

SAFETY PLAN / ROLES & RESPONSIBILITIES

FOR PROGRAMS INVOLVING MINORS

Programs: 2023 ITHACA COLLEGE TROMBONE DAY, FEBRUARY 25, 2023

EXPECTATIONS FOR PARENTS:

Observation: Parent/Guardians are generally encouraged to drop off their child for the duration of the event. Interested Parents/Guardians are able to observe throughout the event's duration, but will not be able to participate.

Lunch: Lunch will be provided for participating minors as part of the event. Parent/Guardians who decide to stay during the day are invited to purchase lunch at a dining hall or bring their own lunch.

EMERGENCY NOTIFICATION SYSTEM (Optional): Parents are advised that they may download the Rave Guardian App, if they wish to receive emergency campus notifications while the Minor is present the College campus:
<https://www.ithaca.edu/ic-alert/rave-guardian-app>

Disciplinary matters: If a Program Director determines that a Minor must be removed from the Program due to any safety-related misconduct during the Program, Parents will be contacted via the emergency contact information provided and are expected to be available to retrieve the Minor within 20 minutes of such communication

COVID-19 Matters: If your Minor is experiencing any symptoms on the day of the event, please do not allow them to participate.

PROGRAM PERSONNEL:

IC Program Staff Roles:

Program Director: Prof. Will Porter

- Supervises all personnel interacting with the participating minors
- Every safety/security/injury/abuse incident must be reported to Program Director
- Directly supervises participating minors

Co-Director: Bradley Whittemore

- Supports Program Director's oversight responsibilities
- Assists to ensure that any safety / security / injury / abuse incident is reported to Program Director
- Directly supervises participating minors

IC Student Participants:

- Directly supervise participating minors

IC Non-Program Staff Roles:

Medical Personnel:

- Emergencies: **OPS**, in rare cases **Hammond Health Center**

Public Safety Office: **On call at (607) 274-3333**

- At all times, Program personnel must adhere to any health- or safety-related instructions provided by the Office of Public Safety.

SUPERVISION OF MINORS

- Program Director, Co-Directors, and the IC Student Participants are all 'authorized adults' who are responsible for supervision of participating Minors
- Each authorized adult is responsible at all times for reporting suspected abuse or neglect involving any Minor participant, to the Program Director and to the Office of Public Safety
- Supervision standard is such that a Minor participant is protected from any unreasonable risk to their health or safety, including physical or sexual abuse or any public health hazard.
- Only Program Directors are responsible for maintaining disciplinary authority over participating Minors.
- At no time will any Program personnel (Program Director or any other employee, student-athlete, or representative) ever touch or physically restrain a participating Minor for disciplinary purposes.

PRIOR HEALTH CLEARANCE

Participants and their parents/legal guardians represented to the College that no medical condition restricts participation in this Program.

No other medical information has been provided and Program personnel must not administer any medications to minor participants by IC Program staff. See "Emergencies" below for all other health-related matters.

TRANSPORTATION

Participants and their families are independently responsible for the Participants' transportation to and from the Program. Participants are released from the Program at the conclusion of the 4:00 pm concert performance, where supervision ends.

No transportation is to be provided to Participants by Program personnel.

EMERGENCIES

See the Ithaca College [Emergency Preparedness Guide \(PDF\)](https://ithaca.teamdynamix.com/TDClient/34/Portal/KB/ArticleDet?ID=1016). Campus-wide emergencies may be broadcast via Rave Guardian app: <https://ithaca.teamdynamix.com/TDClient/34/Portal/KB/ArticleDet?ID=1016>.

- In an emergency, call Tompkins County 9-1-1 Center at **9-1-1** or the IC Office of Public Safety at **607-274-3333**
- Emergency transportation may be coordinated by the Office of Public Safety and emergency response professionals.
- Emergency response professionals may provide medical assistance.

EMERGENCY CONTACT INFORMATION

Emergency contact information for each registered student is available from the Program Director, Office of Risk Management, and the Office of Public Safety

REPORTING OF INJURY OR SUSPECTED ABUSE OR NEGLECT

Mandatory reporting responsibilities are stated in the Protection of Minors Policy and required training, including, at a minimum, reporting all injuries or suspected abuse or neglect to the Program Directors.