

Minors on Campus –Frequently Asked Questions

1. What programs, activities or housing opportunities are covered by this Policy?

This Policy applies to all TU-sponsored programs, programs held at TU, and/or programs held in any TU facilities that involve the participation of minors, regardless of the duration of activity, program or length of stay. For a list of all programs covered by this policy, please see the Minors on Campus Policy at our [Policy](#) Webpage.

2. What programs, activities or housing opportunities are NOT covered by this Policy?

Programs not covered by this policy are events on campus that are open to the general public and which minors attend at the sole direction of their parents or legal guardians and, private events where minors attend under the supervision of their parent, guardian or supervising adult.

3. To whom does this Policy apply?

To all TU community members – faculty, staff, students and volunteers – associated with Programs or activities involving minors.

4. Are there any activities that are prohibited from involving minors?

A sample of activities that minors are prohibited from participation include:

- Contact with human blood, human body fluids, or human tissue;
- Exposure to confirmed human carcinogens, reproductive toxins, water or air reactive chemicals or highly toxic materials, radio-active materials, radiation-producing machines
- Operating or assisting with the operation of a motor vehicle.

For a full list, please see the Minors on Campus Policy at our [Policy](#) Webpage.

5. Are there areas on Campus in which access to minors is prohibited?

Yes, minors are prohibited from the following areas:

- Wet laboratories (laboratory that uses or stores chemicals, radioactive material, infectious agents or drugs).
- Animal care facilities;
- Human anatomical care laboratories (except for approved tours); and
- Locations where human research activities occur (except for approved tours).
- Other designated areas that may pose risk or danger to minors

6. Is Fingerprinting required?

Yes, all proposed TU Professional Employee Sponsors and Coordinators, of any program involving Minors must undergo fingerprinting. You will need to contact the [Office of Human Resources](#) who is responsible with conducting fingerprinting to set up an appointment.

Fingerprinting will be repeated at intervals of no less than two years as a condition of remaining a TU Sponsor. The results of fingerprinting may prompt a full background check.

7. Are non-TU affiliated volunteers who are assigned as program staff also subject to fingerprinting?

Yes, any employee, whether TU or non-TU affiliated that supervises a minor must undergo fingerprinting. TU-affiliated employees are not subject to a cost for fingerprinting.

8. Who do I contact for questions on this policy?

Please contact the [Office of the General Counsel](#) for guidance.

9. What do I do if I suspect child abuse?

As per Maryland state law and TU Policy, you are required to report if you have “reason to believe that a child has been subjected to child abuse or neglect”. Please refer to our [Reporting Child Abuse/Neglect Procedures](#) webpage to determine appropriate steps and required information to provide.

For more information, please see our Policy on the Reporting of Suspected Child Abuse and Neglect on our [Policy](#) Webpage.

10. What do I do if I suspect sexual misconduct/assault?

If you suspect sexual misconduct/assault, please [submit an online report](#) to the Title IX coordinator or contact the [Office of Inclusion & Institutional Equity](#) via email: titleix@towson.edu or call (410) 704-0203.

11. Do participants in programs, activities or housing opportunities need to undergo training?

Consult with the Office of Environmental Health & Safety to determine whether they do or not? Ensure that participants successfully complete any appropriate safety and/or confidentiality training at the outset.

12. How do I handle situations involving disruptive minors?

Please consult and seek guidance and advice from the appropriate Program Director regarding situations involving disruptive minors, especially if you are unsure.

13. Can I have any type of social media or direct electronic contact with a minor?

You are NOT allowed to have social media or direct electronic contact with a minor under the circumstances are appropriate. Exceptions may include:

- Matriculated Towson students who are minors;
- Contact is for educational purposes only (part of a course);
- Relating to a program; or
- Other personnel and/or parents/guardians are included in the communications.

14. Can I take photos/videos of a minor involved in a program?

You CANNOT unless you have written permission by the minor’s parent or legal guardian.

15. What is the difference between an Administrator, a Coordinator and Sponsor?

An administrator is a TU employee with responsibility for a specific TU-Sponsored activity, of affiliated entity activity; or an outside entity employee (acceptable to TU) with responsibility for a specific outside entity activity. A coordinator is a TU employee designated to coordinate each TU administrative Unit, affiliated entity or outside entity wishing to have one or more programs, activities or housing opportunities. A Sponsor is a TU employee who has accepted the responsibility for supervising a participant(s) in a program, activity or housing opportunity involving Minors.

16. What are the consequences for failing to follow the requirements of this policy?

Failure to follow the requirements may result in suspension of an approved program, activity, and/or housing opportunity, cancellation of a planned or ongoing tour, ineligibility to serve as a Coordinator, Sponsor or in any other capacity. This may also result in discipline, up to and including termination of employment, dismissal from the University, denial of access to the University and/or disqualification for participating in future volunteer activities.