Sam Noble Museum
THE UNIVERSITY OF OKLAHOMA

VOLUNTEER GUIDELINES AND ACKNOWLEGEMENT
Minors on Campus

In order to comply with the University of Oklahoma's Minors on Campus Policies, all volunteers are required to review and acknowledge the following guidelines regarding interaction with minors. Not all guidelines may apply to your normal duties or responsibilities. In the event that you witness an incident or an incident is reported to you that violates these guidelines:

1) *Report all incidents and injuries to your supervisor or Volunteer Coordinator immediately when they occur. DO NOT wait to see if a parent or any other person complains. If the Volunteer Coordinator is unavailable, contact Security.*

2) *If a visitor reports an incident or injury to you, advise them to proceed to the Front Desk. Front Desk staff will contact Security. Security will document the incident with the visitor.*

- **Security Measures**: You will receive training on safety procedures (including inclement weather procedures, fire and safety evacuation procedures). As needed and in the event of an emergency, you must inform minors where to go or what to do if they need help.

- **Guidelines for volunteers/chaperones touching minors include the following:**

  o You may not touch a child in any place normally covered by a bathing suit unless for clear medical reasons and then only with another adult's supervision.

  o You may not touch a child against his/her will or in a way that would over-stimulate him/her.

  o Volunteers/chaperones are restricted from hitting or other physical punishment as discipline.

  o Exercise good common sense and judgment.

- You may not use abusive and derogatory language, including words commonly recognized as "cuss words".

- You may not engage in any behavior or conduct that is contrary to the University's mission or University policies. Please familiarize yourself with the following policies: www.judicial.ou.edu and www.ou.edu/home/misc.html .

- **Supervision of program participants:**
  *A **program participant** is defined as a minor that is under the guardianship of the museum. For example, a Teen Volunteer or a Summer Explorers camp participant. Students attending the museum for a school field trip or with their families are not considered "program participants" and are under the guardianship of their teacher or chaperone.*

  o Every minor must be chaperoned by employees/volunteers while that minor is a participant in a museum program. Supervision is defined as having the minors within your line of sight.

- Generally, there should be a supervision ratio of at least one adult chaperone/mentor (age 21 or older) for every 12 minors. Please ask your supervisor for proper ratios depending on the age of minors and nature of activities.

- Minors should use the buddy system for restroom breaks and should check in and out with the chaperone/mentor for restroom breaks.

- At no time may you leave a museum program participant unattended or in the care of a person that is not a program employee.

- **Sexual misconduct, child abuse and neglect-REPORTING OBLIGATIONS**:

  - Who is a child? Anyone under the age of 18!

  - If you suspect the abuse or neglect of a minor, it is your duty to report it immediately. The Oklahoma DHS hotline for reporting is 1-800-522-3511.

  - Additionally, you must notify Campus Police at 405-325-2864, the University sexual misconduct officer, 405-325-2215 and your supervisor if you have any suspicions.

  - Reasonable suspicion: You do not have to know for certain abuse is taking place. Reasonable cause to believe or suspect that child abuse has occurred is sufficient. When in doubt, report it.

These Guidelines supplement all guidelines, policies and procedures applicable to the University. If you have any questions about this document, please contact your supervisor.

I have read and agree to abide by these Guidelines and attest to my understanding of the Guidelines. I understand that if I am also an employee or student of the University, failure to comply with these Guidelines or other University policies could result in disciplinary action.

Employee/Volunteer:

Print Name:_____   Date: _____

Signature: _____