



AP 3566 Protection of Minors on Campus

References

- AP 3518 Child Abuse Reporting
- AP 4300 Field Trips and Excursions
- AP 7126 Applicant Background Checks

Definitions

For purposes of this administrative procedure, the following definitions apply:

Minor

Any individual under the age of 18.

Responsible Adult

An individual age 18 or older who has accepted responsibility for supervising a minor and is capable of providing direct supervision and care.

College-Sponsored Youth Activities

Programs, camps, workshops, outreach activities, academic enrichment programs, or events organized, operated, or sponsored by Rogue Community College (RCC) that involve participation by minors.

Non-Student Minors

Individuals under 18 who are not enrolled in RCC coursework but who may be on campus as visitors, while accompanying a responsible adult, or while participating in College-sponsored programs or events, including outreach activities, TRIO programs, camps, facility rentals, or community events.

Student Minors

Individuals under 18 who are enrolled in RCC credit or noncredit coursework, including dual credit, early college, workforce training, or other academic partnership programs.

Grooming

“Grooming” refers to behaviors used by an individual to build an inappropriate relationship with a minor for the purpose of abuse, exploitation, or boundary violations. Grooming behaviors may occur gradually and may include, but are not limited to:



- Seeking private or isolated time alone with a minor
- Engaging in secretive, personal, or non-professional communication (including texting or social media)
- Giving gifts, money, favors, or special attention to a minor
- Encouraging secrecy or discouraging the minor from involving parents, guardians, or supervisors
- Testing or gradually violating professional boundaries or physical space
- Attempting to separate a minor from peers or other adults

Purpose and General Expectations

RCC seeks to provide a safe and welcoming environment for students, employees, and visitors. **While the College enrolls minors as students, the campus environment is not generally intended for unsupervised non-student minors.** Additional safeguards are therefore necessary when minors are present outside of their role as enrolled students.

Minors may be present on campus **as enrolled RCC students, while accompanying a responsible adult, or while participating in College-sponsored youth activities.** This procedure establishes expectations for supervision and safety when minors are present on campus.

This procedure applies to all RCC employees, volunteers, contractors, and program staff who interact with minors on College property or during College-sponsored activities.

Supervision Requirements

RCC requires direct and continuous supervision by a responsible adult for all **non-student minors** on campus at all times. These supervision requirements do not apply to minors who are enrolled as RCC students.

- When minors are present as part of an official College-sponsored activity or event, the employees leading the activity are responsible for ensuring appropriate supervision.
- When minors are on campus for reasons other than participation in College-sponsored activities, the accompanying responsible adult is responsible for supervising the minor and ensuring the minor's safety.
- Groups renting College facilities involving minors must provide their own supervision in accordance with rental agreements and must ensure that minors are directly supervised by responsible adults.



Minors in Instructional and Work Areas

To maintain an optimal learning and working environment, **non-student minors** are not permitted to:

- Attend class sessions or instructional programming
- Remain in employee workspaces

unless participating in a College-sponsored youth activity.

The presence of minors in these areas may create disruption, safety concerns, and liability risks.

College-Sponsored Youth Programs, Outreach Programs, and Off-Campus Activities

Minors may participate in RCC-sponsored youth programs and academic support services, including TRIO and other outreach programs. These activities may occur on campus or off campus, including travel for College-sponsored events or trips.

When minors participate in these programs or activities:

- Program staff and designated responsible parties are responsible for ensuring appropriate supervision, safety, and conduct. Off-campus travel must comply with AP 4300 Field Trips and Excursions.
- Participation in TRIO or outreach programming does not, by itself, constitute enrollment as a student minor unless the participant is registered in RCC coursework.

Student Minors

Minors may also be present on campus as enrolled students through programs such as dual credit, early college, workforce training, or other academic partnerships.

Unlike non-student minors, minors who are enrolled in RCC coursework may attend classes and participate in college activities without direct adult supervision, consistent with their student status.

Student minors remain subject to all RCC student conduct expectations.

Child Abuse Prevention and Professional Boundaries

In addition to supervision expectations, RCC employees and volunteers must maintain appropriate professional boundaries when interacting with minors.



These expectations apply to all employees and volunteers who interact with minors, including minors participating in College-sponsored programs such as TRIO programs, outreach activities, camps, and field trips.

Whenever reasonably possible, interactions with minors should occur in environments where other adults are present or where the interaction is observable by others.

To support minor safety and reduce the risk of misconduct or misunderstanding:

- Employees should avoid being alone with a minor in isolated or private settings whenever possible.
- When one-on-one interaction is necessary for instructional or programmatic purposes, the interaction should occur in a public setting or in a space that is visible to others.
- Employees may not transport minors in personal vehicles or engage in private meetings with minors outside of authorized College-sponsored activities except as permitted under applicable College procedures.

Employees whose positions involve unsupervised direct contact with minors are subject to applicable screening and background check requirements in accordance with **AP 7126 Applicant Background Checks**.

Employees who observe or become aware of suspected grooming behavior, boundary violations, or other inappropriate conduct involving a minor should report the concern to the Director of Risk Management or Campus Security so that the College can take appropriate protective and administrative action.

If the behavior gives reasonable cause to suspect child abuse or exploitation, employees must also report the matter in accordance with **AP 3518 Child Abuse Reporting** and Oregon mandatory reporting law.

Behavior Expectations

Minors accompanying visitors to campus must remain under the supervision of their responsible adult and must behave in a manner that does not disrupt the learning or working environment of the College.

It is inappropriate for a responsible adult to ask faculty, staff, or students to assume responsibility for supervising minors unless the minor is participating in a College-sanctioned program designed for minors.



Responsible adults may be asked to leave campus if a minor's behavior disrupts the learning, working, or service environment of the College.

Unaccompanied or Unsupervised Minors

Any employee observing an unaccompanied or unsupervised **non-student minor** on campus should immediately report the situation to **Campus Security**.

The reporting individual should remain with the minor until Campus Security responds when it is safe to do so. Whenever possible, the employee should seek the presence of a second adult.

Campus Security will attempt to locate the minor's responsible adult. If the responsible party cannot be located within a reasonable period of time, or if the situation raises safety concerns, Campus Security may contact local law enforcement.

Liability

If a minor causes damage to College property or is responsible for an accident, the responsible adult supervising the minor may be held financially responsible for damages consistent with applicable law and College procedures.

Violations

Violations or persistent abuse of this procedure may result in referral to the appropriate College office, as follows:

- Violations by a student (including student minors) will be referred to the **Dean of Enrollment Management**
- Violations by an employee, including student employees, will be referred to the **Director of Human Resources, Payroll, and Student Employment Services**
- Violations by a visitor, contractor, facility renter, or another non-College individual will be referred to the **Director of Risk Management**

Administrative Information

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