I. PURPOSE & INTENT:

The USF System is committed to providing a safe environment for all children participating in Summer Programs sponsored by the USF System or held on USF System Property. Florida law requires that individuals involved in summer programs for children be screened every year through the Clearinghouse to ensure that all program personnel have undergone required background checks. This policy implements these requirements for the USF System. All capitalized terms of art are defined in the Definitions of Terms section contained herein.

II. STATEMENT OF POLICY:

All persons who provide care to children in any manner in the course of a Summer Program sponsored by the USF System or conducted on USF System Property must be screened annually through the Clearinghouse and declared legally eligible to provide such services. Violations of this policy may result in discipline in accordance with USF System Policies and Regulations and may result in the removal of the privilege to conduct a Summer Program and/or utilize USF System Property for a Summer Program. Violators may also be subject to additional civil and/or criminal penalties as provided by applicable law.

III. APPLICABILITY AND/OR AUTHORITY:

This policy is applicable to the entire USF System.

IV. DEFINITIONS OF TERMS:

A. Athletics Volunteer – a countable coach, as defined in NCAA Bylaw 11.7.1.1, from an NCAA member institution other than USF who is volunteering at a Summer Program for no more than ten (10) hours in a single month and is always in the line-of-sight and direct
supervision of a Program Personnel member who has successfully completed a Background Screening.

**B. Background Screening** – the process consisting of gathering and reviewing an individual’s criminal and employment history that is conducted in accordance with the requirements of § 435.04, Florida Statutes.

**C. Clearinghouse** – refers to the Florida Agency for Health Care Administration’s Care Provider Background Screening Clearinghouse.

**D. Program Personnel** – all persons, including owners, operators, employees, and volunteers (except for Athletics Volunteers) who may provide care in any manner to children through a Summer Program.

**E. Summer** – Begins May 15 and ends August 15 of each calendar year.

**F. Summer Program** – A camp, clinic, or other planned program, regardless of duration, conducted during the Summer that is offered to children (persons under 18). Such programs are commonly recreational, athletics or sports, arts, cultural, social, educational, or instructional in nature and for the purpose of improving participant’s knowledge, skills, and/or experience in or exploration of a particular area of interest. This broad definition of Summer Programs includes, but is not limited to sports, fitness, recreation, music, art, math, science, engineering, cheerleading, color guard, religious, child education, and other areas of interest. There are two (2) types of Summer Programs:

1. **USF Summer Programs** – Summer Programs operated by or on behalf of USF, utilizing USF resources, where, generally, any participant fees are deposited into a USF account. USF Summer Programs can be offered both on and off USF System Property.

2. **Third-Party Summer Programs** – Summer Programs affiliated with and/or operated by an organization or individual(s) external to the USF System or by an employee of the USF System who is acting independently of his or her USF employment and any participant fees are paid, generally, directly to the Summer Program director, organizer, or organization. The USF System does not conduct these programs, but is merely the licensor of its property and/or provider of ancillary services pursuant to a standard agreement in a form approved by the USF System Office of the General Counsel.

Campus tours, events, or other activities where care and/or supervision is retained by the child’s parent, chaperone, or other responsible adult, and orientation-related activities for admitted students will not generally be considered Summer Programs for the purposes of this Policy. However, background screening requirements may still apply pursuant to other USF System Policies or Regulations or applicable law. Contact the USF System Department of Human Resources for specific requirements applicable to your activity.

**G. USF System** – Consists of the three separately accredited institutions controlled by the University of South Florida Board of Trustees and their respective component operational units including, but not limited to, USF Health, colleges, departments, institutes, and centers.
H. **USF System Property** - Buildings, grounds, and land that are owned or controlled by the USF System, via leases or other formal contractual arrangements, to house USF System operations.

V. **PROCESS STEPS/SPECIFIC PROVISIONS:**

All Summer Program Personnel, without exception, must be processed through the Clearinghouse and must successfully complete required Background Screenings and be determined by the Florida Department of Children and Families to be legally eligible to participate in the operation of a Summer Program.

**USF Summer Programs** must have all Background Screenings processed through the USF System Department of Human Resources **prior** to the beginning of any Summer Program in accordance with the applicable procedure found here: [http://www.usf.edu/audit-compliance/documents/usf-system-summer-programs-procedures.pdf](http://www.usf.edu/audit-compliance/documents/usf-system-summer-programs-procedures.pdf).

**Third-Party Summer Programs** are responsible for obtaining their own clearances, and must provide proof of legal eligibility, as determined by the Department of Children and Families, in the form of Background Screening Result Summary documents, produced through the Clearinghouse, for all Program Personnel and an Affidavit of Appropriate Background Screening. These documents must be provided to the USF System Department of Human Resources at least 7 (seven) days **prior** to the beginning of the Summer Program in accordance with the applicable procedure found here: [http://www.usf.edu/audit-compliance/documents/third-party-summer-programs-procedures.pdf](http://www.usf.edu/audit-compliance/documents/third-party-summer-programs-procedures.pdf). All agreements for the use of USF System Property for Third-Party Summer Programs and USF Affiliate Summer Programs should contain terms incorporating the requirements of this policy.

All USF System employees participating in a Summer Program that are required under the provisions of **USF System Policy 0-027** to disclose their participation as Outside Activity must do so prior to the beginning of the Summer Program. USF System employees should not be providing services to Third-Party Summer Programs while on USF time.

VI. **RELATED INFORMATION:**

Florida Statutes Sections 409.175, 435.04, 435.12, 943.0542.

*Current Responsible Office: USF System Compliance & Ethics Program*

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.*

*History: New 5-16-17.*