Agenda

1. Children on Campus & Mandatory Reporting
2. U-M Summer Housing & Dining Options
3. Break
4. Increasing Diversity and Inclusivity
5. Roundtable Discussions
6. Closing Comments
Minors on Campus
AGENDA

▪ Review scope of program
▪ Identify key policy elements
▪ Accomplishments
▪ Basic requirements
▪ Planned program enhancements
PROGRAM REQUIREMENTS

- Code of Conduct
- Web-based resources (e.g., template forms)
- Program Registry
- Criminal Background Screening
- Administrative requirements
- Safety planning and training
- Audit function
Included Activities

- Summer camps
- Sports camps
- Academic enrichment programs
- Patient care camps and activities
- Outreach, pipeline and recruitment programs
- Tutoring and private lessons
- Research lab tours and programs
- Special events (e.g., MLK, Jr. Day Symposium)
- Dual enrollment
Non-Included Activities

- Undergraduate and graduate academic programs in which children are enrolled or have been accepted for enrollment
- Events open to the general public
- IRB-supervised research
- Employment
PROGRAM REQUIREMENTS: Website and Registration

- Launched June 1, 2014
- 10,000+ visits to date
- Named “Children on Campus” to eliminate confusion

Key Components:
- Information for Program Administrators and Parents
- Program registration
- Background check requests
- Public list of U-M registered programs
- Training resources

childrenoncampus.umich.edu
PROGRAM REQUIREMENTS: Administration and Planning

Sponsor Requirements

- Consult Program Planning Checklist; establish program rules
- Identify administrator
- Register program
- Order criminal background screenings
- Arrange for training
- Confirm all authorized adults have undergone required training
- Obtain all required forms and documentation
Criminal Background Screening
PROGRAM REQUIREMENTS: Criminal Background Screening

- Services are provided at no cost to the program.
- Required bi-annually
- Administered by Human Resources
- Portable for persons involved with multiple programs
- Screening for specific groups may require alternative or additional review processes
## PROGRAM REQUIREMENTS: Criminal Background Screening

<table>
<thead>
<tr>
<th>UM-sponsored program regardless of location</th>
<th>Program is managed or supervised by UM</th>
<th>UM care/custody/control of children</th>
<th>Incidental contact with children only</th>
<th>One-time presentation format rather than direct contact or ongoing interaction</th>
<th>Parents/Guardians or other adult chaperones responsible for supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Policy Applies</strong></td>
<td>Background check required through <a href="childrenoncampus.umich.edu/tools-training/background-checks/">childrenoncampus.umich.edu/tools-training/background-checks/</a></td>
<td></td>
<td></td>
<td>Background check not required</td>
<td></td>
</tr>
<tr>
<td>Non-UM program in UM facility</td>
<td>Program is managed or supervised by Non-UM administrator</td>
<td>Non-UM administrator/care/custody/control of children</td>
<td>Incidental contact with children only</td>
<td>One-time presentation format rather than direct contact or ongoing interaction</td>
<td>Parents/Guardians or other adult chaperones responsible for supervision</td>
</tr>
<tr>
<td><strong>Policy Applies</strong></td>
<td>Certification that program conducted background check required</td>
<td></td>
<td></td>
<td>Background check not required</td>
<td></td>
</tr>
</tbody>
</table>

Non-UM sponsored program and not in UM facility

Policy does not apply
Supervision

- All programs must establish a plan for adequate supervision
  - Identify the person having responsibility over all authorized adults serving in the program
  - Meet staffing requirements and ratios. Requirements may be waived by Risk Management.
  - Specify curfews, visitor rules, acceptable free-time activities

- “Line-of-sight” supervision is expected
  - Line-of-sight supervision can be modified for children at least 16 years of age

- Adults providing supervision or care to children must be at least 19 years of age; at least one adult must be 21 years of age or older

- Children may not be unattended or in the care of a person that is not a program-authorized adult
Special Situations

- Knowing what to do when an emergency arises requires careful advance planning and training
  - Lost Children
  - Assault
  - Robbery
  - Harassment
  - Abuse or Neglect
Injuries and Medication
Medical Emergency or Injuries

- If EMS is needed, call 911. Know your street address so you can communicate when you call.
- If possible, remove other children—and adults who are not involved—from the area.
- Document all emergency interventions and inform first responders.
- Provide copies of “Medical Authorization to Treat” form.
- One adult from the program should accompany the child to the hospital.
- Notify parents/guardians or designated emergency contacts as soon as possible.
- Stay with the child until responsible adult arrives.
- Notify program administrator and any other previously identified people about the incident.
- Call (734) 764-2200 to notify Risk Management about the incident.
MEDICAL ISSUES: Medication Management

Administering Prescription Medication

- Program staff may only give medications to children with written authorization from parents/guardians
- Label all medications, including instructions

Self-Administration of Medications

- Whether participants are allowed to maintain their own OTC medication or whether Program staff will maintain OTC medication is left to the discretion of the Program Administrator.

Safety Precautions

- Keep in a secure area
  - Medications must be kept in a restricted location that is not accessible to children
- Store medications properly
Self-Administration of Medications

- Subject to program safety review
  - The decision about whether or not to allow self-administration of medications is up to each individual program.

- Consider:
  - Age of children involved
  - Type of medication (OTC vs controlled substance)
  - Nature of program activities (physical intensity, temperature extremes, etc.)
  - Immediacy of need for self-administration (EpiPens, inhalers, insulin, etc.)
**Injury/Incident Reporting**

- Notify Campus Police and Risk Management of all injuries, accidents, property damage, or possible criminal activity

**Clery Act**

- Campus Security Authority (CSA) reporting form is available at: https://www.police.umich.edu/csa_form.php
Code of Conduct
PROGRAM REQUIREMENTS: Code of Conduct

- Establish Boundaries
- Employ the “Rule of Threes”
  - Do not be alone with an individual minor. If one-on-one interaction is necessary, meet in open, well-illuminated spaces or rooms with windows observable by other authorized adults or program staff, unless the one-on-one interaction is expressly authorized by the program administrator or is being undertaken by a healthcare provider
- Communication
- General Safety
- Resources and Guidance
Child Abuse in Youth-Serving Programs
What is Child Abuse?

Harm or threatened harm to a child’s health or welfare by a parent, legal guardian, or any other adult responsible for the child’s health and welfare

Recognizing Child Abuse

Child abuse can be divided into four main categories:

- Physical abuse
- Neglect
- Sexual abuse
- Emotional abuse
Do Something!!!

Failure to Report

- Faculty, staff, and students who fail to comply with SPG 601.34 or other university policies will be subject to disciplinary action

What if I am wrong?

- You may be concerned about reporting child abuse because you might be wrong. As long as you make a good-faith report, you are protected by the Michigan Child Protection Law from criminal or civil liability. You are also protected from criminal or civil liability if you participate in an investigation.
WHAT IS CHILD ABUSE?: What should be done?

Reporting Any Type of Misconduct

Anyone who knows, suspects, or receives information indicating that a child has been harmed in any way or who has other concerns about the safety of children occurring in university-sponsored activities or in a university facility MUST:

- Immediately inform the appropriate campus department of public safety:
  - Ann Arbor – (734) 763-3434
  - Dearborn – (313) 593-5333
  - Flint – (810) 762-3333

- Notify Risk Management
  - Kate Rychlinski
  - kmrychli@umich.edu
  - (734) 764-2200
Planned enhancements
Planned enhancements

- Enhancements to website
- Complete development of toolkits and training resources
- Policy expansion
  - Michigan Medicine
  - Guest policies
  - Recruiting
- Continued outreach and education
Nancy Harper, Conference & Event Services
Increasing Diversity & Inclusivity in Summer Programming

- LeDetra Lindsey, College Success Coordinator
- Martez Cartwright, Senior
- Bobbi Jones, Junior
- Breon McCall, Senior
Jalen Rose Leadership Academy

• Open Enrollment, Public Charter School in Detroit, MI
• Established in September 2011
• 9th-12th grades
• ~400 scholars
• Leadership Focused
• College-Going Culture via College Success Program
JRLA’s College Success Program

- 4 Members
  - College Success Coordinator
  - MCAN College Advisor
  - College Writing/Seminar Teacher
  - Alumni Success Coach
- 9-16 Model
- Multiple Layers of Support
- 100% College Acceptance Rate
- 89% Initial College Matriculation Rate
JRLA’s College Success Program: How it Works

• Scholars receive academic credit/grades for applying to and completing:
  – 3 Reach, 4 Match, 3 Safety Schools
  – 2 Community Colleges
  – Detroit Promise Scholarship
  – At least 10 Scholarships
  – FAFSA Application
  – College Success Matriculation Passport (proof of enrollment, housing, orientation, FERPA, course schedule, etc.)
JRLA’s Graduation Requirements

• Assignments and activities in Advisory (life skills program)
• 100 hours of enrichment activity
• 40 hours of community service
• At least 1 Advanced Placement Course
• At least 1 Leadership Course
• Participation in the Summer Learning Adventure Program
JRLA Summer Learning Adventure

• Summer School
• Detroit Summer Youth Employment
• Dual Enrollment
  – University of Detroit Mercy, U-M Dearborn, Wayne County Community College District (WCCCD)
• Paid/Unpaid Internships
  – Quicken Loans, Detroit Free Press, Starfish Family Services, Detroit Parent Network, Sinai Grace Hospital, Detroit City Council
• Pre-College Summer Programs
Pre-College Summer Programs

- Summer Discovery Program (U-M, Emerson College in Boston)
- ACAP (WSU Accounting Program)
- MSU COE Summer High School Scholar Program (MSU)
- College Prep Summer Program (EMU)
- GEAR UP (U-M)
- Spartan Debate Institute (MSU)
- Electricity Light It Up/ Sense It (U-M)
Challenge: Completing Applications

• Lack of knowledge about the programs
• Lengthy applications
• Unclear requirements and processes (multiple steps)
• Fear of the unknown
• No interest due to lack of diversity
Challenge: Deterrents to Applying

- Insufficient information about the program
- High GPA requirements
- Time consuming
  - Ex: length of application, too many essay questions
- Multiple requirements
  - Ex: teacher and counselor recommendations, resumes, essays, etc.
- Cost
- Scholarships require parents’ W-2s
Potential Solution(s):

• Build a relationship/partnership with the school counselor or other support personnel
• Host an information session at the school with scholars and/or parents
• Offer application support to scholars
• Make scholarships more accessible
Potential Solution(s):

- Require a counselor recommendation form in the form of a checklist/scale instead of a free form letter
- Keep in constant contact with the counselor to inform them of the applicants that applied, due dates, and other requirements (transcripts, test scores, etc.)
- Offer to host an information session at the school
- Provide sufficient and thorough information via brochures and other print material of activities they will engage in
What Made Summer Programs Inclusive: A Student Perspective

• Staff presented themselves as positive and understanding
• Staff helped the participants adapt to the temporary living situation
• Staff were from all different backgrounds such as race and religion
• Staff formed relationships with participants in a short amount of time
What Made Summer Programs Meaningful: A Student Perspective

- The bond that we made with other participants and staff
- GEAR-UP is a 4 year cohort, so I look forward to coming together each summer to spend time with my friends and staff
- The workload helped me become more responsible at school
3 Must-Haves for Meaningful, Engaging Summer Programs

• Engaging and interactive staff members that care about the participants on a personal level
• Schedule interactive activities to invest us into the purpose of the program
• Allow us to have time to mingle and get to know each other in an effort to build meaningful, lasting relationships
Round Table Discussions

• 15 minutes at each table
  • Table 1: Increasing diversity of participants
  • Table 2: Creating inclusive programming
  • Table 3: Maximizing collaboration across campus
• “Round Table Passport” in your folder
• When you hear the sound, you will get up and move to a new table. This will repeat 2 more times until we have had 3 sessions.
Thank you!