

James Madison University
Office of Youth Safety Procedures Manual
As referenced in University Policy #3118
Administered by: The Office of Youth Safety
Revised: April 1, 2025

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Records of Revision

Change Number	Section	Description of Change	Date of Change	Posted By
1	Entire Plan	Development of Plan to Accompany Policy 3118	April 2024	Office of Youth Safety
2	Entire Plan	Realignment of Definitions; Update of JMU Affiliate/Non-JMU Affiliate	June 2024	Office of Youth Safety
3	Communications and Medical	Development of Communication and Medical Sections	December 2024	Office of Youth Safety
4	Entire Plan	Realignment of Definitions; Added JMU Shield	December 2024	Office of Youth Safety
5	Non-Compliance	Development of Non-Compliance Section	January 2025	Office of Youth Safety
6	Clery Training	Development of Clery Training Requirements, Training Link and Resources	April 2025	Office of Youth Safety

Office of Youth Safety Procedures Manual

Registration and Authorization of Youth Programs, Events, and Camps with the Office of Youth Safety

All PECs must register and compile activity details for the Office of Youth Safety for authorization to operate with minors on university property or for the purpose of using university facilities.

After registration, a compliance checklist will be provided by the Office of Youth Safety and must be used as a tool to prepare for, ensure, and verify compliance with all requirements described in JMU Policy 3118. Affiliation/non-affiliation status will be confirmed and indicates the status of the PEC with the Office of Youth Safety not necessarily with the University.

The compliance checklist will request the following information.

- JMU Supporting Unit (JMU Affiliated Only)
- Hosting Organization
- PEC Director including name, email, phone number
- PEC Day-of-Contact including name, email, and phone number (if different than PEC Director)
- Location of PEC to include building and room numbers
- Start and end date and time of program, event, or camp

Additional activity details should be collected by the PEC and may be requested or be made accessible to pertinent University offices and/or emergency response entities in the event of an emergency. At minimum, this must include:

- Minors Roster and Emergency Contact Information
 - Must Contain: Participant names, participant date of birth, parent/guardian contact, parent/guardian phone number
 - May use the Office of Youth Safety Minor Emergency Contact/Pick-Up Authorization form
- Staff Roster
 - Must Contain: Staff full names and tiering
- Staff Emergency Contact Information
 - Must Contain: Staff names, staff emergency contacts, staff emergency phone number
 - May use the Office of Youth Safety PEC Staff Emergency Contact/Media Release form
- PEC Emergency Procedures

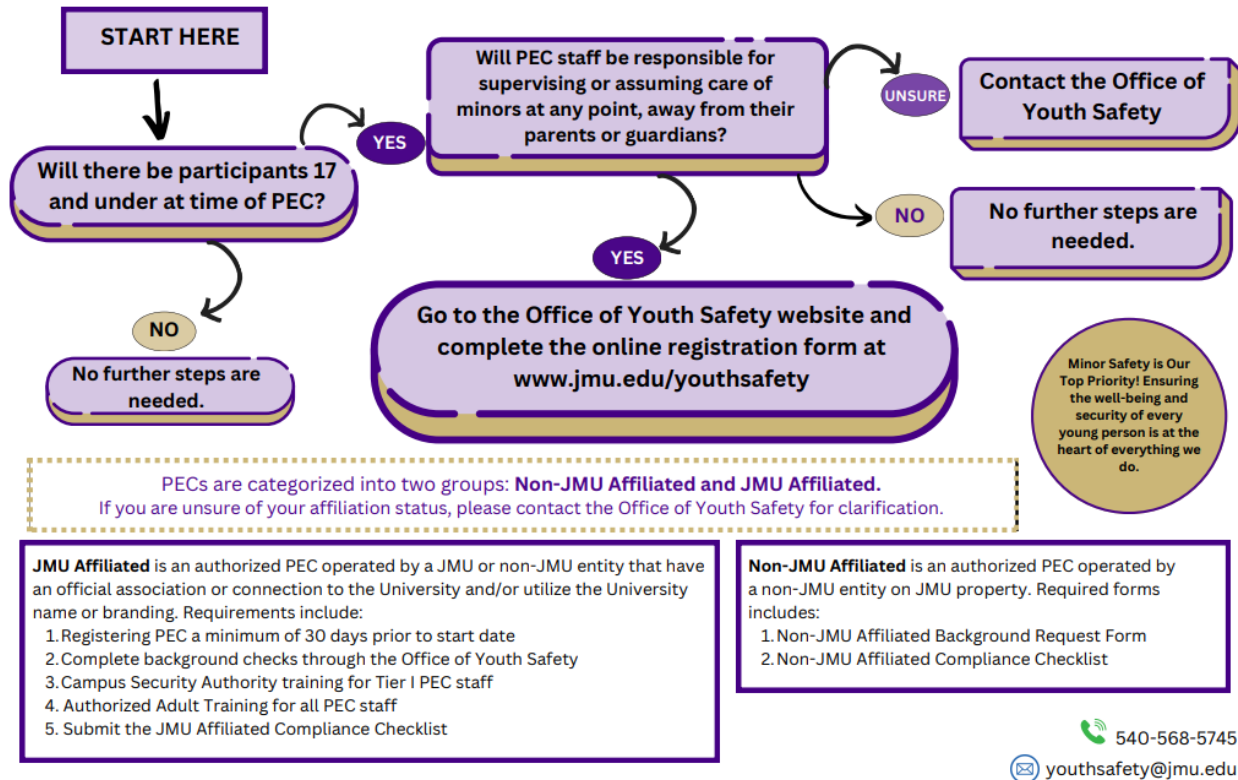
JMU Affiliated PECs must collect the information required on the Office of Youth Safety forms. However, they must contact our office for approval if they wish to utilize online registration information. Non-JMU Affiliated PECs may use either their own forms or those provided by the Office of Youth Safety. For Non-JMU Affiliated PECs, it is suggested that they collect the following information as it applies to their PEC, or specifically note any exceptions.

- Pick-Up Authorization Form
- Medical Release and Medications Form

- Liability Release Form
- Media Release Form
- Transportation Release Form
- Participant Expectations Form



Office of Youth Safety Programs, Events, and Camps (PECs) Flowchart



JMU Affiliated PEC Registration and Authorization

Materials to be Collected and Submitted

JMU Affiliated PECs must utilize the JMU Affiliated PEC Compliance Checklist and compile the following forms as provided by the Office of Youth Safety or in a format that is authorized by the Office of Youth Safety. If the form does not apply to the operations of a PEC, this should be noted prior to the submission of the Compliance Checklist for approval from the Office of Youth Safety of its exclusion. All related materials and data gathered shall be confidential and are subject to records retention guidelines as described in JMU Policy [1109](#) - Records Management.

The following documents will be collected by the Sponsoring Unit and/or Hosting Organization.

- Emergency Procedures for Event
- Minors
 - Emergency Contact/Pick-Up Authorization Form

- Medical Release and Medications Form
- Media/Transportation/Liability Release Form
- Participant Expectations Form
- Consent to Participate in PEC (may be in the registration process)
- Staff
 - Emergency Contact and Media Release Form
 - Submission of Background Check Request Form with Staff Completion
 - Verification of Authorized Adult Training Completion

The following documents will be submitted by the Sponsoring Unit and/or Hosting Organization to the Office of Youth Safety.

- Compliance Checklist
- Background Check Request Form
- Minor Participant Roster
- Minor Emergency Contact/Pick-Up Authorization Form
- Staff Roster including tiering
- Staff Emergency Contact and Media Release Form

If walk-up registration is to occur notify Office of Youth Safety at time of Compliance Checklist submittal. Upon the conclusion of PEC registration, an updated minor roster and emergency contact form should be submitted. This submission should be no later than 48 hours after the closing of registration.

Non-JMU Affiliated PEC Registration and Authorization

Materials to be Collected and Submitted

Non-JMU Affiliated PECs must utilize the Non-JMU Affiliated PEC Compliance Checklist and compile the following forms for their PEC. If the form does not apply to the operations of a PEC, this should be noted prior to the submission of the Compliance Checklist for approval from the Office of Youth Safety of its exclusion. All related materials and data gathered shall remain confidential, is subject to records retention guidelines as described in JMU Policy [1109](#) -Records Management.

The following documents will be collected by the Hosting Organization.

- Emergency Procedures for Event
- Minors
 - Emergency Contact/Pick-Up Authorization Form
 - Medical Release and Medications Form
 - Media/Transportation/Liability Release Form
 - Participant Expectations Form
 - Consent to Participate in PEC (may be in the registration process)
- Staff
 - Emergency Contact and Media Release Form
 - Submission of Background Check Request Form with Staff Completion
 - Verification of Training Completion

The following documents will be submitted by the Hosting Organization to the Office of Youth Safety.

- Compliance Checklist
- Background Form

Medical Forms

Participants are required to submit the Medical Release and Health History Form and if applicable the Self-Administration of Medication Form.

The Medical Release and Health History Form provides essential health information, including emergency contact details, health history, and any medical conditions. This form is to be on file for all participants and readily accessible during incidents to address any health concerns that may arise.

If applicable, minors will be responsible for self-administering their own medication. Parents/guardians must complete the Self-Administration of Medication Form, which includes medication name, dosage, and any special instructions. PEC staff will observe the minor during self-administration to ensure they follow the prescribed instructions but are not to be administering medication unless they have appropriate licensure/certification with associated training. Parents/guardians are responsible for ensuring the medication is properly labeled.

PEC staff will securely store medication to prevent misuse. PECs are also responsible for ensuring that all medical forms are securely stored and accessible during incidents.

Non-Compliance

PECs are required to complete all the required steps as outlined in the Office of Youth Safety Compliance Checklist. PECs can be considered non-compliant in several ways, including but not limited to:

1. Failure to Complete Required Background Checks- All Tier I and Tier II individuals must complete background checks prior to the PEC start date.
2. Failure to Complete Required Authorized Adult Training- Required for all PEC staff 18+ by the program start date.
3. Failure to Provide Necessary Documentation- Missing or incomplete required documents.

Non-Compliance Notification Process

- 1) Initial Reminder: A reminder email will be sent outlining the non-compliance areas and missing information.
- 2) Follow-Up Notification: If unresolved, a follow-up email will be sent to the PEC Director/Dean and other relevant parties, including a Non-Compliance form with specific expectations and a deadline for submitting missing requirements.
- 3) Final Warning: Continued non-compliance will lead to a final warning, which may involve University leadership. This warning will note that non-compliance could impact future eligibility to work with minors.

Continued non-compliance may have the consequence of the PEC being deemed ineligible to work with minors, as determined by the Director of Emergency Management and Risk Management, in consultation with university leadership. All efforts are to be made to prevent this stage from being reached.

Background Checks

Background checks should be submitted a minimum of 15 days prior to the Program, Event, or Camp (PEC) start date for individuals with child welfare responsibilities. Criminal background checks will include a social security number and address trace; a search of the sex offender registry; searches for county criminal and other offenses; searches for federal criminal offenses; other offenses; and, a search of the national criminal database.

All Tier I and Tier II PEC staff background checks must have been processed with results within one year of the PEC start date.

Levels of PEC Staff Background Checks

- Requirements for criminal background checks and training are established according to tier level. All PEC staff regardless of tier level are responsible for reporting known or suspected child abuse or neglect, in accordance with Policy 3118, Policy 1406 and associated guidelines as required by law.
- Tier I and Tier II staff are required to obtain a background check.

Background Checks for JMU Affiliated PECs

JMU Affiliated PECs must conduct their background checks through the Office of Youth Safety vendor and process. The supporting unit and/or hosting organization must ensure payment for background checks for all applicable PEC staff.

Background Checks for Non-JMU Affiliated PECs

Non-JMU Affiliated PECs must ensure that their PEC staff have cleared criminal background checks that meet University standards as described in Policy 3118 6.3.c. Non-JMU Affiliated PECs must certify completion through the Compliance Checklist and Non-JMU Affiliated Background Form.

How to Request Background Checks

Requests for background checks should be sent to youthsafety@jmu.edu with PEC ID followed by Background Check Request in the subject line (example: Camp C24.5.100 – Background Check Request). The Background Check Request form should be completed and attached to the email request.

- All Tier I and Tier II PEC staff should be listed on the Background Check Request Form. All fields are required for each person.
- Individuals listed on the Background Check Request form will receive an email from ApplicationStation@TrueScreen with directions for completing the required check. After the individual submits the TrueScreen requested information, the background check will be ordered and results confirmed with the PEC Director.
- If the individual has completed a background check with JMU, within the one-year requirement, a new background may not be needed. Verify with the Office of Youth Safety on confirmation process.
- Approval shall not be authorized for registered sex offenders. Other findings will be considered on a case-by-case basis.

Occasionally, TrueScreen emails are filtered to Spam or Junk email folders. Please regularly check your Spam or Junk email folders for any messages. Delays in processing will not be waived by the Office of Youth Safety.

Payment

The supporting unit and/or hosting organization must ensure payment for background checks. This expense should be considered when calculating program fees. Supporting unit and/or hosting organizations should verify with Office of Youth Safety on invoicing and payment process.

Training

The Supporting Unit, hosting organization and/or PEC Director of JMU Affiliated and Non-JMU Affiliated PEC's must ensure that all authorized adults have completed the required annual training that includes the following topics:

1. Overview of the Office of Youth Safety
2. Required Forms
3. Authorized Adult Responsibilities and Expectations
4. Medical Topics
5. Clery Campus Security Authority (CSA) Training for Tier I PEC Staff

Office of Youth Safety Authorized Adult Training Manual

All JMU Affiliated PEC staff must complete the Authorized Adult Training developed by the Office of Youth Safety. This material is located at www.jmu.edu/youthsafety and the steps to complete it are as follows:

1. Review the [Authorized Adult Training Manual](#)
2. Complete the [Authorized Adult Training Quiz](#) with 100%
3. PEC staff and PEC Director should be in communication regarding Training Completion. PEC Director will confirm that all PEC staff have reviewed the manual and completed the quiz to the Office of Youth Safety 10 days prior camp start utilizing the JMU Affiliated Compliance Checklist.
4. The Office of Youth Safety will verify that all PEC staff on the Staff Roster submitted have successfully completed the Authorized Adult Training Quiz.

Non-JMU Affiliated PECs are welcome to use their own training that complies with Policy 3118 or follow the same process as JMU Affiliated PECs but must communicate intention with the Office of Youth Safety. If using their own training the manual and verification of material comprehension must be sent to the Office of Youth Safety via the Compliance Checklist.

Clery Campus Security Authority (CSA) Training for Tier 1 PEC Staff

All Tier I JMU Affiliated and Non-JMU Affiliated PEC staff are required to complete the Clery Campus Security Authority (CSA) Training. This training is essential for understanding the duties and responsibilities in reporting crimes under the Clery Act, ensuring compliance with federal regulations, and promoting a safe campus environment.

1. Log onto the Office of Youth Safety website and click on the link for Campus Security Authority Training.

2. The link will house a 10-minute video followed by a quiz. A 100% score must be achieved to pass.
3. Link to [Campus Security Authorities \(CSA\) Training and Quiz](#)

Communication With and Notification of Parents and Guardians

All PECs will establish written communication guidelines as part of their Emergency Operating Procedures for all registered PECs, in compliance with Policy 3118. General communications with parents and guardians will be managed as needed, with the PEC Director or Day-of Contact designated as the primary point of contact. This ensures clear and consistent information flow to keep families informed.

It is recommended that PEC staff, parents, and/or guardians download the [JMU Shield App](#) while minors are attending PECs on the James Madison University campus. Developed by the JMU Police Department, this app offers enhanced safety features for students, faculty, staff, and community members. It provides important safety alerts and instant access to campus safety resources. The app is available for download on both Android and Apple devices. Ensure that notifications are enabled both in the app and in your phone settings for timely updates.

Supervision

The supporting unit and/or hosting organization must ensure that the program designated authorized adult(s) are accessible to participants at all times.

All PECs must ensure adequate supervision of minors. Minors must be supervised by at least one or more authorized adults or by their parent(s) or legal guardian(s) at all times. Some of the factors to consider in determining “adequate supervision” are the number and age of participants, the activities involved, the type of housing if applicable, and the age and experience of the PEC staff.

Ratio of Program, Event, and Camp Staff to Minors

At a minimum, all PECs must adhere to the American Camp Association staffing ratio recommendations as established in the Office of Youth Safety Procedures Manual.

- 5 years & younger: 1 staff for each 5 overnight campers and 1 staff for each 6-day campers
- 6–8 years 1:6 for overnight campers, and 1:8 for day campers
- 9–14 years 1:8 for overnight campers and 1:10 for day campers
- 15–18 years 1:10 for overnight campers and 1:12 for day campers

Program, Event, Camp Staff

PEC staff are authorized adults who interact with, supervise, chaperone, or otherwise oversee minors in JMU Affiliated PECs and Non-JMU Affiliated PECs. This includes, but is not limited to, all university employees, student employees, graduate assistants, affiliates, and volunteers. Program staff, program administrators, and university sponsors are categorized as Tier I, Tier II, or Tier III based on the individual’s level of responsibility and the level of risk associated with the role.

- **Tier I** individuals are responsible for running a PEC and are expected to oversee others who are in compliance with minimum standards set by James Madison University for interaction with minors. PEC Directors are Tier I individuals (refer to definitions).

- **Tier II** individuals are those who may hold a supervisory role within a PEC and may provide direct supervision of minors. These individuals are entrusted to engage in the program with or without direct supervision and may supervise other adults.
- **Tier III** individuals perform their duties under the supervision of Tier I or Tier II individuals at all times. For example, a volunteer may lead a group activity under the supervision of a Tier I or Tier II individual. Tier III individuals would not be alone in a one-on-one situation with a minor.

General Prohibitions for Youth Program Directors and Staff

PEC staff must not engage in any behavior that could cause harm or be misinterpreted as possibly causing harm, including but not limited to any verbal abuse, striking, hitting, punching, poking, spanking, or restraining a person.

PEC staff working with minors are prohibited from any sexual behaviors as part of PEC operations. This includes seductive speech or gestures as well as physical contact that exploits, abuses, or harasses.

PEC staff working with minors are prohibited from physically disciplining a child.

Minors may not share a room with an adult with the exception of an immediate family member or guardian.

Transition of Custody of Minors

The Office of Youth Safety strongly recommends implementing a formal process for the transition of custody for minors during PEC. This ensures the safety and accountability of all participants. The following procedures should be followed for each PEC:

- **Custody Transfer Process / Sign-In and Sign-Out Sheets:**
 - A sign-in and sign-out sheet must be maintained for each day of the PEC. This sheet should document the time of arrival and departure for each minor.
 - The individual responsible for dropping off or picking up the minor should sign the sheet to confirm the transfer of custody, or the PEC staff may document it on the list by confirming with the responsible adult.
 - The sign-in and sign-out forms must include the name of the authorized adult, the minor's name, and emergency contact information.
- **Minors Aged 16 and Older:**
 - For minors aged 16 years or older, the parent or legal guardian may provide written consent allowing the minor to leave the PEC independently if they have their own transportation or live within walking distance.
 - This written documentation must be kept on file and verified before the minor is allowed to leave unaccompanied.

Reporting Suspected Abuse and Neglect

All PEC staff must immediately report any suspected child abuse or neglect upon discovery to at least one of the following:

- The PEC Director
- The PEC Day-of-Contact
- JMU Police Department (JMUPD)

Reports of child abuse or neglect must be made as soon as possible following JMU Policy 1406-Reporting Suspected Child Abuse and Neglect, but no later than 24 hours after having reason to suspect the abuse. If the suspected child abuse or neglect presents imminent or ongoing danger or emergency, the PEC Director or PEC Day-of-Contact must contact JMUPD (540-568-6911) immediately.

All reports of suspected child abuse or neglect must be reported to the Office of Youth Safety in writing no later than 24 hours after having reason to suspect the abuse by PEC Director, PEC Day-of-Contact, and/or JMUPD.

Definitions of Terms as Used in This Program Manual

Affiliates

An individual who has a formal affiliation with the university under the terms of [Policy 1337-Affiliates](#).

Authorized Adult

Program, Event, and Camp staff, paid or unpaid, 18 years or older, who interact with, supervise, chaperone, or otherwise oversee minors in a welfare-providing role during PECs or in recreational and/or residential facilities associated with the PECs. These individuals are accessible to participants during PECs. This includes, but is not limited to JMU: faculty, staff, affiliates, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, and independent contractors/consultants. The authorized adults' roles may include positions as teachers, counselors, chaperones, coaches, instructors, drivers, etc. Authorized adults are considered mandatory reporters of child abuse and neglect, as defined by Virginia law. Further guidance on mandatory reporters is provided in [Policy 1406-Reporting Suspected Child Abuse and Neglect](#).

PEC staff are categorized as Tier I, Tier II, or Tier III based on the individual's level of responsibility and the level of accountability associated with the role.

Authorized PECs

A PEC that has received approval from the Office of Youth Safety to operate with minors on university property or using university facilities for that purpose.

Child Welfare

Ensuring that minors are safe from both physical and emotional abuse and/or neglect.

Clery Act

A federal law requires colleges and universities to disclose campus crime statistics and security policies to ensure transparency and safety. It mandates the release of the [Annual Security and Fire Safety Report](#), the issuing of timely warnings about safety threats, and crime reporting.

Compliance Checklist

A document listing the requirements for a PEC to be authorized to operate on university property or to use university facilities.

Criminal Background Check

A review of the potential PEC staff's records of criminal convictions. (See JMU [Policy 1321-Criminal Background Checks](#)).

Guardian

A person who has been granted legal custody of a minor who is not their biological child.

Hosting Organization

The University or Non-University organization is responsible for enrolling participants and supervising the daily operations of the PEC.

JMU Affiliated Program, Event, or Camp

An authorized PEC operated by a JMU or non-JMU entity that has an official association or connection to the University and/or utilizes the University name or branding.

JMU Shield

JMU Shield is the official safety app of James Madison University. It is the only app that integrates with James Madison University's safety and security systems. This app will send you important safety alerts and provide instant access to campus safety resources and is accessible to anyone from the public and campus community.

Minor

Individuals under the age of 18 who are not functioning in their capacity as enrolled JMU students. Certainly! Here is a definition of **Non-compliance** based on the context of your document.

Non-Compliance

Failure to meet required responsibilities, such as incomplete background checks, mandatory training, or late documentation submission. Non-compliance occurs when a PEC does not meet the standards set by JMU Policy 3118 to ensure the safety of minors.

Non-residential Program, Event, or Camp

An authorized PEC that does not require participants to stay overnight on university property.

Non-JMU Affiliated Program, Event, or Camp

An authorized PEC operated by a non-JMU entity on JMU property.

Office of Youth Safety

The JMU department that oversees and authorizes all PECs. In addition, the Office of Youth Safety verifies that all programs involving minors adhere to this policy.

Program, Event, or Camp Day-of-Contact (PEC Day-of-Contact)

A designated individual who is responsible for being the primary point of contact during the operation of a PEC can ensure issues are promptly addressed and the PEC proceeds as planned.

Program, Event, or Camp Director (PEC Director)

A designated person who is in a welfare-providing role; the oversight and management of a PEC; and coordination of the registration, background check, and training process for the supervision and conduct of all PEC staff. While PECs may have various individuals who serve in a supervisory capacity, this individual has the authority to make the ultimate decisions concerning the PEC, including the placement and removal of PEC staff.

Program, Event, or Camp Staff (PEC Staff)

PEC staff are authorized adults who interact with, supervise, chaperone, or otherwise oversee minors in JMU Affiliated PECs and Non-JMU Affiliated PECs. This includes, but is not limited to, all university employees, student employees, graduate assistants, affiliates, and volunteers.

Program, Event, or Camp (PEC)

A camp, clinic, workshop, conference, or educational activity involving minors, during which PEC staff may be in the welfare-providing role of a minor.

Program: Structured ongoing activities to engage in a variety of educational, recreational, or developmental pursuits, covering topics such as academics, sports, arts, and STEM. Programs may meet regularly over weeks or months, and they generally focus on a specific area of interest or development.

Event: One-off occasions that may be recreational, educational, or celebratory in nature. They are designed to provide entertainment, celebration, or learning opportunities in a more condensed format, focusing on immediate enjoyment or engagement.

Camp: Short consecutive residential or day activities that provide immersive experiences in diverse settings such as outdoor, sports, visual or performing arts, and academic camps, primarily during school breaks. Camps offer adventure, skill development, and personal growth through activities like outdoor recreation and educational workshops.

Residential Program, Event, or Camp

An authorized PEC that requires participants to stay overnight on university-owned or controlled property.

Supporting Unit

The academic or administrative unit of the University that hosts or endorses a JMU Affiliated PEC. Supporting units must identify a Hosting Organization and PEC Director.

Volunteers

Any unpaid PEC staff member.

Welfare-Providing Role

This person is dedicated to ensuring the safety, well-being, and development of children through various forms of support and intervention. Provide direct oversight of minors during activities, meals, free time, and if applicable overnight. Ensuring that minors are safe from both physical and emotional abuse and/or neglect.