

Youth Programs Hosted by Third-party Contractors

Purpose and Summary

The purpose of this policy is to establish minimum reasonable safeguards to protect Non-Enrolled Minors participating in non-University activities, events, or programs conducted, operated or organized by non-University entities that take place on property controlled, leased, operated or owned by the University of Arizona (University), including but not limited to facility rentals to a Third-party.

Scope

This Policy applies to Non-University Programs with Care, Custody, and Control of Non-Enrolled Minors that are held on University Property.

Definitions

Care, Custody, and Control means supervisory and welfare responsibility, which can include accompanying, chaperoning, instructing, or overseeing.

Non-Enrolled Minor means a person under 18 years of age not accepted for admittance, admitted, enrolled for academic credit, dually enrolled, or matriculated at the University.

Non-University Program means a non-public activity, event, or program involving minors offered by a non-University Third-party contractor.

Sponsoring Unit means any University college, school, department, program, or other operating unit who approves the Third-party use of property controlled, leased, operated, or owned by the University.

Third-party means any external organization, entity, business, or individual that organizes or operates a Non-University Program on University Property.

Unit means any University college, school, department, program, or other operating unit.

University Property means all land, buildings, and other facilities owned, operated, leased, or controlled by the University.

Policy

Any Third-party that seeks to utilize University Property for a Non-University Program that involves Non-Enrolled Minors must:

- A. Obtain approval from a Sponsoring Unit to operate the program or activity on property controlled, leased, operated, or owned by the University.
- B. Enter into a contract with the University/Unit that contains contract language or a contract addendum approved through Finance & Budget Contracting Services and which contains the University-approved provisions addressing youth protection safeguards, insurance, indemnification, and compliance obligations.
- C. Comply with all requirements for Non-University Programs promulgated by the Office of Youth Protection and those set forth in the University/Unit contract including the following:
 1. All adult individuals, 18 years of age or older, who have Care, Custody, and Control of Non-Enrolled Minors in a Non-University Program must have completed a criminal background check, occurring within three (3) years preceding the first day of the program or activity and prior to the first day of the adult's participation in the program or activity.
 2. All adult individuals, 18 years of age or older, who have Care, Custody, and Control of Non-Enrolled Minors in a Non-University Program must have completed training on child abuse prevention and reporting, and be provided with information on the University's Child Abuse Reporting Requirements prior to the first day of the program or activity and prior to the first day of the adult's participation in the program or activity.
 3. Designate at least one adult individual, 18 years of age or older, who must be physically present at the site of the program or activity, with responsibility for knowledge of University emergency response and evacuation plans and protocols and for facilitating coordination of emergency response and evacuation with the Unit and/or Sponsoring Unit. This individual must have the University Emergency Notification System app downloaded on their mobile phone.
- D. Comply with Child Abuse Reporting Requirements as set forth by the Non-Enrolled Minors Policy ([hyperlink](#)):
 1. Mandated reporters are required by Arizona law, as defined by [A.R.S. section 13-3620](#), to report child abuse or neglect to local law enforcement or the [Arizona Department of Child Safety](#). Mandated reporters include, but are not limited to, peace officers, physicians, and any person who has responsibility for the care or treatment of a minor.
 2. University Community members who reasonably believe that a Non-Enrolled Minor is being or has been abused or neglected in a University activity, event, or program, or on University Property must:
 - a. immediately call the University of Arizona Police Department;
 - b. immediately call the [Arizona Child Abuse Hotline](#);

- c. submit a Child Abuse and Neglect Reporting Form to the Office of Youth Protection;
and
 - d. if known, notify the Program Supervisor or Unit offering, or which offered, the activity, event, or program.
- 3. Units, upon receiving notice of a report of suspected child abuse or neglect committed by a Designated Campus Colleague (DCC), employee, or student, must immediately prohibit the DCC, employee, or student from having further contact with minors participating in their activities, events, or programs.
- E. Third-party contractors must maintain documentation demonstrating compliance with this policy and must provide such documentation to the University upon request.
- F. Failure to comply with all University requirements may result in suspension or termination of University Property use and/or other remedies.