



NCCU Office of Youth Programs and Camps  
NCCU Office of Legal Affairs

# North Carolina Central University Mandatory Training Module

*Policies, Regulations and Rules for  
Programs Working with Minors*

The EAGLE  
**PROMISE**  
NORTH CAROLINA CENTRAL UNIVERSITY

# TRAINING OBJECTIVES

- **EDUCATE** individuals on the University's rules, regulations and policies related to the protection of minors participating in Programs sponsored by NCCU or held on NCCU property.
- **INFORM** individuals of the University's requirements for hosting or conducting Programs that include minors on NCCU premises
- **REINFORCE** the University's expectations regarding conduct and behavior for individuals working in Programs involving minors

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## NCCU Regulation 80.07.1

## Protection of Minors on Campus

### Purpose

Provide a safe and welcoming environment for all minors visiting NCCU or participating in University-sponsored **and** non-University-sponsored Programs

### Scope

Applies to the protection of minors participating in:

- Camps
- Programs
- Activities and Events
- Child Development Lab School
- Dual Enrolled Students

This includes all Programs and camps being held on NCCU's campus.

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# Key Definitions

**Minor:** any person under the age of 18

**Program:** any activity, event, or Program in which minors will be participating that is either University-sponsored/affiliated or non-University sponsored but taking place on University premises

- **Includes:** camps, group visits, workshops or other activities in which minors typically are not accompanied by a guardian or chaperone
- **Does Not Include:** events or performances that are open to the general public and in which minors are escorted by a guardian or chaperone not affiliated with NCCU.

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# Key Definitions

**Direct contact:** care, guidance, control or supervision of minors in a group or one-to-one setting or the potential for one-to-one interaction with minors

**University premises:** all buildings, facilities or grounds owned, leased, operated, controlled or supervised by NCCU, including adjacent streets and sidewalks

**University Community:** any individual who is a member of the student body, an employee or a volunteer at NCCU

**Dual enrolled student:** any person enrolled at both NCCU and a local high school

- With the exception of Provision 4.1 of the Regulation, students who 1) attend the J.D. Clement Early College High School or 2) are minors but only enrolled at NCCU are not subject to the provisions of the Protection of Minors Regulation.

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# Program Requirements and Procedures

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## NCCU Regulation 80.07.1

## Protection of Minors on Campus

Under the Regulation, Programs for youth held on NCCU's campus must register and comply with the requirements of the NCCU Office of Youth Programs and Camps.

### Read and Complete

Programs must read all NCCU Office of Youth Program and Camps requirements and complete NCCU's Camps Application Form and other documents for Program registration located at <https://www.nccu.edu/academic-affairs/youth-Programs-and-camps-nccu>

### Plan and Register

Programs should plan for the camp or program to meet specific deadlines involving background checks, required training, and submission of registration paperwork. Documentation registering your Program should be submitted forty-five (45) days prior to its start.

### Review by NCCU

Upon receipt of a complete registration file, the Programs for Minors Office will review the Program's submission and provide a decision regarding approval. For programs offered annually, application, background checks, and other approvals are required each year.

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# Background Checks

- Every individual eighteen (18) years of age or older that has direct contact with minors through a Program offered on NCCU's campus must submit to a criminal background check by the NCCU Department of Human Resources.
- Background checks will include searches for criminal convictions, searches against sexual offender registries, and a mandatory driver's license check, if the position involves transporting minors.
- The Program, and not NCCU, is responsible for all costs and expenses associated with background checks.
- Results of a criminal background check will be valid for twelve (12) months.
- Additionally, any individual registered with the State Sex Offender and Public Protection Program, the State Sexually Violent Predatory Program, or the National Sex Offender Registry may not participate in any Program.



# Background Checks

- If a background check reveals adverse information, the Department of Human Resources (in consultation with the Office of Legal Affairs, the University Police Department, and the Office of Youth Programs and Camps) will conduct an individualized assessment to determine whether the individual is approved to have direct contact with minors.
- The individualized assessment will include an assessment of the nature of the individual's background check and its relevance to the position being sought.
- Any individual who refuses to submit to a background check or whose background check reveals a prior criminal conviction for a sex offense, a crime against children, or a serious violent crime involving assault or injury to others may not participate in any Program.

# Student Conduct Checks

- A conduct check must be completed by the Office of Student Conduct and Community Standards for NCCU students that have direct contact with minors.
- Student conduct checks must be conducted within the last six (6) months prior to the student beginning work.
- Usually, conduct checks are processed during the second week of each semester and again during the seventh week.
- If a student conduct check is successful, a student would have no conduct violations or have not been charged with any conduct violations within the past six (6) months.

# Driving Record Checks

- All individuals responsible for transporting minors are subject to a mandatory driver's license check.
- Driver's license checks will look back at least five (5) years or since the individual has reached the age of 18, whichever is shorter
- Individuals with serious driving-related convictions may not transport minors.
  - Examples: death through careless driving, having a blood alcohol level above the legal limit, and manslaughter or culpable homicide while driving
- Final determination of whether or not a conviction constitutes a serious driving-related conviction will be made jointly by the NCCU Department of Transportation and Parking Services, the Department of Human Resources and the Office of Legal Affairs.

# Conduct of Those Working with Programs

- Programs should avoid situations where an adult has one-to-one contact with a minor. While it may be impossible, it is expected that activities with minors will involve two or more adults.
- Individuals should never meet with minors outside of established times for activities without written authorization from a parent or guardian.
- Individuals are strictly prohibited from engaging in any form of sexual activity, sharing sexually explicit material with or in the presence of minors, or engaging in conversations with minors on sensitive topics, unless it is required in their role.
- Individuals should refrain from sharing personal information of a sensitive nature with minors, such as information about interpersonal relationships, use of drugs or alcohol, or financial challenges.
- Unless authorized, individuals shall not communicate with minors through social media, social networking websites, internet chat rooms, emails, or text messages. If authorized and designated by the Program as a method of communication, the communication must be strictly educational and only by those with authority to communicate in that way.

# Conduct of Those Working with Programs

- Individuals shall refrain from touching minors in any way that can be interpreted as inappropriate.
- Individuals shall not engage in conduct that is abusive towards minors. Examples include hitting, verbal abuse or restraining.
- If restraint is necessary to prevent the minor from hurting themselves or others, the incident should be documented and disclosed to the Program director, the minor's parent or guardian and NCCU Office of Youth Programs and Camps by the end of the following business day.
- Individuals should not possess or use any weapon, alcohol or illegal drugs while in the presence of minors, nor shall any staff member be under the influence of alcohol or illegal drugs while on duty.

# Driving with Minors

- When transporting minors is required, more than one member of the Program staff shall be present in the vehicle.
- If possible, avoid using personal vehicles to transport minors to activities.
- Minors should never be dropped off at a location where there is neither a designated University or Program official or identified parent or guardian.
- All drivers must have valid license with the appropriate endorsements required by law.





- Meeting with minors outside of established activity times
- Discussing romantic or sexual issues (unless required by your role)
- Communicating with minors via social media, internet chat rooms, text messages or emails on non-Program related matters (without authorization)
- Having prolonged periods of or continuous opportunities for one-on-one alone time with minors
- Taking custody of a minor
- Possessing or using any weapon, explosive device, alcohol or illegal drugs in the presence of minors or while working with minors
- Engaging in any type of sexual activity – no sexual comments/jokes; no sharing sexually explicit emails/texts/DMs/messages
- Hitting, punching, restraining, striking or verbally abusing minors
- Touching minors in an inappropriate manner – hugging, kissing, embracing
- Transporting minors in your vehicle (unless required by your position)
- Leaving minors in an area where there is neither a designated Program official or guardian

# Best Practices for Youth and Camp Programs

- **Develop a program manual that includes how your program will address operations, hiring and training staff, communications with parents and program participants, medical needs and emergencies, and supervision**
- **Provide training to program staff and volunteers on the following:**  
Procedures, Practices and Guidelines for all Activities, Behavioral and Conduct Expectations, Risk Management, Supervision of Minors and Supervision Ratios by Activity, Communication and Social Media, Emergency Planning (medical, severe weather, other public safety emergencies), Health and First Aid, Requirements and Procedures for Reporting Incidents of Suspected Abuse and Neglect

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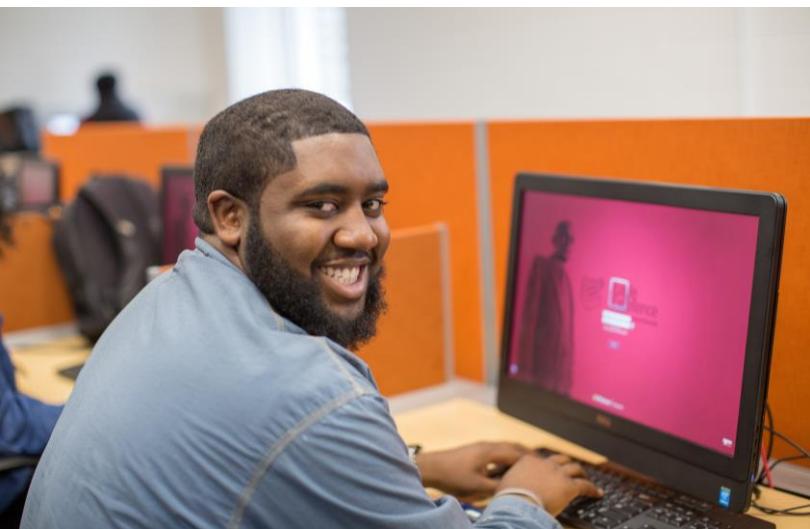




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# Mandatory Training

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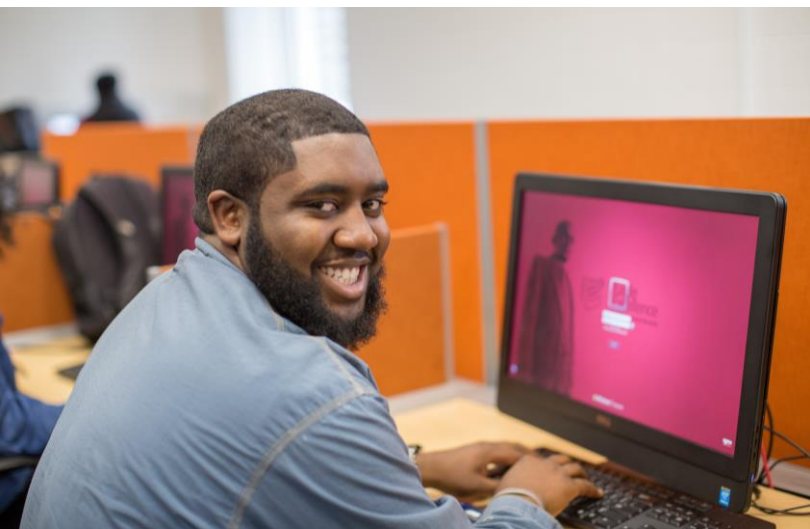
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## Training Requirements

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Each youth and camp Program director and every third-party organization is responsible for ensuring that all individuals who will have direct contact with minors receive training regarding, at a minimum, the following topics:

- NCCU's Program registration process
- NCCU's criminal background check process
- NCCU's requirements for volunteer participation campus
- Requirements for mandatory reporting of child abuse and neglect
- Other topics covered in the mandatory training modules provided by the University



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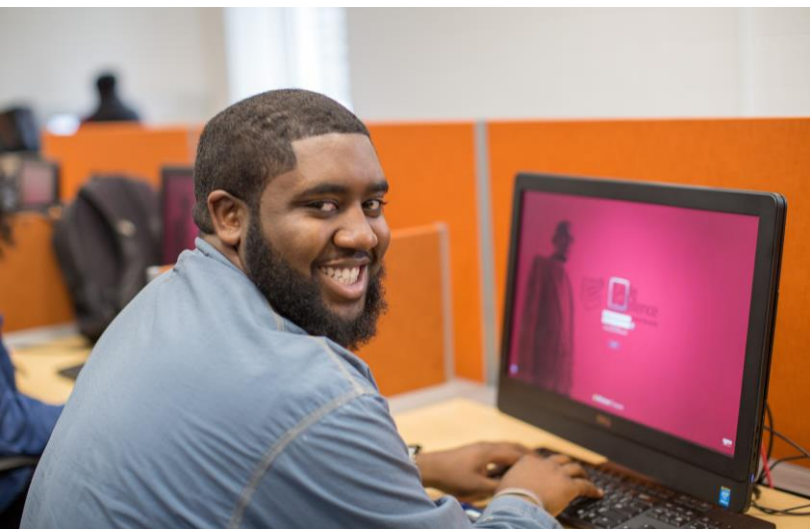
## Training Requirements

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If Programs fail provide certificates of completion to the University within the proscribed period of time, the University reserves the right to cancel the Program or prohibit the participation of individuals who have not been trained.

The University shall **not** be responsible for any costs associated with the cancellation of a Program should that Program not adhere to the training requirements.





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# Training Requirements

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All individuals having direct contact with minors in a Program must complete training at least once a year

In order to work with minors in a Program at NCCU, you must:

- Complete TWO mandatory training modules
- Provide TWO training completion certificates to the Office of Youth Programs and Camps

The TWO required **training modules** are:

1. NCCU Youth Programs and Camps Training Presentation
2. Prevent Child Abuse North Carolina's *Recognizing & Responding to Suspicions of Child Maltreatment Online Training*  
(<https://preventchildabusenc-lms.org/courses/rr-update/>)

Both training completion certificates for EACH individual working in the Programs **must be submitted no less than 10 days before the Program start date.**

If the Office of Youth Programs and Camps does not have a training completion certificate for an individual working in the Program, that person is **PROHIBITED** from having any direct contact with a minor participant until they have complied with training requirements.





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# Mandatory Reporting

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# Mandatory Reporting Requirements

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Each and every individual involved with a Program **MUST** immediately report:

- Instances of child abuse, child neglect or inadequate care
- Suspected instances of child abuse, child neglect or inadequate care
- Allegations of child abuse, child neglect or inadequate care
- This includes care provided by a parent, guardian, custodian or caregiver

Reports must be made to the following offices:

- NCCU University Police Department
- NCCU Office of Youth Programs and Camps

This reporting requirement is mandated by North Carolina law and is **not optional**.

If a Program employee or volunteer is accused of inappropriate conduct, the Program will immediately remove that person from the Program and discontinue their services until the allegation has been resolved to the satisfaction of the NCCU Office of Youth and Camps

## **Definitions**

**Child Abuse:** the intentional maltreatment of a child – can be physical, sexual or emotional in nature

**Child Neglect:** the intentional failure to give children the necessary care they need

## Signs of Child Abuse

- Sudden changes in behavior or performance
- Overt displays of sexualized behavior
- Failure to receive medical attention for a physical injury the guardian has been informed about
- Unexplained burns, bites, bruises or broken bones
- Appears frightened of his/her guardian
- Cries or protests when it is time to go home
- Reports injury by a parent or guardian
- Overly watchful, as though waiting for something bad to happen

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# Signs of Child Neglect

- Often absent from school
- Begs or steals food or money
- Consistently dirty
- Has severe hygiene issues
- Lacks appropriate clothing sufficient for the weather
- Abuses drugs or alcohol
- Reports that there is no adult at home to care for him/her or siblings

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## After Mandatory Reporting

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**Programs shall immediately discontinue any further employee or volunteer participation when an allegation of inappropriate conduct has been made against them and until such allegation has been satisfactorily resolved or disciplinary action is taken.**

**In accordance with NC General Statute §7B-301, no individual making a good faith report of suspected abuse or neglect will be retaliated against in terms and condition of employment or participation in the educational Program.**



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## Resources

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NCCU Office of Youth Programs and Camps

<https://www.nccu.edu/academic-affairs/youth-Programs-and-camps-nccu>

American Camp Association – Standards for Programs

<https://www.acacamps.org/staff-professionals/accreditation-standards>

Prevent Child Abuse North Carolina

<https://www.preventchildabusenc.org/#>





## Certificate of Completion

## Office of Youth Programs and Camps

I \_\_\_\_\_ (print name)  
have completed my review of the Office of Youth Programs and Camps  
Training Presentation.

I understand that this completes part one of the two required trainings in  
order for me to participate in a program that serves minors and is offered  
on the campus of North Carolina Central University.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Youth Program or Camp

Please print off this slide, provide a date and either a original or wet signature or an authentic,  
electronic signature (e.g., DocuSign and not a signature provided by word processing font.)  
above and return this to NCCU.

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