

## **Minors on campus procedure**

### **Parent policy**

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### **Purpose**

This procedure is intended to ensure the appropriate supervision, and protection of minors while visiting Bow Valley College, attending college-sponsored programs or events, or participating in an external-sponsored program that utilizes campus facilities. The procedure also sets out the requirements that must be followed regarding minors on campus.

### **Scope**

This procedure applies to all members of the college community who are involved in organizing or delivering programs involving minors; who operate programs or activities involving minors on campus; or who otherwise work with minors while carrying out their on-campus duties and responsibilities.

Except for the onboarding, and the Work Integrated Learning (WIL) sections, this procedure does not apply to minors enrolled as students. These minors are subject to the rights, duties, and responsibilities applicable to college students.

### **Compliance**

Members of the college community are expected to adhere to the policies, procedures, and standards established by the college. These policies are designed to foster a safe, respectful, and inclusive environment that supports learning, teaching, and professional integrity.

Non-compliance may create risk for the college, and will be addressed accordingly through applicable college policies, procedures, and contracts. This may result in disciplinary action, up to, and including termination for employees, and expulsion for students.

### **Procedures**

General:

1. The college is committed to establishing a safe environment for all members of the college's community, including visitors. It is important that no minor is left unattended at any given moment on campus.
2. When Campus Security is notified or comes upon a minor, including a child, left unattended, they will make every effort possible to check for the location of the parent or caregiver. If the child's parent or caregiver cannot be located, Campus Security will stay on the floor with the child to ensure consistent supervision until the parent or caregiver returns. This approach will prevent frightening the child by keeping them on the same floor as their parent or caregiver, and will also ensure that the parent or caregiver does not return to find the child missing.

3. Campus Security will inform the Campus Security office of their location, and provide a description of the child, in case the parent or caregiver contacts the Campus Security emergency phone number or visits the Security office.
4. Campus Security will verify if the person is the actual parent or caregiver of the child before releasing them back to the parent or caregiver.
5. If the parent or caregiver is not located within 30 minutes, Calgary Police will be notified.
6. Student bringing a child to campus
  - 6.1 Students needing to bring their child to campus should liaise with Student Services in advance, providing as much notice as reasonably or practically possible. Student Services will decide on the most appropriate course of action, considering the stipulations of the Learner Accommodation Policy #500-1-4.
7. Employee bringing a child to campus
  - 7.1 Employees needing to bring their child to campus should consult with People & Culture in advance, providing as much notice as reasonably or practically possible. People & Culture will decide on the appropriate course of action, considering the stipulations of the Duty to Accommodate Policy #200-2-9.
  - 7.2 On certain occasions, the college may, in its discretion, sanction a “Bring Your Child to Work” day. These are specific days earmarked for this purpose, and employees will not be permitted to bring their children on other days (excluding situations mentioned in point 1).
  - 7.3 Prior to an employee bringing their child to a “Bring Your Child to Work” day, a signed informed consent is needed.
  - 7.4 The child’s supervision remains the sole responsibility of the parent, and leaving them unattended is strictly prohibited.
8. Minor Students
  - 8.1 The Enrolment Management & Registrar department holds the responsibility for identifying future students who are under the age of 18.
  - 8.2 Once such identification is made, it is imperative that the Program Chair of the corresponding school be notified about any minors participating in their programs.
  - 8.3 The Program Chair is responsible to consult with People & Culture regarding the instructors assigned to these students.
  - 8.4 The duty of confirming the instructor’s eligibility to work with minors, through comprehensive background checks, rests with People & Culture.
9. Minors doing WIL placements (excluding Applied Research, and Capstone Projects)
  - 9.1 The engagement of a minor in a Work-Integrated Learning (WIL) placement poses significant risks for the college.
  - 9.2 Prior to proceeding, the college must confirm that the host adhere to the appropriate steps:
    - Validate that the host organization is comfortable, and understands their legal requirements having a minor as a placement, and is aware of the associated risks.
    - Conduct all required checks including criminal record, and vulnerable sector checks for all individuals who will interact with the minor.
  - 9.3 Obtain parental consent, and the signing of a consent form.

- 9.4 Supervision of minors at all times on a WIL placement is essential, and it is necessary to ensure that they have the support, and resources in place to successfully complete their placement.
  - 9.5 The host of the WIL placement must be aware when dealing with a minor, and ensure that all relevant checks are completed beforehand.
10. Dual-credit programs
- 10.1 The initial setup of dual credit programs goes through an approval process only at the first setup, or if there are any major changes to it.
11. Youth Activities:
- 11.1 The college places extreme importance on the safety of all participants in Youth Activities. The planning of Youth Activities must be conducted in a way that evaluates, and controls risks for both participants, and the college. The degree of planning, preparation, and approval is contingent on the risk level associated with a specific Youth Activity.
  - 11.2 The responsibilities for internal Youth Activities are jointly held by the college, and the respective school/department.
    - 11.2.1 Schools/Departments oversee the logistics, programming, and operations related to Youth Activities. It is the School/Department's responsibility, together with the Activity Coordinator, to ensure the Internal Notification Form (Schedule B), and the Risk Assessment (Schedule D) are completed, and submitted to the Dean/Director.
    - 11.2.2 After approval from Dean/Director, this is shared with the Youth Initiative Committee, that will also review, and approve the activity based on the associated risks. For any Youth Activity, the Vice President of the specific department/school planning or working on an activity, with input from the Youth Initiative Committee, is required to approve the activity based on the associated risks.
    - 11.2.3 The Activity Coordinator is tasked with ensuring that all risks, and liabilities associated with these activities are identified at least a month before the activity, and managed.
    - 11.2.4 For a non-BVC event, an agreement will need to be signed with the external group, that will also need to provide their own insurance for the event, adding the Board of Governors of Bow Valley College as an additional insured.
  - 11.3 The responsibility for the following is shared by the college, its employees, external organization sponsors, the Activity Coordinator, participants, and their parents/legal guardians:
    - 11.4 Behaving in a manner that promotes overall safety, and well-being, and that adheres to the college's safety policies/procedures, and standards for participation in Youth Activities.
    - 11.5 Identifying, and addressing the risks of Youth Activities.
    - 11.6 Preparing for Youth Activities to ensure the safety, and well-being of the participants.
    - 11.7 Responding to, and intervening in a timely manner, as necessary, to address safety issues, and concerns.
    - 11.8 All participants, parents/legal guardians, external organization sponsors, and college employees involved with Youth Activities are bound by the college's codes of conduct, and the college's policies, and procedures, and where applicable, by the requirements of the external organization.

- 11.9 In all instances, employees should avoid being alone in a private setting with a participant. Unless deemed appropriate, and necessary by the activity coordinator, employees should limit the duration, and/or the number of one-on-one interactions they have with a participant.
  - 11.10 At least one Authorized Adult (over the age of 18) must always be present for youth activities, unless the activity coordinator has determined that it is necessary for two or more Authorized Adults to be present for that activity. The activity coordinator will provide written approval to the Dean/Director, and Vice President.
  - 11.11 Only authorized adults may participate in a registered or non-registered program/event. Unauthorized adults, including parents/legal guardians, other college employees, and members of the general public, may not participate in these programs unless they have been approved to do so by the Activity Coordinator.
  - 11.12 A participant is not obligated to participate in all parts of an event. The participant or the participant's parent/guardian may opt out of any particular part(s) of the event by providing prior notice to the program staff. However, the college may not be able to offer alternate activities for the participant.
  - 11.13 The college cannot assure that youth activities will be devoid of problems, and cannot foresee all the potential risks that participants, and employees might encounter while participating in a youth activity. It is the responsibility of the participant, and the participant's parent/legal guardian to be cognizant of any potential risks of participating in the dual credit program/Youth Activity.
  - 11.14 Alcohol, and drugs are strictly prohibited from being served or made available during any youth activity.
  - 11.15 During the course of an event, the college may capture photos or videos for marketing purposes, provided that consent has been obtained from all participants or their parents/legal guardians, as applicable, in the program before it commences, through the use of a college consent, and/or waiver form. Consent is also informed by signage posted at events (for instance, 'photographs/video will be taken at this event'). Photos should not be taken of participants in non-college events.
  - 11.16 College employees, and other person(s) who are contractually obligated to comply with this policy are prohibited from using personal social media platforms to post any photos or videos of participants in an event. Photos or videos of participants may only be posted to institutional social media channels authorized by the Communications department.
12. Approval for a Proposed Youth Activity
    - 12.1 External organizations intending to bring youth to the campus are required to first fill out the Youth Activities External Organizations Inquiry Form (Schedule A), submit it to the Activity Coordinator, that will share it with the Youth Initiative Committee.
    - 12.2 Employees who propose to bring youth to the campus must initially complete the Youth Initiative Internal Notification Form (Schedule B) including Schedule D, get approval from the Dean/Director, and submit it to the Youth Initiative Committee.
    - 12.3 The Youth Initiative Committee will review the submitted form, and ascertain whether the proposed youth activity is a college event or a non-college event, in accordance with this procedure, and the Description of Youth Activities (Schedule C).
    - 12.4 The Youth Initiative Committee will undertake the following actions:
      - Assess the youth activity to identify the suitable Youth Activities Champion for that initiative.
      - Redirect non-college Events to the appropriate internal college contact.

- Offer guidance, and support to the Activity Coordinator in the instance of a college event.
13. Risk Management (See Schedule C) - College events
- 13.1 A contract between the external organization, and the college may be required based on the event's specifics, and it should be established prior to the event's commencement. A participant is required to complete registration, and waiver forms.
  - 13.2 Participants will not be provided with a college ID number.
  - 13.3 The Activity Coordinator might be required to accompany participants on the college campus, contingent upon the event's nature.
  - 13.4 A minimum supervision ratio of one adult to ten participants must be upheld for the event's duration.
  - 13.5 Except for the Open House, direct instruction or hands-on activities involving the instructor, and the participant are not permitted during the event.
  - 13.6 In an emergency situation, the youth activities coordinator is expected to adhere to the Emergency Communications Protocol outlined in Schedule F, a document associated with this procedure.
  - 13.7 The Youth Initiative Committee is responsible for notifying the college security about the program taking place at the college.
  - 13.8 The Activity Coordinator needs to ensure that Schedule E – H are completed prior to start of the activity.
14. Non-college events
- 14.1 Before the event starts, the external organization, and the college must have a Facility Use Agreement. This can be obtained from Strategic Partnerships.
  - 14.2 Participants are not required to fill out registration, and waiver forms.
  - 14.3 Participants will not need, and will not be given a college ID number.
  - 14.4 During the event, there will be no instruction or hands-on activities provided by the college.
15. Cancellation of a Youth Activity or a Participant's Involvement in a Youth Activity
- 15.1 The college reserves the right to cancel a Youth Activity at any point, either before it starts or while it's happening, for various reasons including:
    - 15.1.1 If the activity has low enrollment or is expected to have low participation.
    - 15.1.2 If the college believes the activity poses a risk that is either unacceptable or cannot be reasonably managed for the participant.
    - 15.1.3 If the college finds it impractical to offer or support the activity.
    - 15.1.4 In extraordinary situations or circumstances that are beyond the college's control.
    - 15.1.5 In such cases, depending on the reason for cancellation, participants may be eligible for a full or partial refund of their fees. They may also not be entitled to a refund at all.
16. The college reserves the right, in its discretion, to remove a participant from an activity or cancel their participation at any time, for reasons including but not limited to:
- 16.1 If the participant or their parent/legal guardian fails to complete all necessary documents, such as but not limited to waivers, registration, or consent forms.

- 16.2 If the participant or their parent/legal guardian does not disclose any medical conditions, behavioral issues, physical health concerns, or mental health concerns that could impact the participant's ability to take part in the activity or pose health or safety risks to others, the public, any third party, or the participant themselves.
- 16.3 If the participant leaves the activity location without prior approval from the program staff or supervising adults. Any liabilities, losses, or costs resulting from such departure are solely the responsibility of the participant, and their parent/legal guardian. The college may also refuse to register the participant or allow them to participate in future youth activities.
- 16.4 If the participant violates the college's policies, procedures, or codes of conduct. In this case, the participant will not be eligible for a refund of fees.

## Definitions

### **Activity Coordinator:**

The individual with direct responsibility for an academic/extracurricular activity (i.e. course instructors, exchange coordinators etc.)

### **Authorized Adults:**

Program staff, members of the Youth Initiative Committee, the Youth activities champion, the external organization sponsor, and supervising adults from an external organization.

**Campus:** The college's main campus and all satellite campuses.

### **Campus Security:**

An external contracted security company awarded a limited term contract with the college. Campus Security is assigned to make the college a safe and secure environment to live, learn, and work.

### **Child:**

Any individual under the age of 12 years.

### **College community:**

All college employees, students and board members, and any other person who is contractually obligated to comply with this policy or otherwise bound by this policy.

### **College employee:**

An individual who is employed or engaged by the college to instruct or supervise minors in on- or off-campus settings, or who is otherwise employed by the college.

**College event:** An event or activity where the college is involved in its programming, planning, supervision, and/or coordination. Examples include but are not limited to class or group field trips to the college, Open House and tours.

### **College-sponsored:**

Authorized by the college and organized, delivered, and supervised by college employees.

**Dual-credit programs:**

High school students taking post-secondary courses while still in high school can earn both high school and post-secondary credits for the same course.

**Employee:**

An employee includes any person employed on the college's payroll, whether paid by annual salary or hourly wage, contractors and volunteers. To ensure clarity, volunteers who do not receive any remuneration from the college are also deemed to be an employee for the purpose of this Procedure.

**External-sponsored:**

Authorized by the college and organized, delivered, and supervised by external individuals.

**External organization sponsor:**

A person from an external organization (for example, a school or community organization) who has decision-making authority, is responsible for ensuring the supervision of participants in some types of youth activities, and is that organization's key point of contact with the Youth Initiative Committee.

**Student:**

A person who is currently registered as a student at the college whether or not for credit. For the purposes of this document, "student" shall be used synonymously for applicants and students unless otherwise noted.

**Minor:**

Any individual under the age of 18 years.

**Minors enrolled as students:**

College students under the age of 18 who are enrolled in a program of study or who are registered in credit or non-credit courses at the college.

**Non-college event:**

An event or activity where the college acts solely as the host facility and is not involved in programming, instruction, or supervision of participants.

**Non-registered program:**

A youth activity that does not require participants to register in a course, that has a Course Registration Number (CRN) at the college. It is shorter in duration and frequency than a registered program. Examples include but are not limited to youth activities in the Career Exploration Centre and the participation of youth in one-day programs at the college.

**Program:**

Any internal college course or activity regardless of its location, that is provided, sponsored, or delivered by, or is under the direction or control of, the college, and any course or activity that is provided by a user and offered, in whole or in part, on campus or utilizing college facilities.

**Responsible adult:**

A parent, legal guardian, or other adult, including but not limited to a college employee, who is responsible for escorting the minor(s) to or from program activities or supervising the minor(s) while on Campus or participating in program activities.

**Student:**

A person who is currently registered as a student at the college whether or not for credit. For the purposes of this document, “student” shall be used synonymously for applicants and students unless otherwise noted.

**Supervision:**

The provision of oversight, monitoring, and direction to minors by a Responsible Adult with a view to safeguarding the health, safety, and well-being of the minor(s).

**User:**

A person, organization, or individual authorized by the college to use the campus or the college’s facilities or services for the purpose of providing any services or programs to minor(s), including but not limited to college contractors; individual(s) attending college events, conferences; facility renters; and users of services such as the cafeteria or library.

**Youth activity:**

Any activity involving minors is considered a Youth Activity. This includes registered and non-registered programs, college-sponsored events, and events held on campus that are not sponsored by the college.

**Youth activities champion:** A manager, academic chair/earned revenue coordinator, associate dean or dean who is the main point of contact on behalf of a school/department and who collaborates with the Youth Initiative Committee regarding youth activities.

**Youth initiative committee:** The Committee responsible on the college’s behalf for coordinating youth activities on the college campus and for providing support and guidance to schools/departments on youth activities.

## Data sheet

### Accountable officer

The Executive Team member responsible for Risk and Insurance

### Responsible officer

Risk & Insurance Manager

### Relevant dates

Approved	Board of Governors – BOG250514-02
Effective	05/14/2025
Next review	05/14/2028
Modification history	
Verified By	Office of the President, May 2025*

### Related policy

Minors on campus policy

### Associated policy(ies), procedure(s), and guideline(s)

Duty to Accommodate Policy #200-2-9  
Learner Accommodation Policy #500-1-4

### Related legislation

### Attachments

Schedule A  
Schedule B  
Schedule C  
Schedule D  
Schedule E  
Schedule F  
Schedule G  
Schedule H