I. PURPOSE
Villanova University offers many youth programs and activities throughout the year designed to encourage a passion for learning and hone in on developmental skills, thus enriching the lives of minors who visit our campus and participate in these programs. This policy outlines the minimum requirements that we must follow in order to protect minors who participate in these programs.

II. SCOPE
This policy applies to all departments and areas of the University. Athletic camps, academic camps, service programs, recruiting programs and similar activities intended for Minors come within the policy’s scope. The policy applies to programs operated internally or externally, on campus or off campus, and during the day or overnight. This policy does not apply to any limited duration (not ongoing, regular or repeated) program or activity where children under 18 years of age (“Minors”) are accompanied by their parents and/or legal guardians at all times.

III. DEFINITIONS
Adult: Any person who may come into contact with a Minor as part of his or her job responsibilities or volunteer activities on behalf of Villanova University.

Compliance Office: The University Compliance Office.

Minor: Anyone under 18 years of age.
Program: Any activity or program designed primarily to serve Minors that is: (1) sponsored by Villanova University or any of its departments or units, regardless of where it is held; (2) sponsored by a third party in Villanova Facilities; or (3) sponsored by a party at an off-campus location where Villanova employees and students engage through their University roles.

Program Director: The Adult with overall supervisory responsibility for a Program involving Minors. Further the Program Director is the Adult who oversees the day to day Program operations and, as such, is expected to have “Direct Contact with Minors” (as described below). Examples of Program Directors include, among others, a camp director, a staff member coordinating a tutoring program, and the faculty advisor of a student group sponsoring a youth-serving activity. Program Directors for University sponsored programs must be VU employees.

Villanova Facilities: Premises owned, leased, or otherwise controlled by Villanova University including, for example, off-campus athletic facilities.

Direct Contact with a Minor means the care, supervision, guidance or control of Minors or routine interaction with Minors. Note that this definition of “Direct Contact” applies to contact with Minors in the context of employment, while the “Direct Volunteer Contact” (see below) applies to contact with Minors in the context of volunteer service.

Direct Volunteer Contact with a Minor means both the care, supervision, guidance or control of Minors and routine interaction with Minors.

Routine Interaction with Minors is the regular or repeated contact with Minors that is integral to the responsibilities of the University employee or volunteer.

Note: Throughout this policy, “Direct Contact with Minors” is used interchangeably for employees and volunteers understanding that the definition requires both the Direct Contact and the routine interaction to occur for those who are in contact with minors within the volunteer context, whereas either one of the two suffices in the context of employment (i.e., care or routine interaction; supervision or routine interaction, etc.).

IV. POLICY STATEMENT

This policy establishes safeguards for youth under the age of 18 who participate in activities and programs taking place on the University's campus, in University facilities, or under the authority of the University at off-campus locations. It covers all activities designed primarily to serve Minors.

The policy outlines the requirements that a Program Director must meet in order to oversee, sponsor, monitor or operate a youth program or activity. The policy establishes the minimum requirements; Program Directors are encouraged to determine whether
additional safeguards may be appropriate given the unique nature of the youth program or activity.

At Villanova there are three offices with primary responsibility and oversight over various aspects of this policy: the University Compliance Office, the Office of Insurance and Risk Management, and the Office of the General Counsel. Each of these offices stands ready to assist Program Directors, Villanova University students, and members of our community with any questions they may have.

The University expects all members of the University community-- faculty, staff, students, and volunteers -- to abide by this policy. Failure to do so may lead to disciplinary action up to and including separation from the University, revocation of the opportunity to use Villanova Facilities, or cancellation of the youth program or activity.

All Programs covered by this policy must meet the following requirements, which are explained in further detail in Section V. Procedures section below. Programs that do not meet these requirements are subject to termination at the discretion of the University President or his designee.

1. **Program Assessment**: Program Directors who are not sure of the requirements that apply to their youth program or activity are asked to request a program assessment. This is not mandatory, but helpful to assist the Program Director to better understand legal, risk and policy requirements.

2. **Program Registration**: All Villanova youth programs and activities must register using the Online Registration System for Minors and Youth Programs available through the University Compliance Office.

3. **Criminal Background Clearance Requirements**: By law and University policy, no Villanova University employee or volunteer can have “Direct Contact with Minors” without first completing three criminal background clearances required by the Commonwealth of Pennsylvania. A limited exception to this requirement is available to newly hired employees and is further detailed in Section V below.

4. **Education and Training Requirements**: Participating in a Villanova youth program or activity requires education and training in order to prevent, and detect any sign of, child abuse or neglect. The education also covers behavioral expectations for Villanova University employees and volunteers who serve in these youth programs.

5. **Waivers**: Waivers are required for Minors participating in the following Programs:
   a. Villanova sponsored Programs
   b. Athletics camps
   c. Third-party Programs in accordance with the contract with Villanova

6. **Adult-Minor Ratio**: There are ratio requirements that must be met and these depend on two main factors: the age of the children participating in the Program
and whether the Program involves an overnight stay.

7. **Emergency and Safety Protocols:** The Program Director shall establish emergency procedures for situations that may arise during the course of the Program. An Emergency Plan template is available for your use on the UCO webpage. This is a sample only which must be tailored to meet the specific needs of your youth program or activity. For Programs on the University’s campus, those emergency procedures should be consistent with those published in the University’s Emergency Procedures and Guidebook available at: [https://www1.villanova.edu/villanova/publicsafety/emergency-procedures.html](https://www1.villanova.edu/villanova/publicsafety/emergency-procedures.html).

8. **Facility Use or Other Required Agreements:** Third parties that wish to carry out a program or activity at Villanova Facilities must execute a Facility Use Agreement through their duly authorized representative.

Each of the Program Requirements is further detailed in the Procedures Section below.

V. **PROCEDURES**

1. **Program Assessment:**
   a. In the case of a new or proposed program, or where the Program Director is uncertain as to the requirements that apply, the Program Director is strongly encouraged to request a program assessment. This assessment will cover requirements such as criminal background clearances, ratios, waivers, transportation and other significant matters. In addition, Program Directors can seek guidance regarding the leadership role of VU students and alumni who will participate in the youth program or activity.
   b. These assessments can be requested by contacting the University Compliance Office. That office, in conjunction with the Office of Insurance and Risk Management and the Office of the General Counsel will convene with the Program Director to review the nature and scope of the program and provide guidance regarding applicable requirements.

2. **Program Registration:**
   a. **At least 60 days** prior to the beginning of a Program, the Program Director or his or her designee shall register the Program via the University’s Online Registration System for Minors and Youth Programs. The Program Director must register each Program annually. If it is not possible to commence registration 60 days prior, the Program Director must contact the University Compliance Office to advise regarding the upcoming Program and the reasons why the registration cannot start at that time.
   b. The Online Registration System allows the Program Director to upload onto the system the documents required by this policy in order to sponsor a youth program or event including, without limitation, the results of the criminal
background checks, training certifications, participant waivers, and roster of individuals who are assigned to work in the youth program as either an employee or volunteer.

c. The Program Director will be required to submit the names of all individuals, whether Villanova University employees, students, independent contractors, or volunteers, who will be participating in the Program.

d. No registration shall be required for Programs in which high school aged Minors visit campus for a tour unless, as part of the visit, the University offers activities in addition to the tour, such as the use of moonbounces, the ropes course, pools or other athletics facilities, or the tour includes a visit to a lab in which demonstrations or experiments are taking place.

e. Additional requirements must be met for Programs or activities taking place in laboratories. Please see the Minors in Laboratories Policy.

f. The Online Registration System is available at the Program Assessments and Registration Requirements webpage on the University Compliance Office website.

3. Criminal Background Clearance Requirements:

a. Villanova Employees (including Student Employees) with Direct Contact with Minors

   i. Employees who have Direct Contact with Minors must undergo the following criminal background checks:
      1. Pennsylvania State Police Access to Criminal History (PATCH)
      2. Pennsylvania Department of Human Services Child Abuse History Clearance
      3. Federal Criminal History Record Information (FBI fingerprint check)

   ii. Program Directors shall notify the HR-Employee Relations/Compliance Director about any University employees who have or will have Direct Contact with Minors.

   iii. The University employee(s) shall contact the HR-Employee Relations/Compliance Director in order to complete the required criminal background checks.

   iv. New hires who will have Direct Contact with Minors must complete the background check process at the time of hire per the University’s policy.

   v. Employees who do not have all checks completed as of the start date of the Program may not have Direct Contact with Minors and may not be counted in the required ratio of Adults to Minors.
      1. A 90 day Application for Provisional Employment or other form required by Human Resources, which would allow the employee to work in the youth program or activity but not have
Direct Contact with Minors, may be allowed subject to the review and approval of Human Resources. In such cases employees must provide:

a. one completed clearance; and
b. proof that the other two clearances are in progress; and
c. a signed Application for Provisional Employment or other form required by Human Resources swearing or affirming in writing that the employee is not disqualified from service in the Program under Pennsylvania law.

vi. Employees who have Direct Contact with Minors have a continuing duty to disclose within 72 hours any future arrests, convictions, or pleas that may subject them to punishment or preclude them from Direct Contact with or otherwise working with Minors. Such disclosure must be made to the HR- Employee Relations/Compliance Director.

vii. If a Program Director knows or suspects that any -Villanova Employee who participates in any Program for which the Program Director has responsibility has been arrested or charged with a crime, the Program Director must immediately notify and consult with the HR-Employee Relations/Compliance Director and facilitate any related additional background checks or other investigation.

b. **Sports Camps and Other Non-Villanova Employees**

i. Sports Camp and Other Non-Villanova Employees who have Direct Contact with Minors must undergo the following criminal background checks:

1. Pennsylvania State Police Access to Criminal History (PATCH)
2. Pennsylvania Department of Human Services Child Abuse History Clearance
3. Federal Criminal History Record Information (FBI fingerprint check)

ii. The Program Director is responsible for obtaining criminal background checks for Program employees who are not employed by Villanova University and who will have Direct Contact with Minors.

iii. The cost for completing criminal background checks for Non-Villanova Employees will be the responsibility of the individual, unless the Program Director specifically authorizes payment to be made via his or her Program budget.

iv. Sports Camp and other Non-Villanova Employees who do not have all checks completed as of the start date of the Program may not have Direct Contact with Minors and may not be counted in the required
ratio of Adults to Minors.

1. A 90 day Application for Provisional Employment, which would allow the employee to work in the youth program or activity but not have Direct Contact with Minors, may be allowed at the discretion of the employer. In such cases the Sports Camp or other Non-Villanova Employee must provide:
   a. one completed clearance; and
   b. proof that the other two clearances are in progress; and
   c. a signed affidavit swearing or affirming in writing that the Adult is not disqualified from service in the Program under Pennsylvania law.

v. Individuals who work in a sports camp or other Program having Direct Contact with Minors have a continuing duty to disclose within 72 hours any future arrests, convictions, or pleas that may subject them to punishment or preclude them from working with Minors. Such disclosure must be made to the University Compliance Officer.

vi. If a Program Director knows or suspects that any Sports Camp or other Non-Villanova Employee who participates in any Program for which the Program Director has responsibility has been arrested or charged with a crime, the Program Director must immediately notify and consult with the University Compliance Officer and facilitate any related additional background checks or other investigation.

c. **Adult Volunteers, including Student Volunteers**

i. Volunteers who have Direct Contact with Minors must undergo the following criminal background checks:
   1. Pennsylvania State Police Access to Criminal History (PATCH)
   2. Pennsylvania Department of Human Services Child Abuse History Clearance
   3. Federal Criminal History Record Information (FBI fingerprint check)
   4. Volunteers who have lived in Pennsylvania continuously for the past ten (10) years may provide, in lieu of the FBI clearance, a signed affidavit swearing or affirming in writing that they are not disqualified from service in the Program under Pennsylvania law.

ii. If any Volunteers do not have all checks completed as of the start date of the Program they may not have Direct Contact with Minors and may not be counted in the required ratio of Adults to Minors.

iii. Villanova student volunteers are exempt from obtaining the criminal background checks under certain, very narrowly defined circumstances specifically provided for by law. In order to be exempt, the Program
in which the Villanova student volunteers will serve must meet all of the following criteria:

1. The student must be currently enrolled at Villanova;
2. The student must not be responsible for the Minor(s)’s welfare *(i.e.,* the student is not providing permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control);
3. The student must be volunteering for an event occurring on Villanova’s campus;
4. The student must be volunteering for an event sponsored by Villanova; and
5. The student must not be volunteering at an event for Minors in the care of a child care service *(i.e.,* a day care center, home or service (including day care provided by a school), foster home, juvenile detention center, mental health service for children, service for children with intellectual disabilities, early intervention service, drug and alcohol service or similar licensed child care service).

iv. Adult Volunteers, other than VU students, will provide copies of clearances to the Program Director for upload to the Online Registration System.

v. VU student volunteers will upload clearance documents via their Novasis account. Directions on uploading clearances can be found at [http://www1.villanova.edu/villanova/president/uco/minors/background_checks.html](http://www1.villanova.edu/villanova/president/uco/minors/background_checks.html)

vi. Volunteers having Direct Contact with Minors have a continuing duty to disclose within 72 hours any future arrests, convictions, or pleas that may subject them to punishment or preclude them from working with Minors. Such disclosures must be made to the University Compliance Officer.

vii. If a Program Director knows or suspects that any Adult, including any Volunteer, who participates in any Program for which the Program Director has responsibility has been arrested or charged with a crime, the Program Director must immediately notify and consult with the University Compliance Officer and facilitate any related additional background checks or other investigation.

4. **Education and Training Requirements:**
   a. All individuals who participate in Programs involving Minors are required to complete education and training before they can participate in the youth program or activity. These education and training requirements also apply to sports camps and clinics owned and operated by Villanova University
coaches. This policy establishes minimum education requirements; the Program Director may include additional education and training specific to the youth program or activity.

b. There are two forms of training that must be completed: the Youth Protection Training (to be completed by all employees or volunteers) and the online training course entitled: Protecting Children from Sexual Misconduct: Identifying and Reporting Sexual Misconduct found at www.edurisklearning.org (to be completed by all individuals who have Direct Contact with Minors and thus are also required to complete the three criminal background checks).

i. **Youth Protection Training:** This is a written document that provides basic warning signs of abuse or neglect of Minors, guidelines for protecting Minors and requirements for reporting incidents of suspected abuse, neglect, or improper conduct.
   1. You may access this training at 
      http://www1.villanova.edu/villanova/president/uko/minors/Education.html
   2. You must complete this training, sign the certification, and provide this form to the Program Director in order for it to be uploaded to the Online Registration System.
   3. This training must be completed prior to participation in the youth program or activity and must be renewed every 24 months.

ii. **EduRisk Online Training Course: Protecting Children from Sexual Misconduct: Identifying and Reporting Sexual Misconduct**
   1. You may access this online training at 
      https://learn.ue.org/47883187824/VillanovaProtectingChildren
   2. Upon completion, individuals must print their certificates of achievement or their transcripts evidencing their completion of the course from the EduRisk Learning website. The Program Director must upload the certificates of achievement or the transcripts onto the Online Registration System.
   3. This training must be completed prior to participation in the youth program or activity and must be renewed every 60 months.

iii. **Acceptable Substitution:** Volunteers who have successfully completed the Archdiocese of Philadelphia’s training titled “Protecting God’s Children” may submit proof of their successful completion of this program within the prior 60 months in lieu of completion of the EduRisk Learning Online Training Course: Protecting Children from Sexual Misconduct: Identifying and Reporting Sexual Misconduct.

iv. **Third-Party Organizations** that operate Programs involving Minors in Villanova Facilities must provide youth protection training to their
employees and volunteers that covers the basic warning signs of abuse or neglect of Minors; offers guidelines for protecting Minors from emotional and physical abuse and neglect; and imposes requirements and procedures for reporting incidents of suspected abuse, neglect or improper conduct.

5. **Waivers**:
   a. Prior to the start of the youth program or activity, the Minors’ parents or legal guardians must provide a signed, written waiver. Depending upon the age of the Minor (generally 13 and older), the Minor should also sign the Waiver which describes the nature and known risks of such program or activity.
   b. The Office of Insurance and Risk Management will assist the Program Director in providing the specific language for the waivers.

6. **Adult-Minor Ratio**:
   a. There are ratio requirements that must be met and these depend on two main factors: the age of the children participating in the Program and whether the Program involves an overnight stay.
   b. Each Program must meet the following minimum ratios of Adults (with all required clearances and training) to Minors:

<table>
<thead>
<tr>
<th>Ages</th>
<th>Adult-to-Minor Ratio for Overnight Programs</th>
<th>Adult-to-Minor Ratio for Day Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 to 8</td>
<td>1:6</td>
<td>1:8</td>
</tr>
<tr>
<td>9 to 14</td>
<td>1:8</td>
<td>1:10</td>
</tr>
<tr>
<td>15 to 17</td>
<td>1:10</td>
<td>1:12</td>
</tr>
</tbody>
</table>

c. For purposes of the staffing ratios, the Adults must be at least 18 years of age, have completed the three criminal background clearances (Section V-3) and have completed required youth protection training (Section V-4) before interacting with Minors.

d. If, however, a Minor's parent or legal guardian supervises the Minor at all times during the Program, the required minimum staffing ratios do not apply to that Minor. The parent or legal guardian of a Minor participating in the Program shall not supervise and have routine interaction with other Minors without qualifying as a Volunteer for the Program.

7. **Emergency and Safety Protocols**:
   a. Program Director shall establish emergency procedures for various situations that may arise during the Program including, but not limited to:
      i. communication plans in the event of an emergency,
      ii. a medical emergency plan,
      iii. an evacuation plan and procedure in the event of dangerous weather.
conditions or fire, and
iv. an emergency plan in the event of a lost Minor.
b. The Program Director shall provide written information on the procedures to all employees and volunteers of the Program.

8. Facility Use or Other Required Agreements:
a. Third-party Programs involving Minors using Villanova Facilities for housing or dining services shall execute a Conference Services License Agreement.
b. For those third-party Programs involving Minors using Villanova Facilities that are not contracting with Conference Services for housing or dining on campus, the third party shall execute a Facilities Use Agreement or other University form as approved by the Office of Insurance and Risk Management and Office of the Vice President and General Counsel.
c. All third-party Programs must comply with all applicable University policies and procedures, including, without limitation, this Policy and any emergency policies and procedures.
d. The third-party shall be solely responsible for completing all background checks, training and education requirements, and meeting applicable Adult-to-Minor ratios. Unless otherwise expressly agreed by University and such third party in advance in writing, University shall be entitled to audit any third-party records related to background checks, training and education, and ratios.

VI. RELATED INFORMATION/FORMS
Policies:
- Background Screening Policy
- Child Abuse Reporting Policy
- Minors in the Laboratory Policy

University Compliance Office Webpage on Minors and Youth Programs:
http://www1.villanova.edu/villanova/president/uco/minors.html

Program Assessment and Program Registration webpage:
https://www1.villanova.edu/villanova/president/uco/minors/registration_secure.html

Criminal Background Clearance Requirements webpage: The process by which VU student volunteers can upload clearances to Novasis can also be found here.
https://www1.villanova.edu/villanova/president/uco/minors/registration_secure.html

Education and Training webpage:
https://www1.villanova.edu/villanova/president/uco/minors/Education.html

Youth Protection Training Packet
Emergency Plan Template

VII. HISTORY
Effective Date: November 17, 2014
Revisions Date(s): March 24, 2015; February 23, 2016; April 4, 2017; October 4, 2017
VIII. RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
University Compliance Officer
University Compliance Office
800 Lancaster Avenue
204 Tolentine Hall
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(610) 519-5466

IX. RESPONSIBLE ADMINISTRATIVE OVERSIGHT
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