

Administrative Regulation — Minors Involved in University-Sponsored Programs or Programs Held at the University

The University of Kentucky is committed to protecting minors who participate in University programs or who visit the University. This regulation requires the Executive Vice President for Finance and Administration (EVPFA) to establish the policies and requirements for those in the University community who work with minors or who sponsor programs involving minors.

This regulation applies to all members of the University community and any other individual or entity operating or working with any programs in which a minor is a participant.

I. Oversight and Delegation

The EVPFA is responsible for implementation and oversight of the policies and may delegate those responsibilities to other appropriate units within the University. Any unit or area assuming those responsibilities shall ensure compliance with this *Administrative Regulation* and all policies, processes and procedures. Policies issued by the EVPFA will describe the University's obligations as mandated by law and provide procedures to facilitate the safest possible experience for minors who visit the University or are involved in University programs.

II. Policy Requirements

Any policies issued by the EVPFA under this *Administrative Regulation* will provide specific requirements and procedures on the following topics:

- Notice and registration of programs and events involving minors with appropriate University officials;
- Background checks and/or National Sex Offender Public Registry checks for persons working with programs or events involving minors;
- Training requirements;
- Transportation plans;
- Emergency plan requirements;
- Appropriate communication tools;
- Required consent forms;
- Policies for first aid and other medical treatment;

- Requirements for agreements with third parties providing programs or events involving minors on campus;
- Reporting requirements in addition to the mandatory reporting discussed in this *Administrative Regulation*; and
- Other topics necessary and appropriate for compliance with all legal requirements and best practices.

III. Mandatory Reporting

Any person, including a member of the University community, is required by Kentucky law to notify the proper authorities when they know or have reasonable cause to believe that a child is being abused or neglected.¹

To comply with state law, reports may be made to any of the following:

- The University of Kentucky Police Department (UKPD) at 859-257-8573 for any property owned, leased or controlled by the University of Kentucky.
- The Child Protection Hotline at 1-877-597-2331.
- Any local or state police.

If initial notification is made to any authority other than UKPD, the University requires that a report also be filed with UKPD so the University can conduct its own internal investigation. Failure to do so may result in corrective action.

- If the initial notification is to UKPD, then they have the obligation to report the suspected abuse to the Kentucky Cabinet for Health and Family Services and any other appropriate law enforcement.
- The University shall cooperate with any external investigation by the Kentucky Child Safety Branch or local law enforcement. The University shall conduct its own internal investigation to determine if corrective actions are warranted, up to and including separation of employment, consistent with University regulations, policies and procedures.
- Legal prohibitions regarding physical presence on campus/trespassing may also be enforced against any alleged abuser, including persons who are not members of the University community.

IV. Enforcement/Compliance

Individuals and/or organizations violating this Administrative Regulation may be subject to student conduct proceedings, employee discipline proceedings and/or criminal prosecution.

Agreements with other parties hosting events on campus that involve minors will ensure compliance with all *Administrative Regulations* and accompanying policies, processes and procedures.

For additional information, see [Office of Risk Management](#).

¹ [KRS 620.030](#).