

Procedure Number:	2030p
Procedure Title:	Minors on Premises
Approved by:	President
Approval date:	September 22, 2020
Effective date:	September 22, 2020
Review date:	-
Next review date:	September 2023

## 1. Purpose

1. This Procedure is designed to support the associate policy ('Minors on Premises').

## 2. Minors under the age of 13

2.1. When an unsupervised minor under the age of 13 is found on the Premises, the minor must immediately be brought to Front Desk/Security.

2.2. Front Desk/Security will contact Student Affairs.

2.3. The Student Affairs Manager (or designate) will attempt to locate the Responsible Adult to reunite the minor with the Responsible Adult and request that the Responsible Adult remove the minor from the Premises.

2.4. In situations where a Responsible Adult cannot be located, a University representative will contact the Ministry of Child and Family Development to report the discovery of an unsupervised minor on the Premises.

## 3. Minors between the age of 13 and 18

3.1. When an unsupervised minor under the age of 13 is found on the Premises, the minor must immediately be brought to Front Desk/Security.

3.2. Front Desk/Security will contact Student Affairs.

3.3. The Student Affairs Manager (or designate) will attempt to locate the Responsible Adult to reunite the minor with the Responsible Adult and request that the Responsible Adult remove the minor from the Premises.

2.4. In situations where a Responsible Adult cannot be located, the Student Affairs Manager may ask the minor to leave campus (if safe).

2.5. In situations where safety is of concern, a University representative will contact the Ministry of Child and Family Development to report the discovery of an unsupervised minor on the Premises.