

Protocols for Authorized Adults Who Supervise Non-Student Minors

Authorized Adults that supervise Non-Student Minors must be familiar with the provisions and requirements of Northern Arizona University's [Supervision of Non-Student Minors](#) policy.¹ Authorized Adults must strive to be positive role models for Non-Student Minors by acting at all times in a caring, honest, respectful and responsible manner that is consistent with the University's mission, values, and guiding principles. To maximize the safety of Non-Student Minors, the following requirements apply:

1. Non-Student Minors must be reasonably supervised at all times by an Authorized Adult while participating in University or Non-University Programs that utilize University facilities.
2. A Non-Student Minor who is not family must NEVER stay in the same room overnight with an Authorized Adult unless the Non-Student Minor's parent or legal guardian is also in the same room as the child.²
3. Male and female Non-Student Minors are NEVER assigned to sleep in the same room overnight unless accompanied by, and with the express permission of, all parents or legal guardians involved.
4. If there is a need to bathe, separately assigned facilities for adults, male Non-Student Minors, and female Non-Student Minors will be made available. If separate facilities are not possible, a bathing schedule must be established to enable appropriate privacy.
5. Authorized Adults and Non-Student Minors NEVER use the same bathing facilities simultaneously.

Additionally, Authorized Adults are required to follow these protocols when interacting with Non-Student Minors to avoid behaviors that could cause harm or be misinterpreted:

6. Do not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexual material (or assist in any way to provide access to such material) with Non-Student Minors, or engage in such matters with other adults at any time during the program, service, or activity. Do not engage or allow Non-Student Minors to engage you in romantic or sexual conversations.
7. Follow the University's guidance for one-on-one interactions with Non-Student Minors (refer to Section D of the *Supervision of Non-Student Minors* policy). Avoid being alone with a Non-Student Minor unless the one-on-one interaction is expressly authorized.
8. If one-on-one interactions with Non-Student Minors are necessary, appropriate and duly authorized, meet in the open or when possible in well illuminated spaces or rooms with windows where the one-on-one interaction is observable by other adults and ensure that other adults are present and able to observe the entirety of the interaction. Do not interact one-on-one with a Non-Student Minor outside of established times for program activities.
9. Do not invite or take Non-Student Minors to your home, hotel or residence hall room or meet with Non-Student Minors at any other non-program location.

¹ A "Non-Student Minor" is a person under 18 years of age not matriculated to the University as a student. An "Authorized Adult" is an individual of legal age, whether an employee or volunteer, who has complied with the requirements of NAU's *Supervision of Non-Student Minors* policy and is therefore authorized to be present with or to supervise Non-Student Minors in support of University or Non-University Programs in the role of educator, coach, counselor, chaperone, trainer, or other similar capacity.

² Centennial Forest summer programs operate under a special protocol regarding adult supervision in overnight camping situations.

10. Do not engage or communicate with Non-Student Minors through email, text messages, social networking websites, internet chat rooms, or other forms of social media at any time except when and unless there is an educational or programmatic purpose and the content of the communication is consistent with the program's mission or activities.
11. Do not touch Non-Student Minors in a manner that a reasonable person could interpret as inappropriate. Touching should generally only be in the open and in response to the Non-Student Minor's needs, for a purpose that is consistent with the program's mission and culture, and/or for a clear educational, developmental, or health related (e.g., treatment of an injury) purpose. Any resistance from the Non-Student Minor should be respected even when such touching is not intended or would not typically be perceived as inappropriate or questionable.
12. Do not engage in any abusive conduct of any kind toward, or in the presence of, a Non-Student Minor, including without limitation verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a Non-Student Minor from harm, document and immediately disclose the incident to the program's senior administrator and the Non-Student Minor's parent or legal guardian.
13. Do not use, possess or be under the influence of alcohol or illegal drugs, or legal drugs or medications not prescribed by a doctor, while on duty or when responsible for a Non-Student Minor's welfare. If prescribed medicine alters your ability to think or act clearly in accordance with the Non-Student Minor Supervision Policy, avoid the prescribed medicine or do not participate in the activities while under the influence of the prescribed medicine.
14. When transporting Non-Student Minors, more than one Authorized Adult from the program must be present in the vehicle, except when multiple Non-Student Minors will be in the vehicle at all times throughout the transportation. Avoid using personal vehicles if possible.

Duty to Protect and Report

Arizona law ([A.R.S. §13-3620](#)) requires that Northern Arizona University personnel and other persons, including Authorized Adults, who have responsibility for the care or treatment of minors who reasonably believe that a minor has been the victim of abuse or neglect shall immediately report or cause a report to be made of this information to a sworn peace officer. The NAU Police Department may be contacted by calling 928-523-3611 (or 911 in an emergency) for this purpose. An Authorized Adult making such a report will concurrently notify the program's senior administrator, who in the case of Non-University Programs, will immediately notify the program's University coordinator or point of contact. Parental or legal guardian notification in such circumstances shall be the responsibility of the NAU Police Department.

Any Authorized Adult who reasonably suspects or becomes aware of a credible threat to the health, safety, or wellbeing of a Non-Student Minor will take immediate action to protect the Non-Student Minor from the perceived threat. Further, the program will prohibit an Authorized Adult who may reasonably be considered to pose a threat to the safety, security, or welfare of Non-Student Minors from having further contact with Non-Student Minors in the context of their program unless and until the matter is properly resolved by the appropriate authority.

Additional information about mandatory reporting of suspected child abuse or neglect is available from the Arizona Department of Child Safety at <https://dcs.az.gov/report-child-abuse> or by calling 1-888-SOS-CHILD (1-888-767-2445).