

## Programs and Activities with Minor Participants **ONLINE / VIRTUAL PROGRAMS**

As a result of COVID-19, many youth programs are exploring online/virtual opportunities. While the 3341-6-54 Programs and Activities for Minor Participants policy may not apply in full because BGSU is not taking “care, custody, or control” of the minor participants, the spirit and intent of the program remains intact, as our objective is to provide an enriching program for youth in a safe environment. Below is updated guidance regarding online programs for minors.

**PAMP Website:** <https://www.bgsu.edu/risk-management/programs-with-minors.html>

### **Policy Components Review for Online Programs**

#### **1. Registration of Program**

All virtual programs for minors must be registered with Risk Management per the policy.

#### **2. Reporting**

Reporting requirements of the policy remain in place. “If you see something, say something”.

#### **3. Background Checks**

For programs that are being completed entirely online, background checks will NOT be required. If any aspect of the program involves in-person interaction, the requirements of the policy apply.

#### **4. Training**

Training for employees, students, and volunteers working as part of the program is still required per the policy.

#### **5. Forms**

For programs that are held entirely online, the traditional medical history form and liability waiver/release are not needed. Release language is **REQUIRED** as part of registration – see below.

#### **6. Supervision**

It is required to have at least two adults online during any live program, to help supervise content and participant behavior.

#### **7. Standard of Behavior**

Employees, students, and volunteers are bound by the standards of behavior in the existing policy while working in online/virtual programs.

**8 / 9 / 10.** Exemptions, investigations, and record retention requirements follow the existing policy.

# **Program Components for Online Content**

## **Setting up an online program**

- Online programs should utilize a platform approved by BGSU, such as Microsoft Teams or WebEx. Other platforms such as Zoom Learning and Google Classroom may be used, however BGSU ITS is unable to support any non-BGSU approved platforms. Assistance with teaching remotely can be found [HERE](#)
- Participant registration forms **must** include the following language:
  - By registering for this activity or program, you agree that:**
    - 1. You are the parent or guardian of the participant(s), who will be under your supervision throughout the activity or program; and**
    - 2. You are fully aware of the risks connected with participating in an online activity or program and, knowing those risks, choose to have your child or children participate. The risks of an online activity or program include, but are not limited to, data mining, phishing, viruses, malware, data breach of online information, cyberbullying, exploitation, cyber stalking, online grooming, cyber predators, and image replication.**
- Establish online platform access where the program leader must accept each person into the meeting location to avoid unwanted guests in the program. Consider only showing first names of participants while in the virtual environment.
- Develop program standards and expectations for participant involvement, including a no-tolerance approach to cyberbullying, etc.
- Recording of minors during live sessions is **prohibited**.
- Accessibility of asynchronous online content should be considered. Several resources exist to assist in program design.
  - [BGSU Center for Faculty Excellence](#)
  - [American Camps Association](#)
- It is highly recommended that program leaders disable the chatroom option where able, or assign one adult to monitor chatroom activity to avoid cyberbullying.
- Resources:
  - [ACA Quality In Online Camp Programming](#)
  - [ACA Online Programming Safety](#)
  - [SchoolSafety.gov Cyberbullying](#)