

James Madison University
Office of Youth Safety Procedures Manual
As referenced in University Policy #3118
Administered by: The Office of Youth Safety
Revised: April 23, 2024

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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

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. This includes, but is not limited to: faculty, staff, JMU 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 risk associated with the role. Use the Office of Youth Safety Procedures Manual for further details regarding specific categorizations.

Child Welfare

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

Compliance Checklist

A document provided to the Office of Youth Safety from the supporting unit and/or the PEC affirming compliance with this policy by the program. The compliance checklist will include a list of items that, if accomplished, confirms compliance with this policy. Signatures will also be required on this document by the PEC Director and if applicable a designee from the supporting unit.

Criminal Background Check

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

Endorsed Program, Event, and Camp

A camp, clinic, workshop, conference, or educational activity operated by a non-JMU entity with a JMU Supporting Unit that has received authorization from the Office of Youth Safety.

Guardian

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

Hosted Program, Event, and Camp

A camp, clinic, workshop, conference, or educational activity operated by a JMU entity, with a JMU Supporting Unit that has received authorization from the Office of Youth Safety. See Section 9-Exclusions for a list of JMU internal programs that are excluded from this policy.

Minor

Individuals under the age of 18 who are not considered students at JMU for academic courses.

Non-residential Program, Event, and Camp

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

Non-JMU Affiliated Program, Event, and Camp

A camp, clinic, workshop, conference, or educational activity that is administered by a non-JMU person or entity authorized to operate on University property or using university facilities for that purpose; but does not have a JMU Supporting Unit, and has received authorization from the Office of Youth Safety.

Office of Youth Safety

The JMU department that oversees and approves PECs involving minors that are supported by JMU as Endorsed or Hosted PECs, or Non-JMU Affiliated PECs. In addition, the Office of Youth Safety verifies that all programs involving minors adhere to this policy.

Program, Event, and Camp Director (PEC Director)

A designated person who is responsible for participant child welfare, the oversight and management of a PEC, coordinates the registration, background check, and training process for the supervision and behavior of all PEC staff. PEC Directors include the person in authority for Hosted and Endorsed PECs, and the person representing an external organization for Non-JMU Affiliated PECs. 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 placement and removal of PEC staff.

Program, Event, and Camp Staff (PEC Staff)

PEC staff are individuals who interact with, supervise, chaperone, or otherwise oversee minors in hosted, endorsed and non-JMU affiliated PECs. This includes, but is not limited to, all university employees, student employees, graduate assistants, affiliates, and volunteers.

Program, Event, and Camp (PEC)

An activity attended by Minors offered by the University, or by non-University groups on University-owned or controlled property, during which PEC staff may be in child welfare and custodial care of a Minor. This includes, but is not limited to workshops, services, camps, conferences, seminars, campus visits, and similar activities.

Program: Structured ongoing activities to engage in a variety of educational, recreational, or developmental pursuits, covering subjects like 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, and Camp

A PEC that requires participants to stay overnight on university property.

Supporting Unit

A JMU department that hosts or endorses a camp, clinic, workshop, conference or educational activity that involves minors. Supporting Units must identify a PEC Director for their Hosted and Endorsed PECs.

Volunteers

Any unpaid PEC staff member.

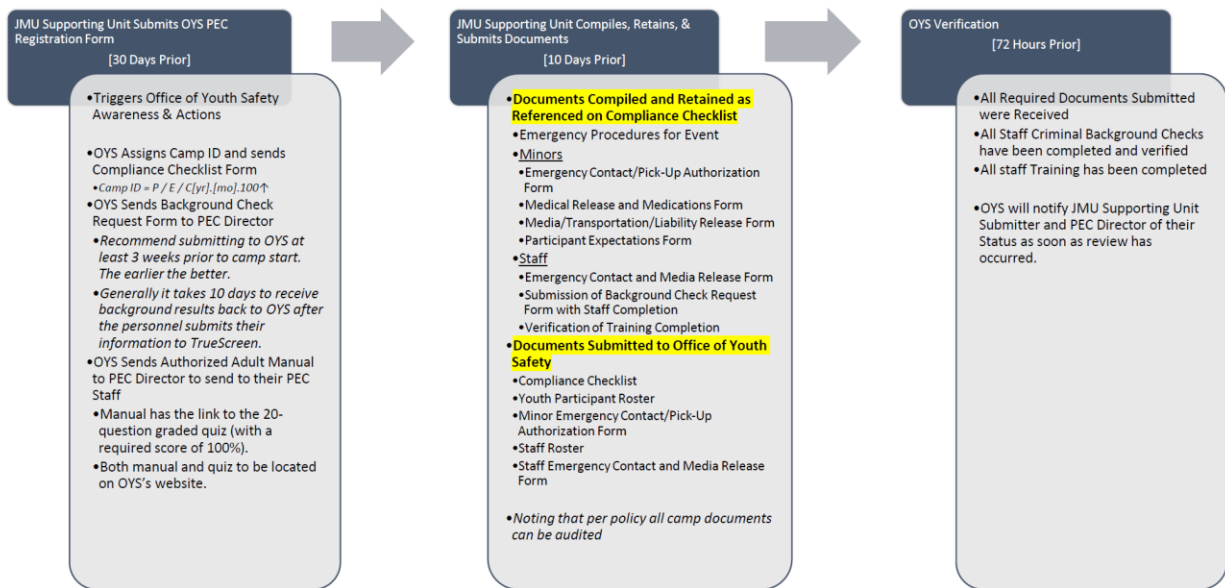
Communication With and Notification of Parents and Guardians

Section to be Developed in Future

Registration and Approval of Youth Programs with the Office of Youth Safety

Timeline

Office of Youth Safety (OYS) Process for Policy 3118
(Programs Involving Minors)



Supervision

The supporting unit must ensure that the program designates authorized adult(s) who are accessible to participants at all times

All programs 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 counselors.

Program, Event, Camp Staff

Program, Event, Camp Staff are individuals who interact with, supervise, chaperone, or otherwise oversee minors in program activities. This includes but is not limited to employees and students of James Madison University, volunteers, independent contractors, and representatives of non-university entities holding events involving minors at university facilities. 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 program or event and are expected to oversee others 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 program or event 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 normally would not be alone in a one-on-one situation with a minor.

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, and 1:8 for day
- 9–14 years 1:8 for overnight and 1:10 for day
- 15–18 years 1:10 for overnight and 1:12 for day

Background Checks

Background checks should be completed a minimum of 10 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 PEC staff background checks must have been processed within one year of the PEC start date.

Levels of Program Staff Background Checks

- Requirements for criminal background checks and training are established according to tier level. All program staff regardless of tier level are responsible for reporting known or suspected

child abuse or neglect, in accordance with Policy 3118 and associated guidelines as required by law.

- All camp staff with child welfare responsibilities are required to obtain a background check
- Tier I and Tier II staff are required to obtain a background check

Background Checks for Hosted or Endorsed Camps

Hosted and Endorsed PECs must conduct their background checks through the Office of Youth Safety vendor and process. The supporting unit must ensure payment for background checks for all camp program staff, Tier I and Tier II PEC staff.

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 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 will not be needed. Verify with the Office of Youth Safety on confirmation process.
- All Camp staff members are required to have a background check. Program and Event staff follow Tier guidance as referenced to in the Office of Youth Safety Procedures Manual. Refer to JMU Policy 1321 Criminal Background Checks.
- 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 must ensure payment for background checks. This expense should be considered when calculating program fees.

Background Checks for Non-JMU Affiliated PEC

Non-JMU Affiliated PECs must ensure that their PEC staff have cleared criminal background checks that meet University standards, the sex offender registrant, and must sign the Compliance Checklist for JMU Hosted/Endorsed PECs Involving Minors to that effect.

Training

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

1. Overview of the Office of Youth Safety
2. Required Forms
3. PEC Staff
4. Authorized Adult Responsibilities and Expectations
5. Medical Topics

Office of Youth Safety Authorized Adult Training Manual

All JMU Hosted and Endorsed 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 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
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 Hosted and Endorsed PECs, but must communicate intention with the Office of Youth Safety.

Medical

Section to be Developed in Future

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
- An Authorized Adult

Reports of child abuse or neglect must be made as soon as possible, 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

General Prohibitions for Youth Program Directors and Staff

Section to be Developed in Future