

## Supervision of Minors and Vulnerable Adults on Campus

### Purpose

Mississippi University for Women (MUW) is committed to ensuring the safety and well-being of minors and vulnerable adults entrusted to our care or visiting our campus. The purpose of this policy is to establish clear requirements for administrators, faculty, staff, students, volunteers, and others working with these populations, and to ensure their protection while engaged in programs, activities, or events connected to MUW.

MUW hosts a variety of university-sponsored or sanctioned activities that may involve non-enrolled minors or vulnerable adults, such as camps, conferences, clinics, and other educational or enrichment opportunities. These activities may take place on campus, off campus under University supervision, or virtually.

In addition, minor children, relatives of employees, or vulnerable adults not involved in university-sponsored or sanctioned activities are often visitors in MUW's workplace. When these individuals are on campus, they must remain under the direct supervision of their parent, guardian, caregiver, or host employee at all times. MUW does not assume responsibility for their care, and supervision must be provided in a manner that prioritizes their health, safety, and well-being.

**Scope:** This policy has a dual purpose:

**(Section A) Mandated Legal Reporting** – It affirms the University's obligation to comply with Mississippi law requiring the mandatory reporting of suspected abuse, neglect, or exploitation of minors and vulnerable adults.

**(Section B) University Standards for Safe Programs** – It establishes additional requirements and procedures specific to MUW that go beyond legal mandates, ensuring consistent supervision, accountability, and safe practices for all programs, events, and activities involving minors or vulnerable adults on campus, off campus, or in virtual settings.

This policy provides guidance for all University personnel and departments sponsoring or managing activities involving minors and vulnerable adults.

**Responsibility: Compliance with this policy rests with both the Program Director and the sponsoring organization. If an outside organization is using University facilities and minors or vulnerable adults are present, the sponsoring unit is responsible for ensuring that the organization fully complies with these policies to keep participants safe.**

### Definitions

- Adult: Any person 18 years of age or older.
- Minor: Any person under the age of 18 who is not enrolled as a full-time, degree-seeking ("matriculated") student at MUW.
  - Matriculated students (e.g., a 17-year-old freshman admitted into a degree program) are not considered minors under this policy.

- Dually enrolled students (elementary, middle, or high school students taking courses at MUW) are still considered minors under this policy unless a responsible teacher, parent, or guardian is present and accountable for them at all times.
  - “Minor” is also referred to as a “participant” in this policy.
- Vulnerable Adult: Any person 18 years of age or older who, due to physical or mental impairment, disability, illness, advanced age, or other circumstances, is unable to protect themselves from abuse, neglect, or exploitation.
- Authorized Adult / Program Staff: Individuals, paid or unpaid, 18 years or older, who interact with, supervise, chaperone, or otherwise oversee minors or vulnerable adults in program activities. This includes, but is not limited to, faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, and independent contractors/consultants. Roles may include counselor, coach, chaperone, instructor, or mentor. This does not include temporary guest speakers, presenters, or others with no direct contact beyond short-term supervised activities.
- Grooming: A pattern of deliberate behaviors by an adult or older youth designed to gain the trust of a minor or vulnerable adult, and often their parent/guardian or caregiver, with the goal of lowering inhibitions, creating opportunities for inappropriate interaction, or normalizing boundary violations. Grooming may include excessive attention, gift-giving, secret communication, or isolating a participant from peers and other adults.
- Bullying: Repeated aggressive behavior by an individual or group, whether physical, verbal, social, or digital (cyberbullying), that is intended to cause harm, intimidate, or exert power over a minor or vulnerable adult. Bullying may include threats, spreading rumors, exclusion, or unwanted online interaction.
- One-on-One Contact: Personal, unsupervised interaction between any Authorized Adult and a minor or vulnerable adult without another Authorized Adult, parent, guardian, or caregiver present. This includes:
  - Transportation of a participant by an employee or agent of MUW in the course and scope of University duties or as part of a program.
  - Electronic or virtual communication, including social media, text messaging, phone calls, email, and video conferencing (e.g., Zoom, Teams, FaceTime).
- Covered Program: Programs, events, or group activities that are designed for, marketed to, or include minors or vulnerable adults as participants and are offered by MUW or by non-University groups using MUW’s facilities, housing, or resources.
- Exempt Program: Programs, events, or group activities that may include minors or vulnerable adults as participants, but are not subject to this policy because responsibility for supervision and protection is governed by other established rules, licensing, or oversight.
- Program Director: The individual employed by the Sponsoring Unit who is responsible for the administration of any University-sponsored or University-affiliated program, or the primary contact/lead representative of any external organization using University facilities, housing, or resources. The Program Director is accountable for ensuring full compliance with this policy, including training, background checks, supervision standards, documentation, and coordination with the Center for Education Support.
- Sponsoring Unit: The academic or administrative unit of MUW that offers a program or gives approval for housing or use of facilities.
- Non-Public Area: Any space that is not a common area, cannot be observed from a common area, and is not monitored by approved video surveillance equipment. A “common area” is a space where one would normally anticipate others to be present, especially during business hours or other times when activity is reasonably expected.

## Programs and Activities Within the Scope of this Policy

This policy applies to all programs or activities involving minors or vulnerable adults that are:

- Operated by MUW or by third-party entities using MUW's facilities, housing, or resources.
- Conducted on MUW's campus, off campus under University supervision, or delivered virtually.
- Limited to daily activities or involving overnight housing in residence halls or other University facilities.

## Exempt Programs

The following types of activities are not subject to this policy because supervision and protection of minors or vulnerable adults are managed under other rules or responsibilities:

- **University academic programs** in which the only minors participating are students enrolled at MUW or another institution of higher education.
- **University events** (e.g., fairs, festivals, games, concerts, artistic events) that are open to the general public for all age groups.
- **Activities requiring a parent, guardian, or caregiver to be present at all times**, with MUW having no supervisory responsibility.
- **On-campus events sponsored by an accredited educational institution** that brings its own faculty/staff/chaperones and enforces its own policies to supervise and protect minors or vulnerable adults.
- **Athletic competitions** that involve no significant or substantive programming beyond the competition itself.
- **Programs with their own stringent requirements and mandates** (e.g., the Child and Parent Development Center or clinical experiences) that are monitored and licensed by outside agencies to protect these populations.

***Clarification:** For exempt events, Mississippi University for Women (MUW) does not assume responsibility for the supervision, care, or oversight of minors or vulnerable adults. Responsibility rests solely with the parent, guardian, or caregiver.*

**Responsibility:** Departmental leadership must ensure their programs and activities involving minors or vulnerable adults comply with this policy. Questions regarding clarification should be directed to University Counsel or the Center for Education Support within the School of Education.

## (Section A) Mandated Legal Reporting

### Minors and Vulnerable Adults on Campus – Duty to Report

For purposes of this policy, all University employees, students, volunteers, and contractors are mandatory reporters under Mississippi law and University policy. And, as such, are required to report any known or suspected abuse, neglect, or exploitation of minors or vulnerable adults immediately. Reports must be made **immediately**, and in cases of non-imminent danger, **no later than 24 hours** after the concern is identified. Failure to report within this timeframe may result in disciplinary action and potential legal consequences. [You can learn more about child abuse here.](#)

**Examples of concerns that must be reported include, but are not limited to:**

- Suspected **physical abuse** (e.g., hitting, shaking, inappropriate restraint).
- Suspected **sexual abuse, sexual harassment, or sexual violence** (Title IX concerns included).
- Suspected **neglect**, including lack of supervision, failure to provide adequate food, shelter, or medical care.
- Suspected **inadequate care by a parent, guardian, or custodian/caretaker** that places the child or vulnerable adult at risk.
- Incidents resulting in **serious injury or medical needs** requiring professional medical attention.
- Suspected **emotional abuse** (e.g., humiliation, threats, degrading treatment).
- Suspected or actual **illegal or unauthorized drug or alcohol use** involving minors or vulnerable adults.
- Any other situation where the safety or well-being of a minor or vulnerable adult may be compromised.

The following process and legal obligations apply:

### **Reporting Requirements and Procedure for Mandated Reporting Situations**

1. **Contact law enforcement immediately.** Call University Police (662-241-7777) or 911 if the situation poses imminent danger. Prompt action is essential.
2. Report to Mississippi Department of Human Services / Department of Child Protection Services (DCP/MDHS)
  - Call the abuse hotline at 800-222-8000.
  - Submit a report online: <https://reportabuse.mdcps.ms.gov/>
  - MUWritten report should include:
    - i. Child or vulnerable adult's name, description, age, and address (when known)
    - ii. Name and address of person(s) responsible for their care or welfare
    - iii. Nature, extent, and any previous signs of injuries or neglect
    - iv. Date(s), time(s), location(s), and any other relevant information
    - v. Name(s) and contact information of witnesses or persons involved

*Important: Adults should not attempt to investigate the matter themselves, gather additional information, or confront the suspected individual before reporting. This protects the safety of the minor or vulnerable adult, prevents interference with official investigations, and ensures compliance with Mississippi law and University policy.*

3. Incident Reporting: All incidents; including abuse, injuries, medical events, behavioral problems, or other disruptions, must be documented within 24 hours. Program staff should call University Police to create an official incident report and notify the Center for Education Support (CES) so that CES can verify whether additional University or external notifications are required.

- To Notify the Director, Center for Education Support: Call or email the Director of the Center for Education Support at 662-241-6088 or ces@muw.edu / supervisionofminors@muw.edu, and then follow up with an email summarizing the basic facts (what was observed, who was involved, when/where) so CES can confirm appropriate action was taken and coordinate with other offices as needed. Depending on the situation, escalation might be necessary. Offices, such as University Counsel, Human Resources, Provost/Academic Leadership, Student Affairs, or other senior administrators, as appropriate, may be necessary.

### **Legal Penalties & Protections**

- Failure to report as required by this policy or state law may result in disciplinary action by the University, up to termination.
- Under Miss. Code § 43-21-353(7), anyone who willfully violates reporting requirements is guilty of a misdemeanor, punishable by a fine up to \$5,000, imprisonment for up to one year, or both.
- Persons making reports in good faith are granted immunity from civil or criminal liability for the act of reporting (see Miss. Code §§ 43-21-355 and related statutes). MUW prohibits retaliation against anyone who makes a report in good faith or participates in an investigation.

### **Confidentiality & Reporter Identity**

- The identity of the person making a report is confidential under Mississippi law, except when disclosure is required in a judicial proceeding or to law enforcement and prosecutors.
- The reporter's identity may be disclosed if a court determines that the reporter's testimony is material to the case.
- Reports and investigation records are generally confidential, with limited exceptions (e.g., to prosecuting attorneys, courts, or in accordance with youth court rules) under Miss. Code § 43-21-261.

## **(Section B) University Standards for Safe Programs**

### **One-on-One Contact Prohibited**

No Authorized Adult or Program Staff shall have one-on-one contact with a minor or vulnerable adult in a non-public area. With limited exceptions described below, all activities involving minors or vulnerable adults must be supervised by at least two Authorized Adults, or by a parent, guardian, or caregiver of the participant. This includes electronic communication. Authorized Adults and Program Staff must not engage in direct, private electronic or virtual communication with a minor or vulnerable adult. This includes phone calls, text messaging, email, social media direct messages, and video conferencing. A parent, guardian, caregiver, or another Authorized Adult must be copied, included, or present in all communications.

### **Supervision Considerations**

When determining supervision requirements, the following factors should be considered:

1. Number, age, and gender of participants.
2. Type of activities involved.
3. Housing arrangements, if applicable.
4. Age, gender, and experience of the Authorized Adults.

## Acceptable Interactions

- A single Program Staff member may provide services to a group of participants (e.g., classroom instruction, outdoor activities) if the activity occurs in an open or public area that is visible to others outside the group.
- A Program Staff member may interact with an individual participant if the meeting occurs:
  - In an open or public area (common area), or
  - In a non-public setting that remains visible from common areas during regular business hours or at times when others are reasonably expected to be present.
- Examples of acceptable settings include classrooms or offices with open doors or windows that allow for clear lines of sight.

## Requirements for Programs with Minors

All Programs with minor children must [register the program](#) online with the Center for Education Support yearly. Once the program is registered, it will be classified as Exempt or Covered. Your Program may be exempt from completing further actions. If the program or event is classified as Covered, the information below must be submitted and confirmed with the Center for Education Support's Youth Programs Compliance Specialist.

The Program Director will be required to:

### 1. Complete and Log Criminal Background Checks

A comprehensive background investigation is required to provide a safe, secure, and productive environment for all participants.

- Requirement: All Authorized Adults working with a Covered Program must complete a criminal background check and receive clearance from the Program Director before having any contact with minors or vulnerable adults.
- Scope: Background checks must include:
  - State criminal history report
  - Child abuse/neglect registry clearance
  - Fingerprint-based federal (FBI) criminal history report
- Renewal: Background checks must be renewed at least every five years.
- University Employees: For employees of MUW, background checks are administered under the direction of Human Resources as part of the initial hiring process. Program Directors must confirm with HR that an employee's background check is current (within the last five years) before allowing participation.
- Non-University Personnel: Program Directors or outside program representatives are responsible for ensuring all non-University employees, volunteers, and contractors on their roster have cleared background checks.
- Cost Responsibility: The individual, sponsoring unit, or outside program is responsible for the cost of background checks for program personnel and for renewing them when required. The university does not issue background checks beyond the first employment hire.
- **Support: The Center for Education Support (CES) can assist with fingerprinting and background checks through the Mississippi Department of Health Letter of Suitability program. For information, email [ces@muw.edu](mailto:ces@muw.edu) or [wisestart@muw.edu](mailto:wisestart@muw.edu).**

### 2. Complete and Log Child Abuse Prevention Training, Quiz, and Acknowledgement

All Authorized Adults working in a Covered Program must complete the Child Abuse Prevention Training and Quiz Module before beginning any interaction with minors or vulnerable adults.

- Requirement: The module combines (1) training video content, (2) quiz questions, and (3) the Authorized Adult Acknowledgement Form into one step.
- Content: The module covers appropriate conduct with or around minors and vulnerable adults, preventing and recognizing abuse or neglect, mandatory reporting, and acknowledgment of responsibility under MUW's Minors and Vulnerable Adults on Campus Policy.
- Renewal: The module must be completed annually.
- Verification: Completion automatically generates a record in the compliance tracking system. Program Directors may request access to the live compliance Google Sheet by emailing [supervisionofminors@muw.edu](mailto:supervisionofminors@muw.edu).

### **3. Complete and Submit Program Rosters**

Program Directors must submit the following rosters for each Covered Program to Minors on Campus ([supervisionofminors@muw.edu](mailto:supervisionofminors@muw.edu)). Both rosters must include the same core information for every individual listed.

Required Information for Each Person

- Full name
- Date of birth
- Mailing address
- Phone number(s)
- Parent/guardian/emergency contact name(s) and phone number(s) (if applicable)

Types of Rosters

- Authorized Adults Roster – A complete list of all employees, volunteers, and staff involved in the program, submitted using the official MOC form. This list must match the names of Authorized Adults recorded in the compliance sheet.
- Participant Roster – A complete list of all minors or vulnerable adults enrolled in the program.
- Draft versions of these sheets are available on MUW's Minor's on Campus web page.

### **Other Responsibilities of Sponsoring Units and Program Directors**

MUW's Sponsoring Unit and Program Director of each Covered Program are responsible for ensuring compliance with this policy:

#### **1. Staffing and Ratios**

- Maintain staffing levels that meet or exceed American Camp Association (ACA) standards:
  - Resident programs:
    - 1 staff per 5 participants (ages 4–5)
    - 1 staff per 6 participants (ages 6–8)
    - 1 staff per 8 participants (ages 9–14)
    - 1 staff per 10 participants (ages 15–17)

- Day programs:
  - 1 staff per 6 participants (ages 4–5)
  - 1 staff per 8 participants (ages 6–8)
  - 1 staff per 10 participants (ages 9–14)
  - 1 staff per 12 participants (ages 15–17)
- Exceptions may be allowed if another state agency's ratios apply (e.g., Mississippi Department of Health childcare regulations).
- Assign at least one Authorized Adult age 21 or older to be accessible to participants at all times.

## 2. Required Forms and Information

Collect and maintain the following for each participant and staff member:

- Registration
- Liability Waiver
- Media/Photo Release
- Medical Information, Authorization, and Release
- Rosters must include name, date of birth, mailing address, phone number(s), and emergency contact(s).

## 3. Emergency and Crisis Procedures

- Establish a written crisis plan for medical emergencies, behavioral issues, natural disasters, digital safety concerns, or other significant program disruptions.
- Share the plan with the Sponsoring Unit, Authorized Adults, participants, and parents/guardians before participation.
- Provide parents/guardians with clear written instructions on how to contact their child during the program.
- Incident Reporting: All incidents; including injuries, medical events, behavioral problems, or other disruptions, must be documented within 24 hours. Program staff should call University Police to create an official incident report and notify the Center for Education Support (CES) so that CES can verify whether additional University or external notifications are required. Time stamped digital documentation (via email or reporting system) is recommended.

## 4. Training and Standards of Conduct

- Ensure all Authorized Adults complete annual training on this policy, program-specific rules, emergency procedures, and digital safety.
- Maintain records of all completed training (sign in and out, training presentations, etc).

## 5. Prohibited Conduct for Authorized Adults Authorized Adults shall not:

- Physically harm, inappropriately touch, or administer corporal punishment to a participant.
- Humiliate, threaten, ridicule, or degrade a participant.
- Share overnight sleeping spaces or bathrooms with participants (unless the adult is the participant's parent, guardian, or sibling).
- Dress or undress, shower, or bathe in the presence of a participant.
- Invade privacy in bathrooms, changing areas, or similar settings.
- Use cameras, phones, or imaging devices in private spaces (bathrooms, showers, dorms).
- Take or post photos/videos of participants without written parent/guardian consent and program approval.

- Post, tag, or share participant information or images on personal accounts.
- Wear immodest, revealing, or otherwise inappropriate clothing when interacting with participants.
- View, share, play, or make sexually explicit material (including visual media, written content, or music with sexually explicit lyrics) available to participants, or allow participants to access such material.
- Use, possess, or provide alcohol, illegal drugs, or be under the influence while supervising participants.
- Provide medication except in compliance with approved program procedures.
- Exchange gifts, money, or personal items with participants.
- Meet with participants off-site or outside program hours, unless part of a pre-existing family or mentor relationship approved by the Program Director.
- Engage in private, non-programmatic communications (in-person or digital) with participants during or after the program.
- Connect with participants on personal social media accounts or apps (e.g., friending, following, DM'ing).
- Use personal devices or accounts (phone, email, social apps) to communicate with participants instead of program-approved channels.
- Initiate or participate in any private, unofficial, or unmonitored communication channels—including but not limited to texting, direct messaging, social media, messaging apps, email threads, or gaming platforms—that are not approved means of communication for the program. When in doubt, copy the Program Director and the participant's parent or guardian on all correspondence involving minors or vulnerable adults.
- Allow unsupervised one-on-one breakout rooms in virtual programs.
- Share or request personal photos, videos, or digital content from participants.
- Interact in a supervisory role with participants less than two years younger than themselves, if the program involves overnight stays.
- Allow unsupervised one-on-one contact in non-public areas.

## **7. Rosters and Directories**

Program Directors must maintain and submit a complete roster of participants and staff for each Covered Program.

Required Information (for both staff and participants):

- Full name
- Date of birth
- Mailing address
- Phone number(s)
- Parent/guardian or emergency contact name(s) and phone number(s)
- Local room assignment (if applicable for residential programs)
- Gender (only if necessary for housing or supervision assignments)

Format: Rosters must be maintained in a secure digital format (Excel, Google Sheet, or University-approved system) and submitted to the Center for Education Support before the program begins.

## **8. Residential Program Requirements for Minors**

Covered Programs that provide overnight housing for minors must establish written residential policies that include:

- Curfew: Programs must establish and enforce curfews for participants, with times set according to the program's purpose and age of participants.
- In-Room Visitation: No in-room visitation is permitted other than assigned roommates.

- Guest Visitation: Parents/guardians may visit during designated program allowed times. All other guests are restricted to lobbies or designated common areas.
- Sleeping Arrangements: Adults and minors may not share sleeping rooms unless the adult is the minor's parent, guardian, or immediate family member. Whenever possible, minors should be housed in pairs or groups, never alone.
- Restroom and Shower Facilities: Adults and minors must use separate restroom and shower facilities. In residence halls with adjoining facilities, programs must ensure access is separated and supervised.

Note: All residential policies (curfew, visitation, housing rules) must follow the stricter standard set by the Program. Program Directors must communicate these requirements in advance to minors, staff, and parents/guardians, and must document enforcement throughout the program.

### **9. Medical Authorization Forms**

Covered Programs must collect and maintain medical authorization forms for each participant.

Forms must include, at a minimum:

- a) Insurance Disclaimer – A statement informing the parent/guardian (or caregiver for vulnerable adults) that the University does not provide medical insurance for participants, unless explicitly stated by the Program.
- b) Medical Release and Consent – A statement authorizing:
  - The release of relevant medical information.
  - Emergency medical treatment if the parent/guardian/caregiver cannot be reached.
- c) Health Conditions – A disclosure of all known physical, mental, or medical conditions that may affect participation, including medications, disabilities, and allergies.
- d) Medication Authorization – Written authorization for:
  - Self-Administration: Permission for a participant to carry and self-administer prescribed medications (e.g., inhalers, EpiPens, insulin) when appropriate.
  - Adult Administration: Permission for designated Program staff to dispense prescription or over-the-counter medications according to written instructions from the parent/guardian/caregiver.
  - Medication Logs: When staff administers medication, each dose must be recorded with the time, dosage, and initials of the staff member.

### **Additional Requirements for Overnight/Residential Programs:**

Programs providing overnight housing are strongly encouraged to:

- Collect and keep copies of the participant's health insurance card on file.
- Require parents/guardians to provide 24-hour emergency contact availability.
- Assign a staff member responsible for medication management and basic first aid.
- Store medications in a secure location accessible only to designated staff.
- Coordinate care when needed: If a participant has allergies or special medical needs (e.g., dietary restrictions), Program Directors should notify Food Services, Housing, or other relevant campus contacts so accommodations can be made.

### **Removal and Reporting of Suspected Abuse**

- If any actions fall under mandated reporting, complete mandated reporting steps and actions first to ensure the safety of the child. The Program Director should verify that these action steps were taken:
  - Notification: The Program Director must notify the following parties as appropriate:
    - University Police (662-241-7777) or 911 if there is imminent danger.
    - Mississippi Department of Human Services (800-222-8000) in cases of suspected abuse or neglect, as required by law.

- Immediate Removal: Any program staff member suspected of abuse, assault, or other inappropriate conduct with a minor or vulnerable adult must be removed immediately from all program duties and from contact with participants until the allegation has been fully reviewed and resolved.
- Sponsoring Unit Obligation: The sponsoring unit must report all incidents of actual or suspected abuse or neglect in accordance with this policy and ensure all required external reports are filed.
- Documentation: All actions taken—including removal, notifications, and reports—must be documented. Email records with time stamps are strongly encouraged to establish a clear record of when actions were taken and who was notified. Copies of all documentation must be maintained by the Program Director and CES.
- Contact Human Resources (for University employees) and/or University Counsel when allegations involve University personnel or contractors. The Center for Education Support (CES) can assist with guidance, escalation, and compliance documentation.

### **Records Retention**

- General Records: All Minors on Campus program files (registration forms, rosters, medical authorization forms, liability waivers, training/quiz completion records, acknowledgement forms, and routine compliance communications) must be retained by the Program Director for a minimum of three (3) years after the program concludes.
- Incident and Abuse Reports: Records related to incidents, accidents, behavioral issues, or reports of suspected abuse/neglect must be retained for a minimum of seven (7) years, or longer if required by law or external agency regulation.
- Format: Records may be stored digitally or physically, provided they are secure, access-controlled, and compliant with University privacy and data protection standards.
- Access: Records must be made available upon request to the Center for Education Support, University Counsel, Human Resources, or other authorized University officials.

### **Reporting Violations of Standards of University Conduct**

- Child Abuse or Sexual Abuse: [You are a mandated reporter of abuse.](#) Any suspected child abuse, neglect, or sexual abuse must be reported immediately in accordance with MUW's Supervision of Minors and Vulnerable Adults on Campus Policy and Mississippi law. These reports go directly to University Police, DHS, and CES (see Duty to Report section).
- Other Violations: For all other violations of the Standards of Conduct (e.g., inappropriate behavior, boundary violations, misconduct not rising to the level of abuse), you must report to:
  - Your immediate supervisor
  - The Program Director (if you are program staff)
  - The Sponsoring Unit/Organization responsible for the program
  - The Center for Education Support (CES) – 662-241-6088 or email [supervisionofminors@muw.edu](mailto:supervisionofminors@muw.edu)
  - If needed, The Office of University Counsel – 662-329-7104
  - If needed, Human Resources (if the individual involved is a University employee)

**Consequences:** Failure to comply with this policy—including failure to report, to keep required records, to complete background checks, or to maintain program policies—may result in disciplinary action, termination of program approval, or loss of access to University facilities for the program. Employees may face disciplinary action up to termination. Volunteers/contractors may be removed from campus permanently.

**Note:** Reports should be made promptly. **Written documentation (such as an email with a date/time stamp)** is strongly encouraged to create a clear record of the concern and the steps taken.

**Support:** The Center for Education Support (CES) is available to provide guidance. CES can supply examples of approved forms, handbooks, and best practices currently in use by other programs. For assistance, contact **662-241-6088** or email [supervisionofminors@muw.edu](mailto:supervisionofminors@muw.edu).

The Office of University Counsel maintains the Supervision of Minors and Vulnerable Adults on Campus Policy. The Center for Education Support supports campus compliance through program registration, training guidance, documentation review, and assistance to sponsoring units and Program Directors.