



Policy Name: Protection and Safety of
Minors On Campus Policy

Policy Number: Administrative Policy
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**Approved by Willie L. Todd, Jr., Ph.D.
President and CEO**


Signature



PROTECTION AND SAFETY OF MINORS

ON CAMPUS POLICY

Policy Title:	Protection and Safety of Minors On Campus Policy
Policy Type:	Administrative
Policy Number:	
Approval Date:	June 12, 2026
Responsible Office:	Campus Police, Office of Finance and Administration and the Office of the Provost
Responsible Executives:	Provost/Executive Vice President and Vice President of Finance and Administration
Applies to:	All College organizations, faculty, students, staff, and volunteers

1. POLICY STATEMENT

Talladega College (“the College”) is committed to providing a safe and secure environment for all individuals in the college community and emphasizes, in particular, the importance of safety and protection of minors who participate in Collegiate or Non-Collegiate Programs.

This policy applies to all Programs in which any non-matriculated minor participates. Such programs are conducted either (1) by the college on or off college property or (2) by organizations or individuals authorized by the college to operate on the college property. Such programs include, but are not limited to, camps, clinics, workshops, conferences, and other educational activities.

This policy sets requirements for the screening, supervision, and training of individuals working with minors – to comply with applicable law protecting the safety of minors and to promote safe, educational experiences for minors. The requirements of this policy are also designed to minimize the potential risks to adults organizing, operating and participating in programs in which minors are participants.



2. PURPOSE

This policy establishes minimum standards and institutional expectations for the protection of minors who participate in College-sponsored or College-affiliated programs. It ensures compliance with relevant state and federal laws.

3. SCOPE

This policy applies to activities occurring on Talladega College’s campus or on property owned or leased by Talladega College (TC), as well as TC-sponsored activities occurring off-campus. All TC faculty, staff, students, and volunteers, as well as employees and volunteers of third-party vendors that are on premises or providing services on behalf of TC (hereinafter “College representatives”) are responsible for complying with this policy.

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4. DEFINITIONS

Abuse or neglect of a minor – Has the same meaning as defined in Ala. Code § 26-14-1 et seq., the Alabama Child Abuse Reporting Act.

Background Check—A report that includes criminal felony and misdemeanor court records as well as other appropriate sources of background information.

Child Welfare – Child welfare as used in this policy means ensuring that children are safe from both physical and emotional abuse and/or neglect.



Independent contractor – As used in this policy, independent contractor refers to those non-collegiate-related individuals contracted as staff for programs involving minors or organizations external to the university that are contracted to produce and manage youth programs for the benefit of the College.

Minor – A minor is any individual under the age of 19 who is neither enrolled in nor accepted for enrollment in credit-bearing courses at the College. Students who are dually enrolled in college credit courses while also attending elementary, middle, or high school are excluded from this definition, unless their participation includes overnight housing in College facilities. This definition also includes minors who participate in campus programs, in accordance with applicable labor and safety regulations.

Participant – A minor enrolled in or attending a youth program, camp, or other activity.

Program – An academic, athletic, or recreational activity offered to minor participants. These activities include but are not limited to academic camps, sports camps, learning camps, music camps, workshops, conferences, competitions, and experiential learning opportunities. Programs can be residential (meaning that participants stay on-campus or associated campus housing) or nonresidential.

Collegiate Sponsored program – a program officially sponsored and managed by the college.

Non-Collegiate Sponsored program – a program sponsored by a third-party organization that is managing a program involving minors on the college's property.

Sponsoring Unit – the academic or administrative unit of the College that is managing or overseeing a program involving minors.

Third Party – An organization or individual or external program from outside of the College that uses the College's facilities to conduct a sponsored program pursuant to an approved contract or other use agreement with a sponsoring unit.

College Facilities – Buildings, structures, and parking lots owned or leased by the College.

College Property – Land or buildings that the College owns or leases.

Volunteer – An individual permitted under specific conditions to perform activities on behalf of the College, but not in a formal employment capacity, and therefore is not entitled to compensation and employment benefits.



CONTACT (S)

Office of the President
Office of the Provost
Office of Student Affairs
Office of Finance and Administration
Campus Police

STAKEHOLDER(S): All College organizations, students, faculty, staff, and volunteers, and third parties doing business with the college.

POLICY CONTENT AND SPECIFICS

a. Youth Programs or Programs involving Minors

i. Youth programs offered by college and non-College groups or organizations holding events on Talladega College property or that use the facilities must ensure that their youth program staff who have child welfare responsibility over minors (and anyone who supervises youth program staff) comply with this policy. Programs must be supervised by an adult, with minors being supervised by adults at all times. Volunteers with the program may be minors if they are also supervised by an adult employed or associated with the program's sponsoring organization.

ii. Program administrators must ensure that all volunteers and staff affiliated with the program undergo background checks and any training prescribed by the program or organization.

iii. Records of any training required by program administrators, staff, or volunteers must be collected and retained by the program's administrator/staff.

b. Reporting Suspected Abuse and Neglect

All college employees, program staff, and third-party individuals operating programs on Talladega College's campus are required to immediately report any suspected abuse or neglect of a person under the age of 19. Reports must be made to Campus Police, a supervisor, the Talladega City Police, or the Alabama Child Abuse Hotline.

Talladega College Campus Police will take incident reports and proceed with investigations in accordance with its protocols and procedures.



All employees are considered mandatory reporters and must report suspected abuse immediately, with the exception of persons designated as exempted in the Title IX Policy, including counselors, medical personnel, and any other personnel.

c. Minors in workspaces or in classrooms

i. There may be occasions when brief visits to the workplace by minors are necessary. These visits are at the supervisor's discretion, and the employee should receive prior permission before bringing a minor to the workplace. In these circumstances, minors will be the responsibility of the employee while in the workplace.

ii. Supervisors may make an exception for a temporary, unforeseen emergency, but no employee may have a minor in the workplace without the supervisor's permission or use the workplace as an alternative to childcare or for any other purpose. As necessary, supervisors may grant leave or flexible hours, with the permission of their designated Executive Cabinet Member, in order for employees to deal with emergencies or unforeseen circumstances.

iii. Employees and supervisors must consider issues of safety, confidentiality, disruption of operations, disruption of services, disruption to other employees, appropriateness, and liability posed by the presence of minors in the workplace.

iv. Minors must always be supervised in a potentially hazardous area.

v. Minors exhibiting symptoms of potentially contagious illnesses are not to be brought into the workplace.

vi. Generally, minors are not allowed in classrooms unless there is an express reason for them being in the classroom. In cases of emergency, faculty may bring their minor children to classrooms or meetings with the express permission of their supervisor. Students may also bring their minor children to classrooms if approved by faculty. Faculty must inform their department chair and receive permission to allow a student's minor child to be in the classroom.

d. Criminal Background Checks

Criminal background checks are required for all staff and faculty members and volunteers participating in any programs involving minors.



e. Insurance Requirements for Non-Collegiate Organizations

Any non-collegiate organization operating a youth program or any program involving minors on the Talladega College campus must provide a certificate of insurance demonstrating general liability coverage. This documentation must be submitted to the Vice President of Finance and Administration's email addresses.

Health and Safety Requirements

Programs must adhere to the following standards:

- Obtain written consent from a parent or legal guardian before participation.
- Document and retain emergency medical authorization for all participants.
- Implement appropriate risk management strategies and safety planning measures to ensure the well-being of all minors involved.

EDUCATION AND COMPLIANCE

Campus Police, Title IX designee(s), and the Office of Finance and Administration will collaborate to educate staff, faculty, and students on this policy. Campus Police will maintain applicable training materials.

PUBLICATION

This policy will be widely published and distributed to the College community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

Communicate the policy in writing, electronic, or otherwise, to the College community within 14 days of approval;

Submit the policy for inclusion in the Online Policy Library within 14 days of approval; and educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

Failure to meet publication requirements does not invalidate this policy.

POLICY REVIEW

This policy will be reviewed every three (3) years and revised as necessary.

REVIEW SCHEDULE

Next Scheduled Review date: June 12, 2029



Approval: June 12, 2026

Revision History: New Policy

Supersedes: NA

RELATED DOCUMENTS

- **Ala. Code § 26-14-1 et seq.** (Child Abuse Reporting Act)
- **Ala. Code § 38-2-6** (DHR authority)
- **Ala. Code § 13A-6-151 et seq.** (Human Trafficking of Minors)
- Talladega College Background Check Policy