

# Programs Serving Minors Training



# Purpose

- To protect minors who are participating in programs on our campus and in our facilities, whether sponsored by GHC or third parties.



# Additional Resources

- USG BOR Policy 12.9
- GHC Programs Serving Minors Policy
  - [Policy](#)



# Who is Affected?

- Programs or activities serving minors sponsored by GHC or a Third Party organization in a GHC facility.
- Exempt Activities:
  - Activities on campus open to the general public
  - Programs designed for enrolled GHC students
  - Field trips to GHC supervised by the minor's school
  - Student recruitment activities that last one day



# Program Registry and Approval

- The program or activity must be submitted for review and approval before the activity occurs.
- To register your program, visit [Programs Serving Minors](#).
  - The [approval request form](#) must be completed and signed before submitting your program to the registry.



# Participant Forms

- GHC Program participants must complete the below forms:
  - Permission Form
  - Media Release
  - Pick Up Authorization
  - Medical Authorization & Liability
  - Student/Parent Contract



# Program Forms

- All programs must complete the below forms:

- Staff & Volunteer Code of Conduct
- Programs Serving Minors Training
- Programs Serving Minors Checklist

Checklist is not mandatory but recommended for Program Administrators to ensure their program is in compliance with the Policy.\*





# Background Checks

- All individuals with direct interaction with minors are required to have a current background check on file prior to working with minors.
- HR will conduct background checks for GHC sponsored programs.

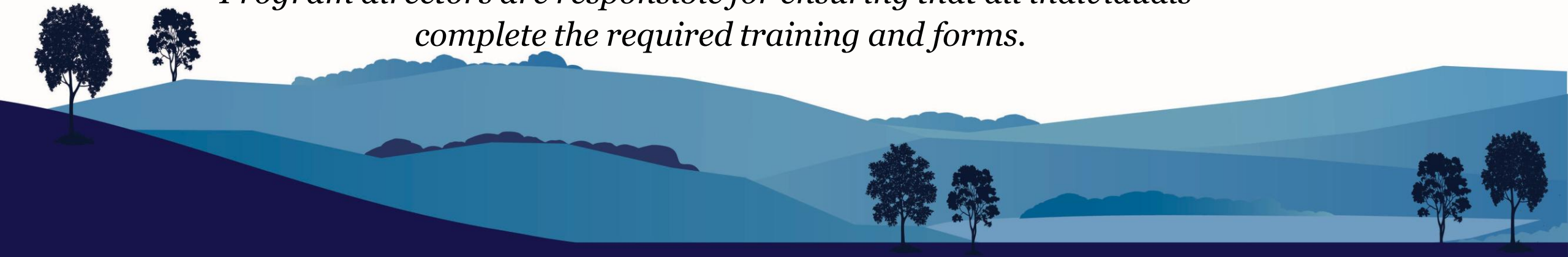




# Required Training and Forms

- Programs Serving Minors Training
- Code of Conduct
- Best Practices
- Reporting Procedures: Mandated Reporting
- Minors Safety Video

*Program directors are responsible for ensuring that all individuals complete the required training and forms.*



# Mandatory Reporting

- If you suspect that child abuse has occurred, you shall immediately report the suspected abuse to the:
  - GHC Campus Police, (706-295-6347)
  - The appropriate supervisor or Program/Activity Administrator, who must take immediate action
  - Georgia Division of Family and Children Services (1-855-422-4453) (1-855-GACHILD)



# *Minors Safety*

Please click the link below to watch the minors safety training video.

[Minor Safety at GHC](#)



# ***Certificate of Training***

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NAME

has completed GHC Programs Serving Minors Training.

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Signature

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Date

