

Minors on Campus

2026 ABAC Program Director Annual Training



Agenda

- Why is Minors on Campus training important
- Roles and Responsibilities (Single Day, Multiple Day, and Residential Programs)
 - Code of Conduct
 - Background Checks
 - USG Online Training
 - Mandatory Reporting
 - Relevant Institutional Policies
 - Documentation (Program Specific)
 - Customer Service
 - Title IX, Clery Act and Child Abuse- Must be completed by MOC Program Directors, Staff and Volunteers (**Read & Sign**)
 - Youth Protection Online Training for Staff and Volunteers
 - Confrontation
 - Accessibility
 - Ethics
 - Parental Notification

ABAC MINORS ON CAMPUS INTRODUCTION

Program Directors are responsible and accountable for overall oversight and compliance of their MOC program.

- Program Directors general responsibilities:
 - Annual Program Approval (Dynamic Form) and MOC Registry.
 - Attend Annual Program Director Training
 - Annual Staff & Volunteer training.
 - Annual Staff & Volunteer Code of Conduct.
 - Annual Participant Code of Conduct.
 - Ensuring all required MOC forms are completed (Refer to Website).
 - Communication with parents and participants.
 - Immediate mandatory reporting of issues to ABAC Leadership and key stakeholders such as HR/MOC Coordinator/Title IX Coordinator, ABAC Police Department/ABAC Marketing & Communications.
 - Ensuring background checks are completed
 - Monitoring staff & volunteer and participant conduct.
 - Ensuring ABAC and USG policies and guidelines compliance
 - Emergency Planning & Coordination
 - Record retention.

MOC CRITICAL REMINDERS

- All newly hired ABAC employees receive a background check prior to initial hire. ABAC/State Agency employees working with MOC programs require a new background check every three years. Volunteers with MOC programs require an initial background, and a new background check every year.
- All newly hired ABAC employees, and Volunteers working with MOC programs must complete initial training on Title IX and Protecting Youth. ABAC MOC Program Directors receive annual training each year. ABAC Program Directors must train their MOC staff and volunteers on an annual basis.
- Ensure third party rental agreements are completed, Amanda Dow is the Coordinator. Third parties must provide proof of liability insurance.
- Document retention of all documents is a mandatory compliance requirement and is maintained by the Program Director – Three years retention required past age of eighteen for MOC participants and five years for staff/volunteers. Large areas such as Athletics, GMA, and Multicultural that have multiple MOC activities should have a central document repository.
- The two-person rule is paramount both in person and virtual programs (in unusual cases it is permissible to instead have in open well illuminated areas singular contact such as music lessons to minors by ABAC music faculty,) but only when given **PRIOR** approval by MOC Coordinator.
- No volunteer/staff electronic contact with a minor should ever occur except for official communication (always cc another MOC person), Staff & Volunteers cannot become friends with minor participants or have social contact during or after camp ends.
- Reinforce key policies and MOC guidelines and conduct expectations at key intervals during program with volunteers/employees and participants, not just at the beginning of the program – Program Directors are responsible for continuous reinforcement of expectations.
- Review ABAC MOC webpage and all forms & resources to ensure compliance and document retention.
- Program Directors should be the only contact with parents in the event of an issue (Again involve HR/Marketing & Communications (involve before public media interaction), and ABAC Police Department early if there is an issue). Be transparent.

MOC Program Tips

- Do not utilize Freshman or Sophomore ABAC students who are close in age to MOC participants if possible.
- Ensure MOC personnel know what to do in the event of an emergency. Have a copy of yellow/gold ABAC Emergency Quick Reference Guide and review with Staff/Volunteers.
- Ensure good communication with parents before and during MOC program. Strategize ahead of MOC program, how you will orient parents and onboard MOC participants.
- Be aware that just like employees and students, MOC participants may show signs of mental health challenges - Be alert and respond appropriately to get help.

Exceptions to MOC Policy

- Minors enrolled at ABAC. When parents maintain supervision.
- Events open to the general public (sporting events, open houses) where there is an expectation that the parents will maintain supervision
- Hosting family members, friends, or other guests
- Must be clear to your participants if parents must maintain supervision throughout a program or activity

MOC Compliance Requirements

There are five Compliance Elements in the Policy:

1. Annual program approval and review (ABAC Dynamic Form)
2. Annual Program Registration (ABAC Registry maintained by HR).
3. Background investigations for staff and volunteers (Maintained by HR).
4. Mandatory Program Director & Staff/Volunteer Training.
5. Records Retention.

MOC Records Retention - Compliance

- **Minors on Campus – Records Retention Policy (Primary Responsibility - Program Directors)**
- All records should be retained in accordance with Board of Regents policies on record retention. Copies of all required forms and documentation pertaining to Minors should be retained for a period of three (3) years after the Minor reaches the age of eighteen (18). Records pertaining to Program/Activity Staff should be retained for five (5) years.
- Records for ABAC sponsored programs should be maintained by ABAC program leaders
- Records for third party programs should be maintained by third party program leaders

ABAC MOC – Two Adult Rule

- Program Two Adult Rule Exceptions – Require PRIOR written approval of ABAC MOC Coordinator.
- Purpose To provide for a safe and healthy environment for all who participate in ABAC programs and activities, at least two background checked and trained Program/Activity Staff should always be present with a minor. The Two-Adult Rule reduces the risk of opportunities for inappropriate behavior and/or unsubstantiated allegations, protecting both minors and Program/Activity Staff.
- If Program/Activity Staff have an important reason to be alone with a minor, such as for music lessons or individual meetings, safeguards should be discussed in advance with the Sponsoring Unit and Program Administrator. For example, approved “one-on-one interactions” should only take place in open, well-illuminated spaces or rooms observable by other adults. Additional guidance on interacting with minors is available on the Program/Activity Staff Code of Conduct. II. Examples Following are a few examples of how the two-adult requirement applies (but should not be considered an exhaustive list): a. Transportation to/from University Programs/Activities, including but not limited to, giving a minor a ride home: When transporting minors on behalf of a ABAC Program/Activity, more than one Program/Activity Staff member should be present in the vehicle, except when multiple minors will be in the vehicle at all times during the transportation. Transportation in personal vehicles is discouraged. When it is not possible to comply with the Two-Adult Rule during transportation, parents/guardians of minors should sign a consent form acknowledging that they understand their minor is engaged in a ABAC program that requires one-on-one interaction (minor to adult). b. Electronic communication involving minors: Program/Activity Staff should not engage in or converse one-on-one with minors through electronic means, including but not limited to, email, text messages, social networking websites, or other forms of social media at any time unless the following conditions are met: (1) there is a legitimate educational or programmatic purpose; (2) the content of the communications is consistent with the mission of the approved program and ABAC; (3) at least two Program/Activity Staff (or a parent/guardian) are included in the electronic communication; and (4) only ABAC or ABAC approved communication tools are utilized (official e-mail, preferably group account, for example). This recognizes the continued and evolving reliance on emerging electronic technologies and the interaction between those and approved Programs/Activities. c. Private spaces (e.g. Dorm, Bathroom, Locker Room) and/or private activities: If Program/Activity Staff need to check on a minor in an otherwise private space, such as a sleeping room, locker room, or bathroom, two staff members should be present.

MOC Two Adult Rule (Continued)

- A single Program/Activity Staff member should not be allowed in a sleeping room, locker room, bathroom, shower room, or other dressing or housing area whenever minors are using such facilities for private activities such as bathing, dressing, toileting, or showering.
- When the Two-Adult Rule is not Possible It is expected that ABAC Programs/Activities where minors are present will adhere to the Two-Adult Rule. Occasionally, a program or activity may require a one-on-one interaction with a minor. If a one-on-one interaction is necessary, it should adhere to the following best practices: a. Obtain pre-approval from the minor's parent or legal guardian using a consent form identifying the nature of the program/activity and the necessary one-on-one interaction. b. Individual meetings with a minor are to be held in an open, public, or otherwise interruptible, observable, and well illuminated area. If that is not appropriate or possible, then the door to the room should be left open, or a window that allows for unobstructed observation should be present. Remaining visible to other people protects the minor as well as the Program/Activity Staff. c. In a time-sensitive or emergency circumstance, it may be necessary for a Program/Activity Staff member to attend to a minor's needs without adherence to the two-adult rule. When this occurs, the Program/Activity Staff member should report the emergency as soon as possible to the Program Administrator.
- Program Directors are expected to conduct mandatory random room hygiene checks for MOC Residential Programs. In addition program directors are authorized to conduct room hygiene checks in the event of a complaint or an issue. Room checks are to be conducted by Program Directors and Staff, not by ABAC Housing or ABAC Police Department.

MOC Required Forms

- MOC Program Application Form (Dynamic Form)
- MOC Participation Agreement & Waiver
- MOC Staff & Volunteer – Code of Conduct
- MOC Staff & Volunteer- Mandatory Reporting Compliance Form
- MOC Participant - Code of Conduct
- MOC Participant - Tracking & Training (Excel 3 year past age 18))
- MOC Staff/Volunteer- Tracking & Training (Excel five year past event)
- MOC Participant Medical Information & Authorization Form
- MOC Participant Administer Medication Form
- MOC Participant Photo & Media Release
- MOC Participant Pick Up Authorization
- MOC Participant Parental Room Check Agreement
- Program Summary Form (at end of program)

Required Elements – Volunteer/Staff Training

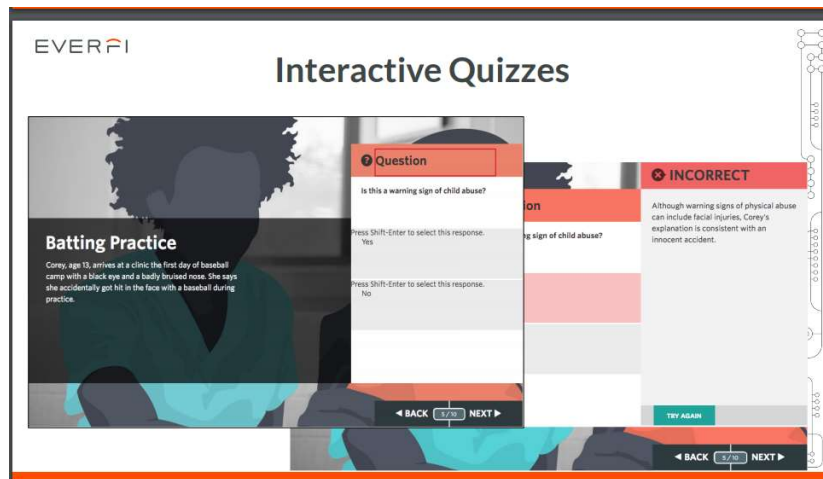
- Program Director is responsible for training.
- Title IX (Policy requires mandatory reporting)
- Clery Act
- Child Abuse (Law requires mandatory reporting)
- Significant Issues (ABAC procedures require mandatory reporting)
- Two Adult Rule
- Social Media/Virtual guidelines
- Staff/Volunteer conduct expectations
- Participant conduct expectations
- Emergency Preparedness
- Specific program guidelines and procedures

Why is Minors on Campus Training Important?

- Vulnerable Populations
- High Profile Cases
 - Penn State – Jerry Sandusky
 - Michigan State University – Larry Nassar

Roles and Responsibilities

- Background Checks
 - State and federal criminal history checks covering a minimum of seven (7) years
 - Nationwide sex offender search and social security number check
- USG Online Training (Title IX and Protecting Youth)



Roles and Responsibilities

- Mandatory Reporting

“any program staff, ABAC employee, or volunteer who has reasonable cause to believe that suspected child abuse has occurred, shall immediately report the suspected abuse to ABAC Police and his/her appropriate supervisor or program coordinator who is able to take immediate action. ABAC must ensure that the Division of Family and Children Services is notified of the suspected abuse immediately and in no case later than 24 hours after the staff, employee, or volunteer (or other reporter) first had reasonable cause to suspect the abuse.”

Roles and Responsibilities

- Relevant Institutional Policies
 - Program Specific
 - i.e.: Academic Competitions, Sports Camps, Sponsored Programs
 - Online Specific
 - i.e.: Youth Protection Policies apply to online environments
 - Population Specific
 - i.e.: Age, Program Rules
- In addition, all crimes related to Clery Act and policy violations related to USG Sexual misconduct Policy have mandatory reporting requirements.

Documentation

- Program Specific
- File Storage
 - 3 years after the participant reaches 18 years of age

Customer Service

- Who is the Customer?
 - Participant
 - Parent
 - Someone Else?
- Courtesy Counts: Name some examples of courteous companies.
- Amazon Motto: *“Start with the customer and work backwards.”*

Title IX and Child Abuse

- What you need to know:
 - Report all sexual abuse, assault, and stalking
 - You are Mandatory Reporters
- Contact for Training
 - Richard L. Spancake – Chief Human Resources Officer & Title IX Coordinator, 229-391-4887 rspancake@abac.edu

Confrontation

- Model
- Know your age group characteristics
- Remember that online does not convey physical cues
- Avoid belittlement and embarrassment
- Know that not all students have the same support systems

Accessibility

- Use Clear, concise layouts
- Avoid linking to multiple sites without clear direction
- Keep ADA Accessibility in Mind
- Access to technology
- Bandwidth limitations
- Provide examples
- Allow for practice
- Be accessible in responding to messages
- Allow for adequate time

Ethics & Role Modeling

- Civility
- Examine Your Own Moeres, Ethics, and Moral Code
- You are not Responsible for Re-Education

Parental Notification

- Program Specific Requirements
- Err on the Side of Caution

Youth Protection

- Rules Apply to Digital Communication
- Rule of Two
- One on One Contact Prohibited
- Respect Youths' Privacy
- Cameras and Pictures
- Secrets vs. Surprises
- Appropriate Attire

Youth Protection – Your Response

- Stop the policy violation or abuse
- Protect the youth
- Separate alleged victim from alleged perpetrator
- Summon needed assistance (911, Campus Police, additional leaders, etc.)
- Notify Campus Police
- Notify Supervisor
 - Supervisor will Notify ABAC Administration & Parent

Questions Regarding Training

- Richard Spancake
 - Minors of Campus Coordinator
 - 229-391-4887

Email: rspancake@abac.edu

Miscellaneous

- All programs that serve minors including grant funded programs that interact in functional role but may not have camps (examples Georgia Youth Science, Family Connections, MEP, Upward Bound, etc. still require annual program approval, and must meet all other compliance requirements.
- The USG System Office conducted an audit in Fall 2023. ABAC will conduct an internal audit on selective programs in Fall 2026.
- ABAC MOC website: <https://www.abac.edu/about/administration/programs-serving-minors.html>

2024 Major Emphasis

- Title IX/ Clery Act/Child Abuse/Significant Issues require immediate Mandatory Reporting.
- Emergency Preparedness.
- Record Retention.
- Mandatory Random Room Hygiene Checks and For Cause room checks for MOC Residential Programs.