Frequently Asked Questions
University Programs that Involve the Participation of Minors

These FAQs are meant to address common questions regarding NC State’s regulation on Programs that Involve the Participation of Minors (“Minors Regulation”).

Why has NC State adopted this regulation?

The university has adopted the Minors Regulation to provide guidance for those in the University community that host activities, events, or programs (“Programs”) that involve minors. The primary goal of the regulation is to promote the well-being and safety of minors who participate in Programs sponsored NC State.

For more information on this policy please visit the NC State Pre-College Programs website

What types of Programs are covered by this regulation?

In a broad sense, the Minors Regulation applies to any University-sponsored or affiliated Program in which minors will be participating. However, the regulation does not apply to performances or events open to the general public and which minors typically attend (such as athletic events, plays, concerts, open houses, lectures, or speaker events). Also, this regulation does not apply to internship or mentorship programs where minors will be under the supervision of a NC State employee. In addition, this regulation does not cover visits and tours for prospective students organized by the Office of Admissions or visits by minors, including overnight stays in University Housing facilities, by candidates for admission, prospective student-athletes, or siblings of enrolled students.

Do Non-University Programs have to register?

Non-University organizations and entities that operate activities, events, or programs involving the participation of minors on NC State’s campus or property (such as Athletic Camps) are not required to register their programs. However, NC State will require these programs to comply with certain requirements of the Minors Regulation through the terms and conditions of their agreements with NC State, and monitored by the responsible University department or unit.

How do I register my program?

Go to ____, provide the necessary information on the form, then hit submit.

What type of training is required?

All Program staff and volunteers must complete an annual training program. At a minimum, training must include:

- Applicable University policies, procedures, and rules, including this policy;
- Behavioral expectations, including appropriate conduct when working with minors and related staff codes of conduct;
- Risk management best practices, procedures, and guidelines for all Program activities;
- Supervision plan for adequate supervision in light of the number and average age of the participants, the Program activities, and whether overnight stays are involved;
• Medical or other emergency plans;
• Basic warning signs of abuse or neglect of minors;
• Guidelines for protecting minors from emotional and physical abuse and neglect;
• Requirements and procedures for reporting incidents of suspected abuse or neglect or improper conduct;
• Other appropriate relevant or appropriate topics related to the Program

Training activities should be expanded depending upon the Program and the employee or volunteer’s role in the Program.

**How can a Program fulfill training requirement?**

Each Program is responsible for developing and conducting the required training. Consult with the Office of Risk Management and Insurance as well as Office of Violence Prevention and Threat Management for possible training ideas or opportunities.

**Who is required to complete training?**

Any Program leader, staff or volunteer who is involved in an activity, program or event involving the participation of a minor.

**How do I certify that all Program employees and volunteers received training?**

The Program Director should complete the compliance form, found at __. This form will automatically be sent to appropriate dean or vice chancellor having supervisory authority over the Program.

**Why is the university requiring criminal background checks prior to participating in activities involving minors?**

NC State is committed to promoting the well-being and safety of children who participate in university programs or activities and in programs that outside organizations deliver on campus. Criminal background checks may reveal prior convictions that would make it inappropriate for someone to participate in a Program or activity with minors.

**Who is required to have a criminal background check?**

All volunteers working with minors in university-sponsored or affiliated Programs or activities are required to complete a background prior to the volunteer beginning work with minors. Program employees, including student-employees, will undergo background checks prior to their hire date. For more information concerning criminal background checks and their cost contact the Department of Human Resources and https://www.ncsu.edu/human_resources/backgroundcheck/

**How do I get a criminal background check?**

Contact the Human Resource Department, Background Check Program Office at 919-513-5320 for the required paperwork and to arrange for payment of the required fee.

**How often will volunteers undergo a background check?**
Programs must conduct criminal background checks on returning volunteers every 4 years.

When are criminal background checks not required?

State of North Carolina employees, including NC State employees and other public school employees, as well as current NC State university students, are not required to complete a background check. However, pursuant to NC State REG 05.55.08, Background Checks, NC State employees are required to report any conviction to their immediate supervisor within 5 days of the conviction. Convictions include guilty verdicts/pleas, “no contest” pleas, and prayers for judgment continued (PJC).

In addition, individuals who have no direct individual contact with minor participants (such as a speaker, lecturer, or presenter), are not required to have a criminal background check.

What should I do if I am not sure whether a criminal background check is required?

You should evaluate your program in light of the explanations included in this FAQ. If you require additional guidance, contact the Human Resource Department, Background Check Program Office at 919-513-5320

Can background checks be waived?

Yes, in certain instances. If individuals will have limited contact with the participating minors (such as test proctoring) or where the only interaction occurs in a group setting (such as in a classroom or auditorium), a background check for that individual may be waived. Each circumstance will be evaluated on a case-by-case basis. To request a background check waiver, send a request to the Dean of Academic and Student Affairs.

Who has access to background check results?

Background information will be regarded as confidential and protected against unauthorized disclosure. Information shall not be released or otherwise disclosed except to persons who need to know this information in order to make a determination regarding employment or accepting the individual as a volunteer.

Are there things I can do to make it less likely for child abuse to occur?

Yes, there are several precautions you can take, and these should be covered in the required training program. For example, if you must have one-on-one contact with minors, try to do so in a public space rather than in a closed, private environment. Limit your contact with minors to professional interactions. Do not do anything to compromise your position as an adult role model.

What if I see or suspect a case of child abuse, neglect or inappropriate interactions with minors?

Every member of the NC State community has an obligation to immediately report allegations, instances or suspected instances of abuse or inappropriate interactions with minors to the NC State University Police Department (919-515-3000), as well as to his/her supervisor, Program director, dean, or vice Chancellor. This duty and obligation includes information about
suspected abuse, neglect, or inadequate care provided by a parent, guardian, or custodian/caretaker.