

Environmental Health and Safety Manual (EHS)

EHS 706: Protection of Minors

Effective: 4/15/2019

Revised: 11/1/2025

Purpose

This policy is to address the safety and welfare of minors who participate in program or activities at Arizona State University. The policy outlines what is required of individuals who work in activities and programs under the scope of this policy and informs individuals of their reporting obligations in instances of known or suspected child abuse or neglect of minors.

Source

ARS Â§13-3620 Duty to Report Abuse and Neglect

Scope and Applicability

This policy applies to:

- Activities and programs with minor participants who will be in the care, custody, or control of the University, including those operated jointly with ASU and a third party, regardless of the geographic location of the program or activity.
- Any individual who interacts with minors in connection with a youth activity.
- Programs and activities with minor participants held on University owned or managed premises, including activities and programs with minors conducted, operated or organized by non-university entities that take place on campus or in University facilities.

With the exception of the Duty to Report Abuse section described below, this policy does not apply to:

- Programs, activities or events operated by the University where all of the minor participants are admitted or enrolled students, learners participating in a universal pathways course, or are employed by the University.
- Programs, activities or events operated by the University that are open to minors who, when participating, are expected to remain in the care, custody or control of their parent, legal guardian, or an organization in which their parent or guardian has enrolled them (such as a K-12 institution, afterschool program, or other youth-serving organization) for the entire program, activity, or event.
- Medical care given to minors at ASU Health Services or Counseling Services.

Policy

Programs and activities involving minors must be conducted in a manner that considers and addresses the safety and well-being of participants. To uphold this commitment and comply with applicable laws, the University has established mandatory youth protection protocols and reporting responsibilities. Compliance with the requirements of this policy, the University’s Youth Activity Guidelines and procedures, and any related applicable laws, is a requirement for continued participation in programs or activities involving minors.

ASU expects parents or legal guardians to provide supervision over minors on campus except when the minor is involved in an activity or program. Parents or legal guardians should not leave minors unsupervised on university property. In addition, if the minor is under the age of 12 and participating in private instruction, the parent or legal guardian is required to remain on the premises for the duration of the instruction unless a formal check-in and check-out process is in place.

Definitions

Term	Definition
Activity Manager	A University employee responsible for ensuring that the youth activity adheres to the University’s protection of minor’s policies, guidelines, and procedures, and serves as the primary point of contact for the youth activity.
Care, Custody, or Control	Exclusive responsibility for the supervision of the minor.
Child abuse	Any action that inflicts or allows physical injury or serious emotional damage to a child as defined by A.R.S. 8-201 .
Child neglect	Any action or inaction that causes substantial risk of harm to the child's health or welfare as defined by A.R.S. 8-201 .
Designated Individual	Any individual 18 years of age or older, involved in a youth activity who directly interacts with, or has the responsibility to supervise, chaperone, oversee, or is otherwise responsible for the care, custody, or control of a minor.
Minor (child, youth)	Any individual under the age of 18.
One-on-one interaction	An intentional or purposeful interaction when one individual to whom the policy applies is alone with one minor.
Personnel	Persons employed by the University on a full or part-time basis, including academic professionals, administrators, non-faculty administrators, classified staff, University staff, and faculty. Also included are student employees, graduate assistants and graduate associates.
Sponsoring Department	The University college, school, unit, or department who receives dean or director approval to own, operate, sponsor, or supervise a youth activity, or provide approval for a third-party to operate an activity with minors on campus or in a University facility, regardless of profit.
Volunteer	Person who performs work for the University for no pay or benefits.

Term	Definition
Youth Activity	<p>Any:</p> <ol style="list-style-type: none"> 1) Endeavor, event, program or operation conducted, organized, or approved by the University including those operated jointly with ASU and a third party; 2) that includes minors and; 3) during which parents, legal guardians, or other organizations responsible for the minors (such as a K-12 institution) are not expected to be responsible for the care, custody or control of the minors. <p>This includes but is not limited to: in-person or virtual interactions, programs, camps, clinics, laboratory work, grant or award projects, workshops, mentorship sessions, conferences, outreach, internships or volunteers, community service initiatives, travel with minors, and any other form of engagement, whether conducted on or off campus.</p>

Requirements

Prior to any youth activity start date, the following requirements must be met. Administrative or logistical planning for youth activities (such as program design, marketing, parent communication, facility reservations) may occur before these requirements are met, provided no minors are participating during these tasks.

1. **Sponsoring Department.** All youth activities must have a sponsoring department and assign an activity manager.
2. **Activity Registration.** The sponsoring department must register all youth activities in the [Youth Activity Compliance Registry](#) in accordance with the University's Youth Activity Guidelines and procedures.
3. **Screening.** The sponsoring department must ensure all personnel and volunteers who are designated individuals undergo the appropriate level of background screening in accordance with the University's Youth Activity Guidelines and procedures.
 - a. All designated individuals must notify the Office of Human Resources of an arrest of any criminal offense within 72 hours of knowledge of the arrest or conviction
4. **Training.** The sponsoring department must ensure all personnel and volunteers who are designated individuals complete the University's youth protection training course in accordance with the University's Youth Activity Guidelines and procedures. Training must be successfully completed prior to the designated individual's interaction with minors.
5. **Parent authorization.** The sponsoring department must confirm that all youth activity participants have completed the required forms including legal guardian or parent approval as specified in the University's Youth Activity Guidelines and procedures.
6. **Supervision.** One-on-one interactions are prohibited unless explicitly approved by the Youth Protection Program Office and the sponsoring department's dean or vice president or their respective designee(s). The youth activity must adhere to the monitoring and supervision requirements outlined in the University's Youth Activity Guidelines and procedures.
7. **Third-party activities.** For programs or activities involving minors conducted, operated or organized by non-university entities that take place on campus or in University facilities, including but not limited to facility rentals to a third-party, the third-party must:

- a. Obtain approval from a sponsoring department to operate the program or activity on campus or in a University facility.
- b. Enter into a contract with the University that contains provisions addressing the safe participation of minors in the program or activity in a form approved by the University's Youth Protection Program Office, including but not limited to the appropriate insurance that meets requirements designated by the University's Office of Risk Management.
- c. Comply with the reporting requirements set forth in the Duty to Report Abuse and Neglect section in this policy.

Prohibited Conduct

Individuals involved in youth activities must not engage in any behavior that could cause harm to a minor and must adhere to the standards of conduct outlined in the University's Youth Activity Guidelines and procedures.

Duty to Report Abuse and Neglect

A person involved in youth activities who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted on the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow death, must immediately report or cause reports to be made of this information to local law enforcement or the Arizona Department of Child Safety (1-888-767-2445).

1. If a child is in immediate danger, contact the police at 911 to obtain immediate protection for the child.
2. If a child is not in immediate danger, contact the ASU Police Department at 480-965-3456.
3. In addition to notifying law enforcement and/or Arizona Department of Child Safety, the University also requires reporting any suspected abuse or neglect of minors to the Activity Manager and the Youth Protection Program office.
4. If an investigation is undertaken by a law enforcement agency, the Arizona Department of Child Safety, or any University or government administrative office, all personnel and volunteers must cooperate fully.

For additional information on mandated reporting requirements and contract information, please visit the [Arizona Department of Child Safety website](#).

Incident Reporting

In addition to the Duty to Report Abuse requirements set forth above, all persons involved in youth activities are required to immediately report any incident affecting the safety, welfare, or well-being of a minor participant.

Incidents must be immediately reported to the activity manager. The activity manager must report the incident to the Youth Protection Program office in accordance with the University's Youth Activity Guidelines and procedures.

Compliance and Violations

The Youth Protection Program office oversees compliance with and manages the implementation of this policy, in coordination with other University units as appropriate and necessary. This includes conducting investigations or audits of compliance with this policy and taking corrective actions to address the safety and wellbeing of minors participating in youth activities or programs for minors operated by third parties on University property.

Corrective actions may include changes to program operations or requirements, additional training or monitoring of program personnel or volunteers, personnel actions up to and including termination of employment or volunteer status, consequences under the [Student Code of Conduct](#), and modifications to or termination of contracts with third parties. The Youth Protection Program Office may also require a program's operations to pause, or individual personnel or volunteers to cease participating in activities involving minors, while allegations of misconduct are being investigated.

Cross-References and Additional Information

Sexual Violence Prevention | [Sexual Assault Flowchart](#)

Background Checks:

[Frequently Asked Questions](#)

[Order Fingerprinting](#)

Minors in Labs | [Minors in Lab Policy and Procedures](#)

Volunteers | [Volunteer Registration](#)

ASU Social Media Policy and Guidelines | [Social Media Policy](#)

Title IX:

[Title IX Compliance](#)

[Student Rights and Responsibilities](#)

[Office of University Rights and Responsibilities](#)

Other resources:

[ASU Counseling Services](#) – students | 480-965-6146

[Employee Assistance Office](#) | 480-965-2271

Crisis Support is available 24/7 by contacting:

[Behavioral Health Crisis Line](#) – employees | 602-222-9444

[EMPACT Hotline](#) – students | 480-921-1006

[RAINN Sexual Assault Hotline](#) – national | 1-800-656-HOPE (4673)