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.

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

<table>
<thead>
<tr>
<th>Age Range</th>
<th>Number of Adults</th>
<th>Number of Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infant – 2 years</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>2 years – 5 years</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>5 years – 9 years</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>10 years – 13 years</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>14 years +</td>
<td>1</td>
<td>20</td>
</tr>
</tbody>
</table>

- 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).

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
George Mason University 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 of 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 University Police at (703) 993-2810. Campus law enforcement professionals can help assess the situation and determine what other notification or action is necessary.

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. If there is a reason to suspect that a child is an abused or neglected, one is required to report the matter as soon as possible, but no longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect. Reports must be submitted to the local office of the Department of Social Services or to the Department's state-wide toll-free child abuse and neglect hotline, 1-800-552-7096.

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

Mandated Reporters and Their Legal Obligations
The Code of Virginia § 63.2-1509, 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 Social Services toll-free child abuse and neglect hotline, 1-800-552-7096.

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 Human Resources.

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.