


<b>Name of Policy:</b> <a href="#">Minors on Campus</a>		 <b>Revision date:</b> September 3, 2025  <b>Original effective date:</b> April 23, 2018	
<b>Policy Number:</b> 3364-10-17			
<b>Approving Officer:</b> Executive Vice President for Finance & Administration and CFO			
<b>Responsible Agent:</b> Associate Vice President for Risk Management			
<b>Scope:</b> All University of Toledo Campuses			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input checked="" type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The University of Toledo seeks to promote the safety and welfare of minors who participate in university youth programs.

(B) Purpose of policy

This policy describes the requirements placed on units offering university youth programs and requirements placed on all faculty, staff, or volunteers working with the youth program. This policy also informs all university community members about required reporting relating to known or suspected abuse or neglect of minors.

(C) Scope

This policy applies to all university faculty, staff, students, volunteers or others working in a university youth program. Section (F)(4) regarding mandatory reporting applies to all university employees, regardless of their association with a university youth program or not.

(D) Definitions

Minor: an individual under the age of eighteen. This does not include persons under the age of eighteen who are enrolled for academic credit or have been accepted for enrollment.

One-on-one interactions: unsupervised interaction between an adult and a minor without at least one other adult being present. For purposes of this definition, another adult will be deemed “present” if within the line of sight of the adult interacting with the minor.

Program personnel: any person who is employed by, contracted by, or has volunteered for the university to serve or work in a university youth program.

Participant: any minor participating in a university youth program.

Unit: any academic or administrative unit of the university.

University youth program: any program, event, operation, endeavor, or activity offered, operated, conducted, or organized by any university unit, faculty or staff member, or volunteer that includes minors, including but not limited to lessons, tutoring, advising, work in a lab, shadowing an individual on campus, camp, or other opportunity regardless of the duration and regardless of the source of funding for the program. This excludes:

- (1) Events in which parents, guardians, or other adult chaperones are in attendance and are responsible for the care, custody, and control of their minor(s);
- (2) Events that are open to the general public and the university is not responsible for the care, custody and control for the minor;
- (3) University students hosting siblings or other family members during “family weekend”;
- (4) Pre-enrollment campus visits where minors take a group facility tour;

- (5) Medical care provided in an inpatient or outpatient setting governed by UTMTC policies;
- (6) Institutional Review Board (IRB)-approved research;
- (7) Minors working for the university as employees;
- (8) Events that occur at university facilities but are offered, operated, conducted, or organized by an entity other than the university. See section (G) for separate requirements for non-university youth programs.

(E) Registration

Before a university youth program is to begin, the unit must register the event on the “Protecting Minors on UToledo Campus” website at least thirty days before a scheduled event or as soon as the unit is aware that minors may be in attendance.

(F) Program requirements

(1) Program personnel

(a) Background checks

- (i) Any program personnel who will serve or work in a university youth program must have a background check completed before the program or event with minors begins.
- (ii) UToledo employees that serve as program personnel must have a new background check performed at least every four years. Non-employees that serve as program personnel must have a background check completed annually.

(b) Training

- (i) All program personnel must complete annual training administered by UToledo risk management.

- (ii) Training must be completed prior to the event or program.
- (c) Standards of conduct
  - (i) All program personnel must review and sign the university youth program code of conduct annually.
- (2) Supervision of minors
  - (a) Program personnel must always ensure adequate adult supervision of minors during the program.
  - (b) Program personnel are prohibited from one-on-one interactions.
    - (i) The prohibition against one-on-one interactions extends to all contact and contact and communications, in person or through any other means,
    - (ii) In rare cases, one-on-one interactions may be approved through the exception process in this policy prior to the start of the university youth program. Additionally, if the exception is approved, the minor's parent(s) or legal guardian(s) must provide written consent to the one-on-one interaction.
  - (c) Check in and check out procedures must be established. Program participants may only leave the program with their parent(s) or legal guardian(s) with legal custody of the minor, or an individual designated in writing by the parent(s) or legal guardian(s) with custody of the minor.
  - (d) University youth programs involving overnight stays shall adopt and implement rules and policies for proper supervision of minors in university housing, including but not limited to:
    - (i) A curfew time which is age-appropriate for program participants.

- (ii) Visits by guests (other than a parent/legal guardian) that are not program participants or program personnel must be limited to visits in the lobby or a lounge.
- (iii) Program personnel may not enter a program participant's room, bathroom facility or similar area without another adult program personnel being present.

(3) Required documentation from program participants

- (a) The unit must collect, at a minimum, written forms constituting consent to participate in the program, medical authorization, emergency contacts, liability waivers and photo/video release forms.
- (b) Each document must be completed and signed by a parent or legal guardian prior to a minor participating in a university youth program.

(4) Reporting

All program personnel or other university community member who in the course of their duties witness child abuse or neglect or has information that would lead a reasonable person to believe the minor faces a substantial threat of such abuse or neglect must immediately take the following two steps to report:

- (a) Alert the appropriate agency
  - (i) If a minor is in imminent danger, call 911.
  - (ii) If a minor is not in imminent danger, call children services agency at 855-O-H-CHILD (855-642-4453).
- (b) Report to the appropriate university office per the "report a concern" webpage (<https://www.utoledo.edu/report/>) or the office of risk management.

(G) Non-University Youth Programs

- (1) Non-university entities engaging in programs or activities with minor participants utilizing university facilities shall execute the appropriate facilities contract.
- (2) Third-party contractors are required to meet the intent of this policy as a term of the contract, including background checks and training.
- (3) The unit executing the contract is responsible for ensuring the contractor is aware of this policy.

(H) Exceptions

All exception requests must be submitted in writing to the offices of risk management and legal affairs. Prior to submission, the requesting unit's dean or vice president must approve the request.

(I) Additional Information

Additional information regarding this policy, including details on program registration, training resources, instructions for obtaining background checks and requesting exceptions, can be found on the “protecting minors on UToledo campuses” website.

<https://www.utoledo.edu/offices/internalaudit/minors-on-campus/>

<p><b>Approved by:</b></p> <p>/s/</p> <hr/> <p>Matthew Schroeder Executive Vice President for Finance &amp; Administration and CFO</p> <p><b>Date:</b> November 12, 2025</p> <p><b>Review/revision completed by:</b></p> <ul style="list-style-type: none"> <li><i>Risk Management</i></li> </ul>	<p><b>Policies superseded by this policy:</b></p> <ul style="list-style-type: none"> <li><i>None</i></li> </ul> <p><b>Original effective date:</b> <i>April 23, 2018</i></p> <p><b>Review/revision date:</b> <i>October 2, 2018</i> <i>September 24, 2019</i> <i>September 3, 2025</i></p> <p><b>Next review date:</b> <i>September 3, 2028</i></p>
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