

GUIDELINES FOR UNIVERSITY SPONSORED PROGRAMS

For university sponsored programs or activities, the following general guidelines apply:

REGISTRATION

- Each program must be [registered](#).
- The program administrator must provide contact information for the program to Risk Management.
- All programs must be registered within sufficient time to meet the requirements of the policy, but no later than 60 days before the program start date.
- Programs must be registered annually.
- Program registration requirements may be waived or modified by Risk Management.

CODE OF CONDUCT

Authorized adults or program staff should be positive role models for children/teens and act in a caring, honest, respectful and responsible manner that is consistent with the mission of the University. Authorized adults or program Staff are required to comply with all applicable laws and university policy. Authorized adults or program staff working in Programs covered by this policy must follow the expectations outlined in [SPG 601.34](#) to avoid conduct that could cause harm or be misinterpreted.

SUPERVISION

- Supervision is defined as having the child/teen within line of sight.
- The university requires a minimum of at least:

Age Range	Number of Adults	Number of Children
Infant – 2 years	1	6
2 years – 5 years	1	8
5 years – 9 years	1	10
10 years – 13 years	1	12
14 years +	1	20

- Depending on the age of the children and the activities involved, higher or lower supervision ratios may be advisable or applicable as determined by the supervisor over the area or upon consultation with Risk Management.
- Lower ratios for overnight supervision may be appropriate where there are sufficient numbers of chaperones who are on-call and are able to maintain line-of-sight vision of the participants' rooms.
- Higher ratios may be appropriate depending on the nature of the activity (e.g. classroom settings).

- Adults providing supervision or care to children/teens must be at least 19 years of age. At least one adult must be 21 years of age or older.
- Supervisors must ensure participants are identified as part of the programs (e.g. labels with program name and contact information on their person).
- Children/Teens should not be secluded with adults. If one-on-one interaction is required, meet in open, well illuminated spaces or rooms with windows observable by other authorized adult or program staff, unless the one-on-one interaction is expressly authorized by the program administrator or is being undertaken by a health care provider.
- At no time may a child/teen be unattended or in the care of a person that is not a Program authorized adult.

SAFETY AND SECURITY

- All areas should be inspected to ensure there are no hazards, (e.g. open windows, doors propped open, broken glass, no candles or cooking in the rooms, no alcohol, drugs or tobacco, etc.). Any hazards should be reported directly to the program administrator, supervisor or facility manager.
- Appropriate drop-off and pick-up procedures and locations should be observed. Children/teens may not be released to anyone other than the person(s) listed on the approved list. Proper identification of approved persons must be provided to the program [See [Pick-Up Authorization Form](#)].
- Children/teens should use the buddy system for restroom breaks and should check in and out with the chaperone for restroom breaks.
- All authorized adults and program participants should be briefed about safety and security measures (i.e., medical emergency procedures, inclement weather procedures, missing children/teens, and fire and safety evacuation procedures, etc.).
- Only program authorized adults who have completed a department of motor vehicle record check may transport children/teens, with the program administrator's approval.

INSURANCE REQUIREMENTS

University of Michigan sponsored programs are covered by the university's insurance. No additional coverage is required.

REPORTING

General

It is important to act immediately when criminal activity is taking place, or in a circumstance where you find yourself either a victim or or witness to questionable activity.

If you require immediate emergency assistance or believe a crime is in progress, dial 9-1-1 to connect you to the police.

For a non-emergency situation, call the appropriate campus Department of Public Safety and Security. Campus law enforcement professionals can help assess the situation and determine what other notification or action is necessary.

Ann Arbor	(734) 763-3434
Dearborn	(313) 593-5333
Flint	(810) 762-3333

Information on potential criminal activity or any other wrongdoing seen in the course of your daily activities, may be reported anonymously through the university's [compliance website](#) or by calling the Compliance Hotline at 866-990-0111. The Hotline is available 24 hours a day and is staffed by multilingual interview specialists.

Known or Suspected Abuse or Neglect of Children/teens

You do not have to know for certain abuse is taking place. Reasonable cause to believe or suspect that child abuse has occurred is sufficient. Anyone who knows, suspects, or receives information indicating that a children/teens has been abused or neglected, or who has other concerns about the safety of children/teens **MUST** inform the appropriate campus Department of Public Safety and Security.

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In addition, one should promptly notify his or her supervisor or program administrator, when it is safe and appropriate to do so.

Anyone who knows of or suspects abuse or neglect of children/teens should also notify the Michigan Department of Human Services by calling 855-444-3911.

Mandated Reporters and Their Legal Obligations

Michigan's Child Protection Law, MCL § 722.621, et seq., designates individuals in certain occupations and professions as mandated reporters. Mandated reporters must immediately report known or suspected mental or physical abuse or neglect of a child made known to them in their professional or official capacity directly to the Department of Human Services by calling 855-444-3911 (24/7 toll free number).

FORMS

The program administrator is responsible for ensuring that the following forms have been completed for each participant:

Required forms

- Waiver of Liability
- Medical Information and Release
- OTC Medication
- Pick-Up Authorization

Optional forms

- Self-Administration of Prescription Medication Authorization
- Media Release
- Travel Permission Slip

Exceptions to the above may be appropriate depending on the nature of the event as determined by the supervisor in consultation with Risk Management.

BACKGROUND CHECKS

All adults interacting with children/teens must have successfully passed a criminal background check within the two years preceding the program. Until a successful background check is received, no one may work with or around any children/teens. Background checks may be requested through Risk Management.

TRAINING

All authorized adults and program staff who will be interacting with children/teens will be required to undergo training specific to the unique requirements of their role and the program.

Training resources are under development and will be added as they become available.