Risk Management Considerations For Programs Involving Minors at North Carolina State University

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A Quick Review of The Risk Management Process

The Risk Management Process

Identifying Risks

Analyzing Risks and Their Impacts

Select a Technique(s) To Treat The Risk

Implement the Technique(s)

Evaluate/Monitor the Effectiveness of the Technique(s) used

Change Techniques If Needed (Like Any Other Management Process)
Risks – Minors

- General Liability – Injury Where Negligence May Be Involved
- Civil and Criminal Liability For Sexual Molestation
- Transportation Risks - 15 Passenger Vans, Golf Cart Usage
- Life Safety - Need For Emergency Planning and Evacuation
- Property Risks – Theft and Fire
- Regulatory Risks- Compliance Risks
- Reputational Risk !!!!(Even With Wrongful Allegation)
- Foodborne Illness
- Illness From Animal Contact
Review First As Part of the Planning of Your Program

University Regulation For Programs that Involve the Participation of Minors

- **REG01.25.18 – Programs That Involve the Participation of Minors**
  - Provides standards and procedures
  - Provides guidance
  - With registration, provides a basis for identifying and accounting for programs involving minors
  - Can locate by topic on the PRR Website
Managing The Liability Risk

- Parental –Guardian Consent Forms
- Selection of Staff and Counselors
- Policies, Rules and Guidelines
- Know The Law and Follow It As To Minors
- Safe Premises
- Safe Operations

- Emergency Planning
- Participant/Campers Accident Insurance Programs (Contact IRM)
- Scenario Risk Management
- Transportation Risks
- Accident Forms & Documentation
- Benchmark and Compare With Peers Managing Camps and Programs -Best Practices
Parent Guardian Consent / Waiver Forms

- An Important Risk Management Tool
- Keeping Parent/Guardians Informed of What Their Minor Will Be doing – VERY IMPORTANT
- Consent Forms For Minors As to Permission For Photography or Other Media
- Contact the University Office of the General Counsel For the Appropriate Form To Use
Selection of Staff and Counselors

- Hiring The Right Persons
- Reference Checks /Background Checks
- If Hiring a Current NCSU Student For a University-Sponsored Program, One Can Check With the Office of Student Conduct For Non-Academic Disciplinary Referrals
- Using Interview Questions or Questionnaire As Part of the Application /Hiring Process
Training and Supervision

- Staff and volunteers must have a description and full understanding of their duties
- Staff and volunteers must be trained to handle and perform their duties
- Supervision without assumption of anything
- The key point - when is the staff member or volunteer acting on behalf of your NCSU Department – Doctrine of Agency
• Program and Activity Review – Risk Assessment of Activities and Any Proposed Scientific Experimentation
• Risk Mitigation Plan Such as Safe Procedures and Risk Control (Applicable as Mentioned Above)
• Premises – Clear of Physical Safety Hazards
• Operations- Doing Such In a Safe Manner With Proper Equipment
• Establish a Culture of Safety
Planning For Emergencies

- Planning For Medical and Injury Accidents
- Parental Consent & Voluntary Medical Information On File
- Planning For Man-Made Emergencies
- Planning For Severe Weather Emergencies
- For Raleigh-Based Operations- Know and Be Familiar With The Wolf Alert System
Participant/ Campers Accident Insurance Programs

- Can Be Effective As a Risk Management Tool
- Can Be Effective As a Public Relations Tool With Parents and Guardians
- Coverage Concept of Campus Accident / Sickness Insurance Programs. Accident Insurance Available Only For Day Camps. Accident and Sickness Insurance Available for Overnight Camps
- Contact IRM (University Insurance & Risk Management) For Information
Scenario Risk Management

- Avoiding One –On-One Adult To Minor Private Situations – Situational Risk Management
- Proper Arrangement For Overnight Accommodations
- Supervision Schedule

- Best Old School Tip – Keep the Minors Busy
Other Risks

Transportation

Golf Carts

Liability – Foodborne Illness

*Managing Transportation Risks (Incl 15 Passenger Vans)
Always Try to Avoid Transporting Minors In Your Own Personal Vehicle

*Golf Carts (Only Those On the University Payroll Can Drive If Owned or Leased by An NCSU Department)

• Liability – Foodborne Illness – Food Safety in Preparation and Use Insured Caterers / Vendors
• Property Risks
Residential Risk Management – Overnight Camps

- Ensure that overnight occupants are informed about emergency planning and evacuation within the respective camp and lodging locations.
- Camp administrators should check to see that rooms are in good order and that beds have safety railings in place. Campers should not use elevated or similar (loft) beds.
- Supervision, Accountability, and Supervision
Accidents and Injuries

Document Only The Facts – Do Not Render Opinions

- Be prepared as to what to do in case of an accident injury or sudden onset illness
- Document accidents, injuries, and illnesses where known
Closing Thoughts

Assume Nothing!

Keep Minors Busy With Active Programming!!

• Compare Your Operations and Programming With Peers. Example – Numerous Academic Camps On Campus Each Year

• Insurance & Risk Management is Your Risk Management Resource

• Office of General Counsel is Another Key Resource For Legal Topics and Liability Risk Management

• Risk Management Is A Team Effort

• CRM= Collaborative Risk Management