

# Information Guidelines for Parents of Youth Program Participants

## Script

### 1.1 Title Slide



#### Notes:

[The University Protection of Minors on Campus](#) strives to create a welcoming and safe environment for all minors visiting the University or participating in University programs. Our unit reinforces this expectation by establishing standards, requirements, and procedures that specifically focus on protecting the safety of individuals less than 18 years of age from maltreatment by a parent, guardian, caregiver, or staff of programs sponsored by, affiliated with, or conducted on University property. This brief video will provide parents with basic information on how to contact our offices, report a concern, and how parents and caregivers should respond in the event of an emergency.

## 1.2 Reporting an Incident Involving Your Child



### Parent & Caregiver Expectations

-  Do not observe or participate without permission.
-  Do not take photos of children without permission.
-  Follow pick-up/drop-off protocols and be on time.

### Notes:

#### Parent and Caregiver Expectations

We expect all parents, caregivers, and children to adhere to the Code of Conduct.

It is also important to note that parents and caregivers are not allowed to attend, observe, or participate in your child's program or camp without approval from the [Protection of Minors Office](#) and/or Program Director.

Program staff go through strict protocols to ensure your child's safety. Observers have not and it is difficult to determine if the observer is a parent or an unauthorized individual intent on doing harm to your child when there is a crowd of adults around the camp or program site.

Also, do not take photos of children without permission. There are federal regulations that we must comply with when photographing children. You may be asked to leave the area if you are photographing groups of children, or a child that is not yours.

We also expect everyone to adhere to the pick-up and drop-off protocols and to be on time.

And finally, we ask that everyone be respectful of program staff. If your child is having an issue, be sure to inform the [Program Director, or the Protection of Minors Office](#).

### **1.3 Reporting an Incident Involving Your Child**



#### **Notes:**

It is our hope that your child enjoys the various programs that take place on the University and are safe when participating in program activities. However, if you discover your child has been involved in an incident involving program staff or another minor participant, please contact our office using the information on the screen.

Phone 919-843-8995 or email at <mailto:protectionofminors@unc.edu>.

## 1.4 Reporting an Incident Involving Your Child

The screenshot shows the top navigation bar of the UNC website with links for Accessibility, Events, Libraries, Maps, Departments, ConnectCarolina, and UNC Search. The main header features the UNC logo and the text 'INSTITUTIONAL INTEGRITY AND RISK MANAGEMENT Campus Safety'. A search bar is located to the right. Below the header is a blue navigation bar with links for ABOUT, OUR UNITS, CAROLINA READY, SAFETY APP, NEWS, and CONTACT. The main content area is titled 'Online Parent Reporting Form' and prominently displays the URL 'go.unc.edu/ParentReport'. Below the title, there are several sections: 'Parent Reporting Form', 'Training', and 'Parents'. A 'Location and date of incident: (Required)' field is also visible.

### Notes:

You may also use the online Parent Reporting Form to contact our office as well. Parents and caregivers can also use this [form](#) to submit a suggestion, complaint, and/or concern about the program your child is participating in.

## 1.5 Emergency on Campus



### Responding to Emergencies

- Tune into local TV/Radio stations for official news alerts.
- Check Alert Carolina for updates and instructions.
- Rely on official communications from University Police Department, the Protection of Minors Office, or Alert Carolina.

### Notes:

#### Responding to Emergencies

Although your first reaction may be to call or rush to Campus, this only complicates matters from a safety and security standpoint. When rushing to the scene of an active emergency, this often hinders rescue attempts of police and fire officials on the scene; putting everyone at greater risk. Also, do not call or text your child or program staff; as all children and staff will be discouraged from using cell phone communications for safety reasons.



Children will not be released during an emergency situation without the approval of officials onsite.


The best action you as a parent to take in an emergency is to:

- Tune into local TV and or Radio stations for official news alerts.
- Check or [Alert Carolina](#) for updates and instructions.
- Rely only on official communications from the University Police Department, the Protection of Minors Office, or Alert Carolina.

## 1.6 Emergency on Campus

### Reuniting with Your Child

1. Present Government issued photo ID.
2. Name listed on approved pick-up list.



#### Notes:

##### Reuniting with Your Child

Your child will be released to individuals who meet these conditions:

1. The parent or guardian must present a valid government-issued photo ID.
2. The parent or guardian's name must also be listed on the approved pick-up list.

In the event of certain emergencies, your child may be relocated to an off-campus site. However, during emergencies, you will be directed by [Alert Carolina](#) with information regarding the reunification site and process. The reunification process can be time-consuming, so you are urged to be patient.

## 1.7 Emergency on Campus



### Notes:

Also, all parents, caregivers, and/or guardians can download the [Carolina Ready Safety App](#) from [Google Play](#), or the [App store](#), to receive [Alert Carolina](#) messages on their mobile device.

## 1.8 Concerns or Questions



**Protection of Minors on Campus**

**Phone:** 919-843-8995

**Email:** [protectionofminors@unc.edu](mailto:protectionofminors@unc.edu)

**Website:** [campussafety.unc.edu/protection-of-minors/](http://campussafety.unc.edu/protection-of-minors/)

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Protection of Minors on Campus

### Notes:

Again, the University's Protection of Minors Office wants all parents, caregivers, children, and staff to experience a welcoming and safe environment for those participating in University programs. If you have any questions or concerns please reach out to our offices using the information on the screen. Thank you!