

Working with Minors

» MONTGOMERY COLLEGE



Q: I work for Montgomery College (MC) and I am coordinating an event that involves minors. Do I need to register the event with the Youth Protection Coordinator?

A: Most events and activities involving minors need to be registered, but there are key exceptions:

- If the event is part of a credit or noncredit class, registration is not required.
- If the program is operating through WDCE youth programs, registration is not required.
- If an activity occurs within the normal course of your work duties, such as a Recruiter conducting a campus tour or a Financial Aid Advisor operating under Student Services and meeting with a minor would not need to be registered. Only activities that are outside normal, daily work duties must be registered, such as a special conference or event.

Q: I work for MC and will be volunteering to help with a College-sponsored event involving minors. Do I need a background check? I've been with MC for 15 years and this has never been asked of me.

A: In most cases, yes. All MC employees having direct interaction with minors must complete a criminal history check through HRSTM. This screening is different from the universal screening that is completed upon hire. MC employees not having direct interactions with minors would be exempt from this requirement. You will be advised by the event organizer. MC recognizes that this is a shift from previous practice. However, universal screening has become the norm at colleges and universities across the nation and MC's procedure is in line with current best practices in the field.

Criminal history checks provide a measure of protection for MC, its employees and the minors in our care.

Q: I am planning an event that is sponsored by MC, but also relies on support from outside groups. What is the procedure for screening them?

A: For events lasting only one day, volunteers who are not MC employees are subject to a check of the national sex offender database. The event organizer will have their staff and/

volunteers sign a waiver that authorizes the Youth Protection Coordinator to run the volunteer's identifying information through the registry. (www.nspow.org).

Q: I am an MC employee and planning a public event involving minors. However, minors will attend the event with their parent(s) or guardian(s). What are my obligations?

A: Public events are exempt from the program registration process. This applies to events open to the general public where minors are in the immediate care, control and custody of their parents/guardians. Event organizers should consult with the Youth Protection Coordinator if they are unsure about the applicability of the provisions of the Protection of Minors policy and procedure.

Q: I am a MC employee. Who pays for the background check and how do I go about completing it?

A: MC pays for the background check. The Youth Protection Coordinator will provide directions to the event organizer on the background check process, including required documents and instructions on how to schedule the appointment. Once the process has been completed, results are generally submitted to HRSTM within 24 to 48 hours. If there are any adverse findings, additional time is required to reconcile the results. It is important to allow 30 days for the complete process.

Q: The procedure states that I am obligated to distribute educational materials provided by MC to the adults participating in the program. Where do I get those materials?

A: You may find the educational materials here.

Q: What training is required to satisfy MC's youth protection compliance requirements?

A: Employees, faculty (including those teaching in MC's Dual Enrollment Program), and staff who interact with minors on behalf of the College are required to complete the training, Protecting Youth, which is available through Workday.

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Q: I coordinate a youth mentoring program. What are my obligations?

A: Formal and informal youth mentoring programs must register and provide the names of youth being served. The mentors must undergo criminal background checks and training.

Q: The Protection of Minors procedure states that program directors must “establish staffing ratios for the program or follow staffing ratios already established.” Are there any guidelines for me to follow?

A: Yes. Staffing ratios should account for factors including the type and length of the program, the numbers, and ages of the minors; the experience levels of the staff; whether the program involves transportation, swimming, changing clothes, showering, or other special circumstances; and how the program will function if a staff member is unavailable or attending to emergency needs of a single child rather than supervising the whole group.









not observable by others. Any exception to the “rule of three” must be made, in advance, by the supervisor or program director. MC will provide additional guidance on behavioral standards through training, educational resources, and consultation facilitated by the Youth Protection Coordinator.

Q: An outside group would like to hold an event using College facilities. What requirements do they have?

A: Outside groups must meet the following requirements for the protection of minors:

- Register the program **at least 30 calendar days** in advance.
- Observe the "rule of three".
- Distribute and review educational materials provided by MC to the adults participating in the program.
- For outside groups required to have commercial general liability insurance, the insurance must have appropriate limits and types of coverage as determined by the Office of the General Counsel.
- For events lasting more than one day or involving an overnight stay, conduct criminal history checks on all paid staff and volunteers.
 - > Outside groups must certify their staff/volunteers have satisfactory results from a completed criminal history check by submitting the MC Background Check Certification to the Youth Protection Coordinator for record keeping purposes.
 - > No staff/volunteer in an outside program lasting more than one day or including an overnight stay may work with youth on College premises until a satisfactory criminal history check has been completed.
- Exceptions to the background screening requirement can be made by the Youth Protection Coordinator. One common exception will be for a single rehearsal and a single performance in one of MC's performing arts facilities, where the addition of the rehearsal triggers the background screening requirement.
- Outside groups must also comply with instructions from the youth protection coordinator concerning program operations.

SUPERVISION OF MINORS

AGE	ADULT	# OF MINORS
4-5		
6-8		
9-14		
15-17		

These are recommended adult-to-participant ratios for youth activities. The youth protection coordinator may approve or require changes to these. Groups with multiple ages—supervision number requirements are determined by the youngest members of the group.

Q: What is the “rule of three?”

A: The “rule of three” requires at least two responsible adults to be present at all times, ensuring that no adult is alone with a minor before, during, or after an event. Programs and events must be structured to adhere to this rule, preventing any situation where an adult and a minor are alone in a private area

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