



## POLICY CONCERNING MINORS ON CAMPUS

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**Effective Date:** July 5, 2011

**Originating Office:** Office of the  
Vice-President, Services

**Supersedes /Amends:** N/A

**Policy Number:** VPS- 8

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### PREAMBLE

On a regular basis, but primarily during the summer months, a variety of community and/or children's programs are offered at Concordia University, including but not limited to day camps, music courses and sports activities. The University therefore regularly welcomes children (or minors, as defined below) onto the campus and seeks to ensure that both children and the University are adequately protected.

This Policy does not apply to the small number of Concordia University students who may, for a short time at the beginning of their studies, be minors.

### PURPOSE

This Policy sets out the procedures and obligations that must be followed when planning to welcome minors on campus.

### SCOPE

This Policy applies to all persons, units and departments responsible for or involved with organizing events or programs involving minors on campus as well as all persons, units or departments involved in supporting those activities including but not limited to Security Department.

### DEFINITIONS

"Minor" refers, in this Policy, to any person under the age of eighteen (18) who is not a Concordia University student.

"Campus" refers, in this Policy, to all Concordia University premises.

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“Insurance Specialist” refers, in this Policy, to the person at Concordia University holding the title and/or performing the functions of specialist in risk assessment and who possesses detailed knowledge of the University’s insurance coverage.

### POLICY

1. Any person, unit or department planning an activity involving minors on campus including but not limited to a sports program, a music class, a course, or a day camp shall, at least thirty days prior to the date that the activity is scheduled to take place, inform the University’s Insurance Specialist of the details of the activity by filling out the Form: [\*Declaration of an Activity Involving Minor Children\*](#) and remitting the completed form to the Insurance Specialist
2. The Insurance Specialist will analyze the University’s risk and/or insurance coverage for each activity submitted and, depending upon the risk associated with the activity and/or the University’s insurance coverage, will advise the person, unit or department responsible for the activity accordingly. The Insurance Specialist will consult and work in conjunction with, where appropriate, the insurance broker, Legal Counsel, the Vice President, Services and the person, unit or department responsible for the proposed activity.
3. The person, unit or department planning a program or activity involving the minors may, where appropriate, hire counselors, instructors, coaches, group leader or the like to run the program, administer the activities and/or care for the minors.
4. In the application form filled out by applicants for such position of counselor, instructor, coach, group leader or the like, applicants must be asked to provide all relevant and appropriate background information including but not limited to experience in caring for children, employment references and details of criminal accusations or convictions involving violence and/or children. Application forms will also inform applicants that security checks will be performed by qualified staff before a final hiring decision is made.

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5. All persons, including counselors, instructors, coaches, group leaders responsible for minors during the course of a program or activity offered on campus must be the subject of a security check conducted by the Security Department which will verify, among other things, any past criminal activity or inappropriate behavior including but not limited to behaviour involving violence and/or minors.
6. Any person, unit or department planning to hire counselors, instructors, coaches or group leaders must provide a copy of the completed application form to the Security Department within a delay that is sufficiently long so as to permit all necessary security checks and report back to the relevant person, unit or department.
7. Candidates may be rejected or disqualified at the complete discretion of the relevant person, unit or department.
8. All parents of minors registering and/or attending programs held at the University must, at least twenty-four (24) hours prior to the beginning of the event, programme or activity, sign and submit to the person, unit or department organizing the program or activity, a waiver in favour of Concordia University using the form: [Parental Waiver](#).
9. The Vice-President, Services is responsible for the implementation of this policy.