



# Third Party Programs Standard Operating Procedures

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## Statement of Purpose

The Third Party Operated Youth Programs and Camps Standard Operating Procedure (SOP) will guide practices for Third-Party Programs governed by the Minors on Campus Regulation (REG01.15.13). Terms defined in the Minors on Campus Regulation carry the same definitions when used herein. Procedures outlined in this manual are required for all Third Party Programs.

Note: There are separate Standard Operating Procedures for Affiliated Programs and the ECU Department of Athletics Private Camps/Clinics. These SOPs are available and linked at REG01.15.13.

## Exclusions

The Minors on Campus Regulation (REG01.15.13) and this Standard Operating Procedure do not apply to the following times or situations:

- Where minors are being supervised by or in the custody of a parent, guardian, K-12 teacher or other adult not associated with a Covered Program.
- Undergraduate and graduate academic programs in which minors are enrolled for academic credit or who have been accepted for enrollment.
- Situations where minors are patients of any University-affiliated health care provider, or when they are receiving treatment from any medical or mental health practice, clinic, counselor, or other health care-related entity or professional.
- Events on University Property open to the general public, which minors attend, but the University is not supervising or taking custody of the minors.
- Enrolled ECU students when hosting high school students for purposes related to recruitment or orientation.
- Minors involved as subjects in Institutional Review Board (IRB) approved research.
- Persons or companies who may be associated with, or provide goods or services to, a Covered Program, but who do not provide supervision or take custody of minors. This includes guest speakers and/or presenters who have no expectation of Direct Contact.

Groups with questions related to their status as Affiliated, Third Party, or Exempt should consult with the Youth Programs and Camps Coordinator prior to registering or not registering an event. Exempted Programs may still consider registering their event under the Emergency to notify the YPCO and allow for better tracking of youth presence in emergency situations.

## Exemption Process

If a Covered Program would like to request an exemption to REG01.15.13 due to the unique nature of their event, they must submit an appeal in writing to the Youth Programs and Camps Office (YPCO) 90 days prior to the first session's scheduled start date. Exemption requests must be supported by the appellant's authorizing authority. The request must include:

- A description of program/camp

- An explanation of why the program/camp should exempt from the Regulation
- Information on what controls would be in place to reduce risk if not complying with the Regulation
- The name and contact information of the requester, authorizing authority, and Program Director (if different from requestor).

The Youth Programs and Camps Coordinator will review and communicate a decision within 30 days of submission. Any exemptions granted will be valid for the duration of the program or one calendar year, whichever is shorter. For additional information regarding the exemption process, please contact the YPCO at 252.328.4759.

## Program Registration with YPCO

After thoroughly preplanning, the organizer shall register their program with the Youth Programs and Camps Office (YPCO). Only staff with the authority to make agreements on behalf of the Covered Program can register Covered Programs. Registration is electronic and typically completed by the Program Director; however, the Program Director can also designate a Secondary Contact to communicate with the Youth Program and Camp Coordinator. In the absence of designation, the Program Director will become the Program Contact. The registration link is located on the [Youth Programs and Camps website](#). The program registration must be submitted at least 60 days before the commencement of a Covered Program. The YPCO will confirm receipt of the registration, review the program details, and either approve or deny the program based on safety and compliance. If there are any concerns regarding the registration, the YPCO will notify the Program Contact of those concerns before making a determination.

Each unique program opportunity should be registered. For example, if a program operates throughout the academic year using the same staff and participants, the after-school program and its various meetings only require one registration. If new session dates are created after registration is complete, the Program Contact must submit another registration form.

## Additional Requirements

All Program Directors/Contacts are required to maintain the following:

- A detailed itinerary listing all site locations, responsible staff, and activity times
  - The itinerary must be submitted to the YPCO two weeks before the start of the program
- Proof of background checks and for each Covered Individual
- Proof of three-year driving background checks for each staff member with the responsibility of transporting minors in any motorized vehicle
- Proof of insurance
- Confirmation that each Covered Individual has completed Youth Programs and Camps Mandatory Reporter Training

## Background Checks

Per REG01.15.13, each Covered Individuals must complete a satisfactory background check administered using a qualified background check vendor that is a member of the National Association of Professional Background Screeners. The cost of the required background check is the responsibility of the Covered Program. Junior staff (staff under the age of 18) do not need background checks. Background checks must have the following components:

- (a) Statewide felony and misdemeanor check in all states where the person has resided or worked during the last seven years
- (b) Social Security number trace
- (c) National sex offender registry check

Criminal background checks revealing prior criminal history that involve sex offenses, crimes against children, or serious violent crimes will disqualify persons from participating in Covered Programs. Failure to report a conviction or guilty plea is also grounds for disqualification from participation with Covered Programs.

## Insurance Requirements

Per REG07.30.08, “Non-Members of the University Community and Guests using University Property for Events or Expressive Activities shall procure and maintain personal injury and property damage liability insurance, with limits of not less than \$1 million per occurrence and \$3 million aggregate. All such insurance policies must name East Carolina University as an additional insured, and the declarations page naming the University as an insured must be provided to CRO or the identified Sub-Scheduler at least 3 business days prior to the Event.” Some facilities within the University may require proof of insurance during the reservation request process.

## Staff Training

### Mandatory Reporter Training

Prior to the start of any Covered Program, all Covered Individuals must certify completion of the posted Youth Programs and Camps Mandatory Reporting training posted on the Youth Programs and Camps website ([www.ecu.edu/youthprograms](http://www.ecu.edu/youthprograms)). The training is available via PowerPoint under the training tab. Training shall be completed on an annual basis. The Youth Programs and Camps Office can verify this information by requesting a report from the YPCO; however, staff may also choose to save their certification confirmation email.

### Internal Training

Program Directors must also develop and maintain documentation of an annual training for all staff regarding:

- a. Responsibilities and expectations: this includes responsibilities related to monitoring and supervision ratios; appropriate boundaries and professionalism; and professionalism.
- b. Policies, procedures, and enforcement: this includes procedures for drop-off and authorized pick-up; medicine collection and administration; communications about standards of conduct; and disciplinary concerns regarding minors.
- c. Appropriate crisis/emergency responses when on or off University Property: this includes providing local emergency response numbers; highlighting safety features within the University such as blue lights; ECU Alerts; and the intercom alert system.
- d. Safety and security precautions: this encompasses reminders about not propping doors; using discretion when walking at night; escorting minors across busy streets; and more.
- e. Confidentiality issues involving youth: these include issues related to medical accommodations; program scholarship status; and personal information shared on a need-to-know basis.
- f. Child abuse prevention, abuse awareness, and mandated reporting: reviewing policies for prevention as well as protocols for the area.

### Accommodations

East Carolina University is committed to providing accessible technology and educational resources. If a group requires accommodation support within the residence halls, please contact Erin Eatman, Associate Director for Hospitality Services at 252.328.6110. For other support, please contact the Department for Disability Support Services at 252.737.1016.

### Emergency Procedures

Each program shall create emergency procedures for:

- Adverse weather procedures advising when and where to seek shelter or when to cancel activities, including procedures for extreme heat/ cold (based on the heat index/ wind chill when groups participate in outdoor recreation), pop-up thunderstorms, tornadoes, and hurricanes
- Medical emergency phone list
  - Staff need to be aware of the physical address for off-site locations
- Protocols for who should notify emergency contacts and when during an incident
- Suicidal thoughts or actions
- Alcohol, drugs, weapons, and other prohibited items procedures
- Contacts for maintenance needs
- Reporting incidents
- Suspected child abuse or neglect (see below section titled reporting)
- Staff must also maintain a roster of all participants in the event of an emergency

## Mandatory Reporting and Child Abuse or Neglect

Per NC Legislation ([§ 7B-301. Duty to report abuse, neglect, dependency, or death due to maltreatment](#)) any person or institution having reason to suspect that a child is abused or neglected shall report it to the proper authorities. The North Carolina Department of Social Services defines child abuse as, “the intentional maltreatment of a child and that can be physical, sexual, or emotional in nature,” and defines child neglect as “the failure to give children the necessary care they need.” Additionally, all staff or volunteers who are associated with ECU programs are mandatory reporters and are expected to report abuse immediately.

Camp staff should never directly question or solicit information from any child suspected of having been abused or neglected, nor the person suspected of inappropriate behavior. Suspected child abuse or neglect must be reported to the Pitt County Department of Social Services at 252-902-1110 or 252-902-1111. Please be ready to provide identifying information and the whereabouts of the child. For abuse or neglect in other NC counties, please visit <https://www.ncdhhs.gov/divisions/social-services/local-dss-directory> to determine the appropriate Department of Social Services.

In addition to reporting to DSS, program staff must also notify the following:

For instances in which the immediate welfare of a child is at risk or for situations in which a crime has occurred, contact ECU Police or the law enforcement for the jurisdiction in which the abuse is suspected to have occurred.

If an incident of abuse or neglect is alleged to have occurred at or during an ECU youth program or activity, the program director shall first notify DSS or the police (who will notify DSS), and then the parents or legal guards of the alleged victim.

After reporting concerns, notify the Youth Programs and Camps Office immediately. Notifying the YPCO does not relieve staff of the duty to report to other University entities or law enforcement.

For additional help with reporting child abuse and neglect or to speak with a counselor, contact Childhelp® at 800.422.4453. Note: Reporting suspected child abuse is a protected activity and it is illegal to retaliate against any person who has made such a report in good faith.