

Requirements for Chaperones of Youth Programs

These Requirements are being provided to you because, in most cases, your program executed a Protection of Minors Addendum during the contracting process which indicates all or some of your program participants are minors under the age of 18. In some cases, you may have program participants that are between 18 and 21 years of age so a POM Addendum was not signed but chaperoning is still required.

Your program’s staff/counselors assume full responsibility for your participants for the duration of their stay at Boston University. Failure to adhere to the following Requirements may result in the loss of campus privileges. We encourage you to discuss and distribute these Requirements with your staff/counselors during hiring and training activities. Ultimately, it is your responsibility to make sure all staff/counselors are aware of these Requirements.

Staff/Counselors must be aware of, and ready to enforce, all Boston University Youth Program Chaperone Requirements and University Policies. Boston University is committed to ensuring a safe and supportive environment for all students who participate in activities and programs on campus. Please visit the Protection of Minors website at <http://www.bu.edu/policies/ethics-governance/protection-of-minors-collection/> for more information regarding Boston University’s approach to safeguarding youth under 18.

Staffing Requirements

Staffing for supervision of minors may vary depending on the type of program. However, your program must have, at a minimum, the following supervising staff residing in close proximity to every youth participant housed in a campus residential facility.

Participant Age	Number of Adult Staff Supervision	Number of Overnight Participants
17 years or younger	1*	10
18 – 21 years	1*	25

** At least one staff person must be 25 years of age or older*

At least one counselor must be accessible by cell phone (on a 24/7 basis) as an emergency contact for the duration of your program. This person must notify the Front Desk (FD) upon arrival and provide their name and cell phone. If different counselors are on-call during different times, please provide the FD with that schedule.

Counselors must accompany and supervise participants at all times, especially during walks to and from University facilities, or while participants are in the academic buildings.

Counselors must ensure that participants remain quiet when present in and passing through academic building hallways, so as not to disturb the academic or administrative staff. Breaks should be held outside and away from offices/classrooms. Counselors should also ensure that participants remain respectful and courteous in residence halls and dining halls when sharing with other camps/conferences.

Your program must establish and enforce a curfew that requires youth participants to be in their sleeping rooms no later than 11 PM. Residence hall quiet hours are between 10 PM and 8 AM.

Counselors should structure "free time" to include a list of activities that will involve all program participants. Participants under the age of 18 must have supervision at all times while on campus, including free time.

Chaperones and residents are strongly encouraged to leave all valuables, not required for the program, at home. Personal items should not be left unattended anywhere on campus. This includes in the residence halls. Boston University is not responsible for lost or stolen items.

It is unlawful to smoke in any campus building including the bedrooms in residence halls. Smoking in close proximity to the entrances of campus buildings is strictly prohibited.

Alcohol or controlled substances are **NOT** to be stored, served, or consumed by counselors of youth programs at any time while on campus, regardless of whether youth are present or not. Violations of this rule will not be tolerated.

Most of the large residence halls have a uniformed residential security assistant on duty 24 hours a day, seven days a week, to ensure that only authorized residents and their guests or visitors enter the residences.

Residents are expected to show his or her Terrier ID Card to the security assistant upon entering the residence hall and swiping it in the card reader, without exception. Security Assistants are there for the benefit of the residents, who are expected to cooperate fully with the staff by following security procedures.

For the smaller residence halls, counselors are responsible for ensuring that participants do not prop open their residence hall's exterior or vestibule doors.

If counselors require an early move-in on the day of your program's check-in, please provide advance notice to your Events Specialist. Any youth participant arriving early or remaining in their residence after your program concludes must be accompanied by a counselor residing in that residence.

If a minor participant attempts to check-in/out before or after the designated conference check-in/out times, the FD staff will not check them in (i.e., issue their room key) or check them out (accept their room key) until a counselor or staff member from your program arrives at your FD to escort the minor participant to their residence. A counselor or staff member will be required to remain with the minor participant during check-out until the participant is met by the adult designated to escort the participant from the campus (i.e., parent, program staff member, adult guardian, etc.).

Although the Front Desk (FD) maintains a lost and found box, the FD is not responsible for lost or stolen items. Please instruct your staff to pick up lost and found items at the conclusion of your program. Items that need to be mailed after the conclusion of the program will be at the expense of the participant.

Counselors are strongly encouraged to conduct thorough damage inspections of your program's assigned residence(s) prior to the start, and at the conclusion of your program. The purpose of the inspections is to record the condition of the residence(s) upon your program's arrival, and to note any new damages that may have occurred while your group was in the residence(s). All damages found upon arrival must be reported to the Events Specialist and/or FD.

If your participants and/or staff move any furniture, including mattresses, from lounges, apartments or bedrooms during their stay on campus, your staff must return these items to their original locations, prior to departure. Otherwise, a labor fee at \$56 per hour will be charged to your program to reset the furniture.

All trash must be removed from lounges, apartments and bedrooms assigned to your program and placed in trash rooms prior to departure. Otherwise, a labor fee at \$37 per hour will be charged to your program to clean the room.