuse. They should not attempt to investigate a matter further or gather additional information before reporting.

2. Injury, Safety Concerns, or Misconduct: In order to maintain a safe environment for all students, faculty, staff, and visitors, it is important that the University be informed, at the earliest possible date, of any injuries that occur on the University Premises or during University events or activities. Any individual who becomes aware of or suspects violations of this policy, incidents of misconduct, concerns regarding the safety, or misconduct which potentially affects the well-being of minors should report the matter immediately. Individuals should complete the University's **Accident/Injury/Incident Report Form** and submit the completed form to the Covered Program Administrator and the University's Risk Manager.

E. Covered Program Staff Ratio Requirements

University-Sponsored and Non-University Covered Programs must provide for the appropriate supervision of program participants. These activities must be coordinated in a way that eliminates one-on-one interactions and ensures that adequate staff-to-participant ratios are in place at all times.

Below are minimum staff-to-participant ratios for Covered Program. All aspects of the activity should also be considered, including the number and age of participants, the location of the activity, the risks associated with the activity, whether housing or travel is involved, and the age and experience of the responsible adults.

Participant age	Ratio for day program	Ratio for overnight program
5 years and younger	1 staff: 6 participants	1 staff: 5 participants
6–8 years	1 staff: 8 participants	1 staff: 6 participants
9–14 years	1 staff: 10 participants	1 staff: 8 participants
15–18 years	1 staff: 12 participants	1 staff: 10 participants

F. Program Requirements and Responsibilities

1. General Requirements for All Covered Programs. The following requirements and responsibilities shall apply to all programs, whether sponsored by the University or a Third-Party Sponsored individual or entity:
 - a. The Covered Program Sponsor, program administrator, directors, program staff, and participants are expected to abide by all federal and state laws, and rules, regulations, and policies of Missouri Western State University. Failure of an individual to do so may result in disciplinary action if the individual is a University employee; and/or removal from the program and the campus for non-compliance. The University reserves the right to terminate a program if, in its discretion, it is being run in an unsafe manner and/or is not complying with applicable laws, rules, regulations, and policies.
 - b. Sponsors, program administrators, directors, and Authorized Adults must make all reasonable efforts to maintain a reasonably safe environment for minors participating in programs and activities covered by this policy, including removal of minors from dangerous, or potentially dangerous, situations, irrespective of any other limitation or requirement.
 - c. A sponsor offering a program that involves minors shall provide adequate and appropriate care and supervision of participants associated with the program at all times. Some of the factors to consider in determining adequate supervision are the number and age of participants, the activity(ies) involved, type of housing, if applicable, and age and experience of the Authorized Adults.

- d. It is recommended that one-on-one contact between an Authorized Adult and a minor be avoided to the extent possible. If the program includes activities involving one-on-one contact, the sponsor must ensure that the parent/legal guardian is specifically made aware of this fact.
 - e. Covered Program Staff and all other Authorized Adults involved in programs covered by this policy shall not:
 - 1. Have any direct electronic contact of a personal nature with minors without another adult being included in the communication.
 - 2. In the case of supervising minors overnight, to the extent practical, enter a minor's room, bathroom facility, or similar area without another Authorized Adult in attendance. In these circumstances, the adults should be of the same gender as the minor(s).
 - 3. Engage in abusive conduct of any kind toward, or in the presence of, a minor.
 - 4. Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner, any minor.
 - 5. Allow minors to leave the Covered Program except in the company of a parent/legal guardian, someone authorized in writing by a parent/legal guardian, or to walk/bike home as authorized in writing by a parent/legal guardian.
 - 6. Pick up minors from or drop off minors at any location except as authorized in writing by a parent/legal guardian.
 - 7. Provide alcohol, tobacco, tobacco products (including e-cigarettes), or illegal drugs to any minor. Covered Program Staff and Authorized Adults shall not provide prescription drugs or any medication to any minor, unless specifically authorized in writing by the parent/legal guardian as being required for the minor's care or the minor's emergency treatment.
 - 8. Be under the influence of alcohol or illegal drugs for the duration of the program including times when minors are not present or actively involved in activities (*i.e.*, sleeping).
 - 9. Make sexual materials, in any form, available to minors or assist them in any way in gaining access to such materials.
 - 10. Communicate with a minor through the use of technology (*i.e.*, email, text message, social media including through 'friend' or 'follow' requests, etc.) unless a parent has consented to the communication. If such means of communication is pre-approved, it shall be limited to topics related to the program and the consenting parent/legal guardian must also be a party to the communication.
 - 11. Leave minors unattended or unsupervised.
 - 12. Allow minors to be supervised by other minors in violation of this policy.
 - 13. Allow the presence or participation of any minor other than those properly registered for the program.
2. Additional Requirements for University-Sponsored Covered Program. For University-Sponsored Covered Programs only, the Covered Program Administrator is responsible for conducting a pre-assessment as outlined in **Appendix A**, and for obtaining appropriate internal approvals before submitting the Covered Program Request Form.

Appropriate program registration, permission, medical authorization, and contact information forms must be completed and maintained for all Covered Program participants. Contact the Office of Camps, Conferences, and Events for assistance and/or approved forms.

All University-Sponsored Covered Program shall adhere to the following principles and requirements, which are in addition to the General Requirements for All Programs:

- a. Covered Program Staff shall be positive role models for minors and act in a caring, honest, respectful, professional, and responsible manner that is consistent with the mission of the University. Covered Program Staff are required to comply with all applicable laws and University policy.
- b. Covered Program Staff will utilize the buddy system (operating in pairs) in all activities whenever possible.
- c. minors may not operate a University-owned and/or controlled motor vehicle while they are attending and participating in the Covered Program. If Covered Program Staff are transporting minors in University-owned or operated vehicle, more than one adult or more than one minor must be present in the vehicle for the duration of the transportation. Privately-owned vehicles may not be used to transport minors during any University-Sponsored Covered Program.

Covered Program Administrators are also responsible for reviewing the additional requirements and best practices included in **Appendix B** to determine what additional forms or arrangements are necessary for a given program.

3. Additional Requirements for Non-University Sponsored Covered Program. Non-University or third-party organizations or agencies that utilize Missouri Western State University facilities or space to host programs or activities involving minors must comply with the minors on Campus Policy. In particular, these entities or organizations must execute and deliver the following prior to utilizing University Premises:
 - a. A completed Facilities Usage contract setting forth the specific facilities to be used, the dates and hours of permitted access and other terms applicable to such use;
 - b. An indemnification agreement in a form acceptable to the University General Counsel and Risk Manager agreeing to defend and holding the University harmless against any and all claims arising from the operation of the Non-University program (this requirement may be waived for public entities prohibited by law from agreeing to indemnify);
 - c. Evidence of insurance coverage in amounts to be determined by Risk Management and that may include coverage for sexual misconduct at the University's sole discretion; and,
 - d. Certification that all their Covered Program Staff have undergone background checks, which would, at a minimum, satisfy the Background Check requirements listed in this policy.

- e. An assurance that the third-party organization will provide appropriate and adequate supervision of minors at all times while minors are on campus, including in any buildings, facilities, or residence halls.

H. Disability Accommodations

State and federal law (the Americans with Disability Act and Section 504 of the Rehabilitation Act of 1973) may govern disability accommodations. In considering an appropriate accommodation process and procedure, ask for assistance from trained institution staff, when needed.

I. Records Retention

All records should be retained in accordance with University policies on record retention.

J. Accountability and Sanctions

Violators of this policy will be held accountable for their actions under University policy and applicable law. Sanctions for violations may include, but are not limited to, suspension of University funding, non-renewal or termination of the Covered Program, suspension, dismissal, or termination of University employment or Covered Program Staff status, or removal or barring from University Premises.

K. Presence of Minors on Campus

The University reserves the right to condition, restrict or deny access to University facilities by minors at its discretion. All minors, including those participating in Covered Programs, shall be subject to all University regulations while on campus, and may be asked to leave the campus if unable to comply.

Policy History

Date of Review/Revision	Summary of Change

APPENDIX A

University-Sponsored Covered Programs, Unit Approval, and Pre-Assessment

The Covered Program Administrator must address the following considerations in advance of the Covered Program's approval by the responsible Vice-President:

- a. Alignment of the Covered Program with the University's mission;
- b. Appropriate staffing and supervision ratios are in place, with special regard to avoiding one-on-one contact between minors and Covered Program Staff;
- c. Appropriate subject matter and fully planned activity itinerary;
- d. Covered Program Staff expectations and guidelines have been created and/or presented;
- e. Appropriate training is in place for Covered Program Staff;
- f. Development of expectations for minor's/Code of Conduct, applicable forms and waivers, and any supplemental Covered Program guidelines appropriate for the particular Covered Program have been developed;
- g. Creation of appropriate orientation materials and information for minor participants and parents/guardians;
- h. Appropriate transportation arrangements are identified and secured;
- i. Housing arrangements have been addressed and secured with special consideration for the supervision of overnight Covered Programs;
- j. Indirect costs to the University have been included in the proposed budget (*i.e.*, set up/breakdown, cleaning, wear and tear to facilities or use of University-owned equipment)
- k. Contracts, if any, for auxiliary services and food services have been vetted and secured;
- l. Response protocols for any accusations of misconduct have been created;
- m. Safety and security planning has occurred including, but not limited to:
 - Basic first aid;
 - Emergency response and notification plans;
 - Reporting protocols for injury and/or illness; and
 - Inclement weather plans.
- n. Insurance requirements are met;
- o. Any licensing or exemption required by a government agency has been secured; and
- p. Record retention procedures are/will be followed.

APPENDIX B

The information included in Appendix B reflects best practices for the safe, secure operation of activities and events with minors. University employees are expected to utilize sound judgement, display professional behavior, and adhere to these additional requirements.

A. Requirements for Permissions, Medical and Contact Information Forms

For all University-Sponsored Covered Programs in which parent(s), legal guardian(s) or other adults(s) will not, or may not be physically present at all times, the University Covered Program shall collect and maintain certain information and forms related to permission to participate, release and waiver of liability, medical history and authorization for medical treatment for each participant. Appropriate registration forms completed by the parent/guardian of each minor participating in the Covered Program. Essential forms and consents include:

1. **Informed Consent & Liability Waiver:** Signed by a legal guardian to acknowledge inherent risks and release the University from financial or legal liability.
2. **Medical Authorization & Health History:** Grants staff permission to seek emergency medical treatment and administer authorized medication. It also details allergies, immunizations, and dietary restrictions.
3. **Emergency Contact Information:** Identifies the name and contact information for individuals who need to be contacted in the event of an emergency.
4. **Code of Conduct:** Outlines expectations for camper behavior, rules regarding curfews, prohibited items, and disciplinary consequences.
5. **Pick-Up & Transportation Release:** Specifies Authorized Adults permitted to pick up the camper and grants permission for camp-sponsored transit.
6. **Media Release:** Allows the University to photograph or record the minor for promotional and reporting purposes.
7. **University Network or Third-Party Software:** Allows the minor to access the University network and/or to use Third Party Software.

B. Required Policies Governing the Conduct of minor Participants

All University-Sponsored Covered Program shall have in place and distribute to minor participants and/or their parents/guardians as appropriate, a “Standards of Conduct” or “Rules and Expectations” for the Covered Program. All such conduct standards must minimally include the following provisions:

1. All program participants must abide by all University policies and regulations.
2. Program participants must remain with their group and assigned program staff.
3. Program participants must attend all scheduled events and activities.
4. Program participants are not permitted to remain in residence halls or other facilities without Authorized Adult supervision.

5. Participants are not to share any medications, including over-the-counter medications.
6. The possession or use of alcohol and other drugs, including but not limited to cannabis, fireworks, guns, and other weapons is strictly prohibited on University property or in any University-Sponsored programs and will not be tolerated. Any participant found in possession of such items will immediately be reported to the University Police Department and immediately dismissed from the program.
7. All vehicles must be operated in accordance with University parking regulations and parking requirements met.
8. Participants may not leave a program without permission.
9. No violence or discrimination (including sexual abuse or harassment) will be tolerated.
10. Hazing of any kind is prohibited. Bullying, including verbal, physical, and bullying via social media are prohibited.
11. All participants are expected to assist with maintaining a clean, safe campus environment.
12. No theft of property regardless of ownership will be tolerated. Property of other participants is not to be used without express permission (access does not constitute permission).
13. The misuse or damage of University property is prohibited. Charges will be assessed against those participants who are responsible for damage or misusing University property.
14. The inappropriate use of cameras, imaging, and digital devices is prohibited including use of such devices in showers, restrooms, or other areas where participants expect privacy.
15. Participants and others affiliated with the program are expected to abide by any additional rules established by the individual program they are registered to attend.
16. The University reserves the right to dismiss any participant from the program when it determines that the behavior of the participant creates a health or safety hazard, is not in accordance with the rules and/or is a disturbance to other participants. Participants will immediately be sent home from the program if the participant poses a risk to safety or health, engages in conduct in violation of the Code of Conduct. Participants dismissed for these reasons are not entitled to any registration refund.

C. Complaint Procedures for University-Sponsored Covered Programs

All University-Sponsored Covered Programs should have a fair, impartial process in place to address general concerns that may be reported by program participants. A sample procedure is provided below.

1. Reporting a Concern
 - a. Individuals or participants should first attempt to informally resolve their concern with the party involved and/or by notifying the Covered Program Director of a problem.
 - b. Individuals may initiate complaints regarding a Covered Program with the Program Administrator Department. Reports should include detailed information about the incident or concern, including date, time, location, and individuals involved or affected.
2. Investigation and Resolution
 - a. Upon receiving a complaint or report, the Program Administrator or designee will determine the validity of the reported concerns or allegations and take appropriate actions to address any confirmed violations.

- b. The Program Administrator is responsible for involving other University departments, such as the University Police Department, Office of Human Resources, or Office of General Counsel, as may be needed given the nature of the reported concerns or issues.
 - c. If an investigation is necessary as determined by the Program Administrator, the investigation process shall adhere to principles of fairness, respect, and confidentiality to the extent practicable for all parties involved.
 - d. If a complaint involves criminal behavior or serious misconduct, law enforcement authorities may be notified in accordance with legal requirements and University policy.
3. Follow-Up and Documentation
- a. The Program Administrator University will provide updates to all parties involved in the complaint process and, as appropriate, information regarding any remedial actions taken.
 - b. All documentation related to complaints, investigations, and resolutions shall be maintained in accordance with the University's record retention policies, as may be required.
4. Non-Retaliation
- a. The University prohibits retaliation against individuals who report complaints or participate in investigations in good faith.
 - b. Any acts of retaliation will be subject to disciplinary action, up to and including termination of employment, expulsion from the University, and/or removal from University programs, activities, and events.

D. Requirements for Overnight Covered Program

University-Sponsored Covered Program involving overnight stays in University Premises shall adopt and implement rules and policies for the proper supervision of minors in University housing. These requirements include, at a minimum:

1. Written permission signed by the parent/guardian for the minor to temporarily reside in University housing.
2. A curfew time which is age-appropriate for the participants, but in no case later than 10:00 p.m.
3. Whenever there are in-room visitations or program activities, the door to the room is required to stay open.
4. In general, in-room visitation should be restricted to participants of the same gender.
5. Restrictions for any guests of participants (other than a parent/legal guardian and other program participants) to only visit participants in the building lobby and/or floor lounges, and only during approved hours specified by the Covered Program with appropriate supervision.
6. Adherence to all security measures and procedures specified by University Housing and Residence Life and the University Police Department.
7. The provision of separate accommodations and facilities for adults and minors other than the minors' parents/guardians.

In addition, a roster of all University Covered Program participants and a directory of University Covered Program Staff shall be maintained. The list shall include each participant's name, local room assignment (if applicable); gender, age, address, and phone number(s) of parent(s)/legal guardian(s), as well as emergency contact information. The list shall be maintained by the Covered Program Staff, with a copy provided to the Office of Housing and Residence Life and the University Police Department for overnight Covered Program.

E. Requirements Regarding the Administration of Medications (typically only for full-day or overnight camps)

minors who are currently receiving prescription medications and are able to self-administer may receive these medications while participating in University-Sponsored Covered Programs, subject to the following conditions:

1. The need for the medication is documented in the **minor's Medical Authorization and Health History form.**
2. The medicine is provided by the minor's parent or guardian in its original pharmacy container labeled with the participant's name, medicine name, dosage, and timing of consumption. Personal "epi" pens and inhalers may be carried by the participant during activities. Over-the-counter medications must be provided in their manufacturers' container.
3. Staff shall keep the medicine in a secure location, and at the appropriate time for distribution shall meet with the participant.
4. While under staff observation, the minor participant shall be allowed to self-administer the appropriate dose as shown on the container.
5. For any medication that the participant cannot self-administer, prior arrangements appropriate to the circumstances must be made with the Covered Program Administrator.