

## Child Protection Policy Compliance Guidelines

The [Child Protection Policy and Guidebook](#) applies to:

1. any event, operation, or endeavor operated, conducted, or organized by any unit/organization that is supported by or affiliated with the University or occurring on University property
2. that includes individuals under the age of 18 or an individual under 21 years old who is incapable of self-care because of a mental or physical disability
3. where parents/guardians are not expected to be responsible for care, custody, or control
4. Activities or programs include but are not limited to: overnight camps, instructional programs, community service, laboratory interns, day camps, academic camps, and sports camps whether operated on or off-campus.

**Registration Requirements.** Every UAH affiliate volunteer and community volunteer who is planning such an event are required to submit all requested documentation for approval at least **four weeks** prior to the start date of the program.

- Child Protection Policy Registration Form
- Staff Information Form

An application submitted fewer than four weeks prior to the start of the requested activities or programs may not be approved. Activities or programs for or including children may not occur without prior UAH approval.

**Background Checks and Training.** Individuals with care, custody or control of children during activities or programs must successfully complete required background checks and training before any interaction with children takes place. Detailed information on these requirements is available in the Guidebook.

**Mandatory Reporting.** If you know or suspect that a child is a victim of child abuse or neglect, you must act. It is not required that you have proof that abuse or neglect has occurred. First, immediately report the information to: The University of Alabama in Huntsville Police Department at 256.824.6596. In addition to making an oral report, you must also complete a Child Abuse or Neglect Report Form and deliver the same to the UAH Police and Coordinator for Compliance and Risk Management. Do not directly question or solicit information from the child or from the person suspected of improper behavior. That is not your role; the role of investigation lies with University, city, county, and state officials. Any person who makes a good faith report of child abuse or neglect shall not be subjected to retaliation. Further, any person or entity that makes a good faith report of child abuse or neglect is immune under Alabama law from any liability-civil or criminal-that might otherwise be incurred or imposed.

### **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.**

Compliance with the Clery Act requires colleges and universities that receive federal funding to disseminate a public annual security report (ASR) to employees and students every October 1st. This ASR must include statistics of campus crime for the preceding 3 calendar years, plus details about efforts taken to improve campus safety.

**Additional requirements for Third Parties.** Third-Party Activities and Programs must:

1. Establish a contractual relationship with the University for the use of facilities and/or resources,
2. Provide evidence of insurance coverage in accordance with the requirements outlined by UAH's Office of Risk Management
3. Be sponsored by or affiliated with a UAH department, college or recognized student organization and have a designated UAH Program Contact;
4. Operate under the administrative purview of a UAH department

Compliance with this Policy and the Guidebook is required as a condition of operating camps at UAH. Failure to comply with the requirements of this Policy or the requirements further outlined in the Guidebook can result in the loss of program privileges and other sanctions at UAH.

Resources:

[Child Protection Policy Website](#)

[Child Protection Policy FAQ](#)

Email: [CPP@uah.edu](mailto:CPP@uah.edu)

**Child Protection Policy Compliance Form**

Name of Program/Activity \_\_\_\_\_

Date(s) \_\_\_\_\_ Location(s) \_\_\_\_\_

Is this event open to the public? \_\_\_Yes \_\_\_No    Is registration required? \_\_\_Yes \_\_\_ No

Are parents/guardians responsible for the care of their children during the event? \_\_\_Yes \_\_\_ No

Sponsoring department \_\_\_\_\_ Point of contact\*: \_\_\_\_\_

Contact Phone \_\_\_\_\_ Contact Email \_\_\_\_\_

\*The point of contact listed above will be responsible for communication with the Office of Risk Management and for ensuring program staff are compliant with the Policy.

Is this a Non-UAH (3rd Party) event/ program/activity?<sup>1</sup>        \_\_\_ Yes        \_\_\_ No

Brief description and purpose of event \_\_\_\_\_

\_\_\_\_\_

Number of staff members with care, custody or control of children \_\_\_\_\_

Number of child participants \_\_\_\_\_ Age(s) of children \_\_\_\_\_

Will participants be staying on campus overnight?        \_\_\_Yes        \_\_\_No

If yes, provide detailed information on overnight supervision and monitoring processes.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will the children be transported to and from campus?

\_\_\_\_\_

Has the schedule of events, outline of behavior expectations, advertising items, and communication and information plan for parents been attached to this form?    \_\_\_ initial

Has the Point of Contact reviewed the illness, injury and medication requirements?    \_\_\_ initial

Signature of Point of Contact: \_\_\_\_\_

Date: \_\_\_\_\_

Submit the Child Protection Policy Compliance form, the Staff Information Form, and all related documents to the Coordinator of Compliance and Risk Management. [cpp@uah.edu](mailto:cpp@uah.edu)

<sup>1</sup> 3<sup>rd</sup> Parties must submit proof of insurance, marketing material, background checks, contract information prior to approval of event