

1.0 ASSOCIATED POLICY

- Protection of Minors

2.0 DEFINITIONS

Terms defined in the Protection of Minors Policy will have the same meaning when used in this Procedure.

3.0 PROCEDURE ELEMENTS

3.1 Reporting of Abuse

- 3.1.1 Any Member of the University Community must immediately report any instance of known or suspected Abuse of a Minor to the local police service and must promptly notify Security Services if the Abuse of a Minor occurred on University Property or directly involves a Member of the University Community.

3.2 Investigating Reports of Abuse/Breach of Policy

- 3.2.1 Security Services will coordinate any investigative response to a report of known or suspected Abuse or Breach of the Protection of Minors Policy. This process will follow the MacEwan University Investigation Frame Work.

3.3 Developing a Protection Protocol

- 3.3.1 For Minors' Programs, the Program Coordinator must maintain a Protection Protocol, which includes:
- 3.3.1.1 identification and communication of off-limit areas;
 - 3.3.1.2 number and level of first aid trained volunteers or employees;
 - 3.3.1.3 ratio of supervisor to Minors;
 - 3.3.1.4 minimum training requirements for supervisors;
 - 3.3.1.5 safety and security protocols, including a hazard assessment and control report where applicable;
 - 3.3.1.6 notification of the Minors' contacts;
 - 3.3.1.7 transportation of Minors;
 - 3.3.1.8 plans for emergencies;
 - 3.3.1.9 appropriate levels of access to and supervision of Minors;
 - 3.3.1.10 appropriate forms including permission forms, release and license forms, liability waivers and medical contact information; and
 - 3.3.1.11 a Medication Protocol, which includes:

- 3.3.1.11.1 arranging for medical care, including emergency medical services, appropriate for the nature of program activities;
- 3.3.1.11.2 collecting and maintaining relevant medical information of participants, including medication requirements and whether medication can be self-administered;
- 3.3.1.11.3 requiring prescription medication to be provided in its original pharmacy container labeled with the participant's name, medicine name, dosage, and timing of consumption;
- 3.3.1.11.4 requiring over-the-counter medication to be provided in the manufacturer's container;
- 3.3.1.11.5 requiring participants to carry self-administered medication;
- 3.3.1.11.6 storing non-self-administered medication in a secure location; and will meet with the participant at the appropriate time for distribution;
- 3.3.1.11.7 arranging with parents and/or guardians for the administration of any medicine that the participant cannot self-administer; and
- 3.3.1.11.8 notification of emergency contacts in the event of an emergency.

3.4 Registering with Security Services

- 3.4.1 For Minors' Programs and Third Party Programs, the Program Coordinator must maintain and make available to Security Services upon request, written protocols and standards for the protection and safety of Minors for each Minors' Program, which includes:
 - 3.4.1.1 a list of Minors Programs and Third Party Programs on campus, including Members of the University Community participating in the Minors' Program or Third Party Program;
 - 3.4.1.2 a list of Minors participating, including emergency contact information and the contact information of parents or legal guardians;
 - 3.4.1.3 areas where the Minors will be located, and which areas are off-limits; and
 - 3.4.1.4 Dates and times of each Minors' Program or Third Party Program to be held.

3.5 Background Checks

- 3.5.1 Background Checks will be coordinated and conducted by the Sponsoring Unit.
- 3.5.2 As a part of Background Check screening, a Member of the University Community must provide a Background Check to:
 - 3.5.2.1 Human Resources, if the screening is as a condition of employment; or
 - 3.5.2.2 the Program Coordinator, for all other Members of the University Community.

- 3.5.3 Background Checks are only valid if conducted within three (3) months of the start of the program.
- 3.5.4 Background Checks will remain current for a period of three (3) years, unless otherwise indicated by the Minors' Program.
- 3.5.5 Submitted Background Checks must be reviewed by the Program Coordinator, who will either approve the Background Check as successful and forward to Human Resources for recordkeeping, or forward the Background Check to the Director, Security Services for further evaluation.
- 3.5.6 Based on the results of a background check, the Director, Security Services or their designee will, in consultation with the General Counsel, or the applicable Faculty/School Dean, or the Associate Vice President, Student Affairs, or Human Resources, determine whether to allow a Member of the University Community to participate in a Program.
- 3.5.7 In the event of a Member of the University Community who has submitted a Background check is arrested, criminally charged, or convicted for any offense involving child abuse or neglect, sexual offenses, sexual exploitation, domestic violence or other acts of violence, or has been served with a restraining order or stalking injunction, this information must be provided in writing to the Program Coordinator within 72 hours of the arrest, charge, or notification of pending charge.
- 3.5.8 Results of background checks conducted under this policy shall be used only for the purposes of this policy.
- 3.5.9 Copies of the Background Checks will be retained by:
 - 3.5.9.1 Human Resources, if the Member of the University Community is a staff member or non-student volunteer in a file separate from the employee file; or
 - 3.5.9.2 the Program Coordinator or other individual designated by the Director, or equivalent position, of the Sponsoring Unit, if the Member of the University Community is a student volunteer, or independent contractor.
- 3.5.10 The University reserves the right to take appropriate disciplinary action, up to and including termination, in accordance with university policy and applicable collective agreement, for employees who may have previously falsified or failed to disclose information.

3.6 Mandatory Training

- 3.6.1 Training on the protection of Minors must cover the following:
 - 3.6.1.1 Abuse awareness and prevention;
 - 3.6.1.2 indicators of Abuse;
 - 3.6.1.3 the duty to report;
 - 3.6.1.4 the manner of reporting; and

- 3.6.1.5 University policy and procedure on protection of Minors.
- 3.6.2 Where possible, training materials developed by the University will be delivered in an electronic format.
- 3.6.3 This section does not replace or supersede existing education and training requirements in the area of child abuse and reporting that are in place due to licensure, educational or other professional requirements.

4.0 RELATED POLICIES, FORMS AND OTHER DOCUMENTS

- MacEwan University Investigation Framework

5.0 ACCOUNTABILITY

Office of Administrative Responsibility
Office of the Provost & Vice-President Academic
Campus Services

6.0 HISTORY

Relevant Dates

Approved: **23.04.25**
Effective: **23.05.31**
Next Review: **28.05**

Modification History

18.01.23: New Procedure. Approved by President’s Policy Committee on January 23, 2018

21.11.22: Minor revision to update position title and Responsible Offices. Approved by Policy Sponsors.

23.04.25: Comprehensively revised as a result of a required periodic review. Approved by the President’s Policy Committee on April 25, 2023 to be effective upon approval of the revised Protection of Minors Policy by the Board of Governors on May 31, 2023.