



## **Introduction**

The purpose of University of Saint Francis Policy for Minors on Campus is to protect children (any person under the age of 18) on the University of Saint Francis' premises or those involved in University sponsored programs at all geographic locations by providing guidance on reporting requirements for child abuse or neglect; providing guidelines for appropriate supervision of children; and ensuring that The University of Saint Francis and its campuses comply with all federal and state laws and regulations regarding the safety minors and the reporting of suspected and/or know cases of child abuse.

## **Who Must Comply With The Policy?**

The Policy for Minors on Campus at the University of Saint Francis affects all units of the university, such as athletic camps, academic camps, and other programs, and similar activities intended for minors. Specifically the policy applies to all adults who:

- Will be performing the duties of an Authorized Adult and will therefore interact with minors or work in programs that take place on university land or facilities
- Will be performing the duties of a volunteer and will therefore interact with minors or work in programs that take place on university land or facilities.
- In the course of their duties as a Program Administrator, the Vice President or Dean will approve the registration of programs that will have minors on university land or facilities.

For the purposes of the training and this document, the adults who will interact with children as part of an activity or program as defined by the policy will be referred to as an "Authorized Adult". An Authorized Adult can be a USF faculty member, USF staff member or volunteer who have (1) undergone the appropriate background checks and (2) satisfactorily complete the Authorized Adult training on an annual basis.

## **Who is Exempt from the Policy?**

The policy provides that there must be guidelines and procedures for the adequate supervision for visiting minors. Visiting minors are individuals under the age of 18, but does not include: \_

- Minors who are enrolled at the University of Saint Francis
- Minors who are present at public events where parents or guardian are invited and expected to provide supervision of minors.
- Minors of siblings who are registered as a student at the University of Saint Francis. The student is required to supervise their younger sibling.
- Tours and visits of prospective students organized by the Office of Admissions.

## What Do I Have To Do?

To meet the requirements of the policy, the Authorized Adults (you) must complete this workbook as your training and pass an initial assessment with at least seventy percent accuracy before working with minors. In addition, Authorized Adults must pass a background check as explained in the following section and the University Minors on Campus Policy.

## Screening Program Staff Members

All Authorized Adults who have direct contact, i.e., those responsible for the care, supervision, guidance, or control of a child, with visiting children be subject to an adequate and timely background check. This check must initially be conducted on all Authorized Adults. The screening will then be conducted every three years for all Authorized Adults.

The Program Administrator works with USF Human Resources to request the criminal background check and also to check the name against the National Sex Offender Registry. If the check reveals a criminal record, the USF Human Resources Department in conjunction with the Program Administrator will determine the suitability for service on a case by case basis.

**Under no circumstances will an individual with a criminal record involving sexual assault, molestation, etc... be allowed to perform the duties of an Authorized Adult.**

## Training Objectives

After completing this training, you will be able to:

- Protect children who participate in activities and programs.
- Act as a positive role model and avoid putting yourself in a risky situation
- Know what your duty is to report any known or suspected case of child abuse
- Successful pass the Authorized Adult Training and associated test

## The Facts about Sexual Abuse

Most people consider child sexual abuse to be unacceptable behavior. At the same time, one in four girls and one in six boys experience sexual abuse before their eighteenth birthday.<sup>1</sup>

Therefore, we have to assume that child sexual abuse is happening to both boys and girls in our community today.

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<sup>1</sup> "Child Sexual Abuse: What Parents Should Know," American Psychological Association. (<http://www.apa.org/pi/families/resources/child-sexual-abuse.aspx>) (February 19, 2014)

Sexual abuse thrives in an environment where adults are inattentive, in denial, or afraid to take action. We must actively work to prevent it. We must take steps to create a safe environment for children. The earlier that abuse is caught, the better the chance of recovery for the child.

## What is Sexual Abuse?

**Sexual abuse** is unwanted sexual activity, with perpetrators using force, making threats or taking advantage of victims not able to give consent.<sup>2</sup>

There can be no case of a consensual act between an adult and a child due to the inherent power dynamic. Forcing, coercing, or persuading a child to engage in any type of sexual contact is sexual abuse. However, sexual abuse doesn't always involve bodily contact. If an adult engages in any sexual behavior with a child to meet the adult's sexual interest or needs, it is sexual abuse. Exhibitionism, exposure to pornography, voyeurism, sexting, and other communication in a sexual manner over the phone or internet is sexual abuse.

Sexual abuse can occur between members of the opposite sex or members of the same sex.

Sexual abuse is a crime. Aiding and abetting a sexual offender is also a crime.

## What is Sexual Harassment?

It is unlawful to harass a person (an applicant or employee) because of that person's sex. Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general.

Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex.

Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted).

The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.<sup>3</sup>

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<sup>2</sup> American Psychological Association. <http://apa.org/topics/sexual-abuse/index.aspx>.

<sup>3</sup> U.S. Equal Employment Opportunity Commission. [http://www.eeoc.gov/laws/types/sexual\\_harassment.cfm](http://www.eeoc.gov/laws/types/sexual_harassment.cfm).

## What is Physical Abuse?

Physical abuse is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts.

It isn't accidental - children who are physically abused suffer violence such as being hit, kicked, poisoned, burned, slapped or having objects thrown at them. Shaking or hitting babies can cause non-accidental head injuries (NAHI). Sometimes parents or carers will make up or cause the symptoms of illness in their child, perhaps giving them medicine they don't need and making the child unwell – this is known as fabricated or induced illness (FI).

There's no excuse for physically abusing a child. It causes serious, and often long-lasting, harm – and in severe cases, death.<sup>4</sup>

## What is Emotional Abuse?

Emotional abuse is the ongoing emotional maltreatment or emotional neglect of a child. It's sometimes called psychological abuse and can seriously damage a child's emotional health and development.

Emotional abuse can involve deliberately trying to scare or humiliate a child or isolating or ignoring them.

Children who are emotionally abused are usually suffering another type of abuse or neglect at the same time – but this isn't always the case.<sup>5</sup>

## What is Neglect?

Neglect is the ongoing failure to meet a child's basic needs. A child may be left hungry or dirty, without adequate clothing, shelter, supervision, medical or health care.

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<sup>4</sup> National Society for the Prevention of Cruelty to Children (<http://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/physical-abuse/>)

<sup>5</sup> National Society for the Prevention of Cruelty to Children (<http://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/emotional-abuse/>)

A child may be put in danger or not protected from physical or emotional harm. They may not get the love, care and attention they need from their parents.

A child who's neglected will often suffer from other abuse as well. Neglect is dangerous and can cause serious, long-term damage - even death.<sup>6</sup>

## **Warning Signs**

A warning sign is an opportunity for prevention and a chance for you to recognize a risk to a child. Sexually abused children may display a wide range of physical or emotional symptoms. While these symptoms do not necessarily indicate that child sexual abuse has happened, they combine to raise your level of concern about the situation.

Sometimes there are no warning signs.

Warning signs differ by the age of the child. You should be aware of the following possible warning signs.

It is important to note that under Indiana law if you know of or even suspect a case of sexual abuse or harassment of a minor you are required to report it. Please refer to the USF Minors on Campus Policy for more information.

## **Emotional or Behavioral Signs<sup>7</sup>**

- Sexual behavior that is not appropriate for the child's age
- Sexual language that is not appropriate for the child's age
- Overly compliant behavior
- Too perfect behavior
- Withdrawal
- Depression
- Unexplained anger
- Rebellion
- Refusal to be left alone
- Finding reasons not to go home

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<sup>6</sup> National Society for the Prevention of Cruelty to Children (<http://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/neglect/>)

<sup>7</sup> Stop It Now!, "Behaviors to Watch for When Adults Are With Children." ([http://www.stopitnow.org/behaviors\\_watch\\_adult\\_with\\_children](http://www.stopitnow.org/behaviors_watch_adult_with_children)) (November 1, 2012)

- Finding reasons to avoid being with a specific person that the child used to spend time with
- Problems sleeping such as nightmares or sleepwalking
- Bed-wetting or bowel-movement accidents in children who have previously outgrown it
- Fire-setting
- Self-destructive behavior
- Suicidal gestures
- Self-mutilation
- Running away
- Making degrading comments about themselves and considering themselves as “damaged goods”
- Falling grades or a change in school behavior
- Using alcohol or drugs

## **Portrait of an Abuser<sup>8</sup>**

A myth of sexual abuse is that the abusers are usually strangers. On the contrary, most child sexual abusers are known to the victim. The abuser could be a family member, friend of the family, teacher, older youth, or coach. In addition, one third of all child sexual abuse is committed by another child under the age of eighteen.

Some abusers are careful and calculated about the process they take to earn the victim’s trust. This process of slowly introducing a child to sexual activity is called grooming.

These abusers set up the situation so that they can take advantage of the child. They become friends with potential victims and their families. They earn trust and seek time alone with the children. Sometimes they spend time doing what the child wants. Sometimes, they give gifts. Their goal is to spend time with the child in one adult and one child situations. Then, they may threaten or force the child to participate in sexual contact and maintain secrecy.

Another kind of abuser is a situational offender. They take advantage of the situation and opportunity to find and abuse a victim. These abusers are impulsive and abuse minors to meet their own sexual or control needs.

## **The Effects of Abuse**

The most damaging effects of child abuse are the emotional effects. Abused children can

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<sup>8</sup> Stop It Now!, “Behaviors to Watch for When Adults Are With Children.” ([http://www.stopitnow.org/behaviors\\_watch\\_adult\\_with\\_children](http://www.stopitnow.org/behaviors_watch_adult_with_children)) (November 1, 2012)

blame themselves, lack trust, and have difficulties forming relationships into adulthood. Often, these children feel that they are worthless or damaged at their core.

As an adult, this may cause the victim to fall short of reaching his or her potential. Also, abused children have trouble regulating their emotions. As they grow into adults, they can struggle with emotions and turn to drugs or alcohol. While not every abused child repeats the cycle as an adult, these children are more at risk for abusing their own children as an adult. The effects of child sexual abuse affect not only the individual, but the community, and the future community.

## **Adequate Supervision of Children**

All programs and units must provide for the appropriate supervision of visiting children at USF. To do so, below are some general standards that should be considered. Importantly, some programs may be exempted from these standards as they may have certain legitimate programmatic needs or have already established procedures designed to meet the goals and expectations set forth below.

Specifically, adults engaged in patient-care related activities pertaining to children at the University where other policies apply must follow those policies. Similarly, adults who work in laboratories under the control of a Dean or Director that have specific policies that apply to visiting children who serve as interns or volunteers in laboratories must follow those policies.

In all other cases, the following information is applicable.

## **USF Behavior Expectations**

As an Authorized Adult, you should avoid behaviors that could cause harm or be misinterpreted.

### **Do Not**

- Do not engage in any sexual activity with children.
- Do not make sexual comments to children.
- Do not tell sexual jokes to children.
- Do not share sexually explicit material with children (or assist in any way to provide access to such material).

## **Your Home**

### **Do Not**

- Do not invite individual children to your home.

## **Meetings**

Most sexual abuse incidents happen in one adult and one child situations. If you eliminate one adult and one child situations, you reduce the risk of abuse.

### **Do Not**

- Do not be alone with a single child.
- Do not meet with children outside of established times for Program activities.

If one-on-one interaction is required, meet in open, well illuminated spaces or rooms with windows observable by other authorized adults from the program, unless the one-on-one interaction is expressly authorized by the program director, dean, department chairperson or is being undertaken by a health care provider.

To meet with a child outside of established times for program activities, get written parental authorization. This meeting must include more than one authorized adult from the program.

### **Watch For**

Watch for older children or adults who take younger children to secret places or hideaways. Watch for older children or adults who have younger favorites with whom they want to spend time exclusively.

Program directors should consider ensuring that authorized adults supervise older children serving younger children. Program directors, other authorized adults, or parents should be able to observe a program activity at any time.

## **Communications**

### **Do Not**

- Do not engage or allow minors to engage you in romantic or sexual conversations or related matters, unless required in the role of resident advisors, counselors, or health care providers.
- Do not engage or communicate with minors through email, text messages, social networking websites, internet chat rooms, or other forms of social media at any time except and unless there is an educational or programmatic purpose and the content of the communication is consistent with the mission of the program and the university and in those cases personal email and personal accounts for social media should never be used.

The only form of communication with minors through email and social media is through officially established USF accounts.

## **Touching**

Touching should generally only be in the open and in response to the child's needs, for a purpose that is consistent with the Program's mission and culture, and/or for a clear educational, developmental, or health related purpose, such as the treatment of an injury.

Many children are taught that it is not okay to touch any part that covers where the child wears a bathing suit. These are the private areas. If you must touch a child, ask if it is okay to touch first. Children have the permission and power to say "No" to any unwanted or uncomfortable touch. Any resistance from the minor should be respected.

If restraint is necessary to protect a child or other children from harm, all incidents must be documented and disclosed to the program director and the minor's parent or guardian.

### **Do Not**

- Do not touch children in a manner that a reasonable person could interpret as inappropriate.
- Do not engage in any abusive conduct of any kind toward, or in the presence of, a child including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining.

### **Watch For**

- Watch for other adults who make children uncomfortable by ignoring their personal space limits. Beware of adults who want to touch, tickle or wrestle with a child when the child does not want physical contact or attention.

## **Alcohol and Drugs**

### **Do Not**

- Do not use, possess or be under the influence of alcohol or illegal drugs while on duty or when responsible for a child's welfare.

## **Transportation**

When transporting children in a program, more than one adult from the program must be present in the vehicle, except when multiple children will be in the vehicle at all times through the transportation.

The use of personally owned vehicles is prohibited.

## **Weapons**

### **Do Not**

- Possess of or use of any type of weapon or explosive device.

## **Overnight Stays (On Campus)**

When scheduling events that include the attendance of minors special consideration should be taken as to not require the overnight stay of minors on campus. In the event that this is impractical or cannot be accomplished due to reasons outside of the university's control it is imperative that the authorized adults supervising minors during overnight hours take special precautions.

- There must be at least two authorized adults at all times supervising the event attendees. The only exception is if one authorized adult is needed to escort a minor to receive medical attention (use of privately owned vehicles to transport a minor is not authorized). In this event the Program Administrator should be contacted and informed of the emergency and another authorized adult sent to the campus to assist the remaining authorized adult.
- At no time shall an authorized adult enter a minor's room with a second authorized adult in attendance.
- An authorized adult shall never enter a minor's room without first knocking and announcing their presence. This applies even if the room door is open.
- Authorized Adults shall not use the same restrooms and showering facilities as the minors do.
- Authorized adults shall not enter restrooms and showering facilities that the minors use unless a second authorized adult is accompanying them.
- It is recommended that at least one walkthrough the dorm is accomplished by both authorized adults after lights out to ensure that all is well.
- Establish a lights out time and a wake up time.

## **Failure to Comply**

Failure to comply with the USF policy may lead to disciplinary action and/or revocation of the opportunity to use university facilities and land. Therefore, the entire program or activity may be

restricted based on the actions of a single Authorized Adult.

In addition, if you are accused of sexual abuse of a child, you will be subject to the appropriate investigations and actions by the criminal justice and social services systems. These actions are separate and apart from the university policy and process.

## **Reporting Potential Abuse**

Remember that child sexual abuse thrives in an environment where adults are inattentive, in denial, or afraid to take action. We must actively work to prevent it. We must actively work to create a safe environment for children. The earlier that abuse is caught, the better the chance of recovery for the child.

Under Indiana law any person who know or suspects the abuse of child is required to report the known or suspected abuse to the proper authorities. Indiana law also requires those at an educational institutions such as USF to report suspected abuse to the schools administration.<sup>9</sup>

## **Child Self-Reporting**<sup>10</sup>

Fewer than one in ten children will report the abuse. Yet, most of these children carry the emotional scars and guilt of the abuse for the rest of their lives.

A child may tell a trusted adult about sexual abuse. If you are the trusted adult, your reaction may be key in beginning the healing process for the child.

1. Believe the child. Preteen children rarely make false accusations about sexual abuse.
2. Remain calm. Don't panic. Listen. If you respond in a judgmental way, the child may refuse to tell more.
3. Ask open-ended questions, such as "What happened next?" Don't ask leading questions and don't press for details.
4. Thank the child for having the courage to tell you about the situation.
5. Tell the child that it is not the child's fault. Remember that the adult is always responsible for his or her behavior.

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<sup>9</sup> Indiana Code Section 31-33 et seq.

<sup>10</sup> Allnock, D., "Children and Young People Disclosing Sexual Abuse: An Introduction to the Research," Child Protection Research Department NSPCC Fresh Start. April 2010. ([http://www.nspcc.org.uk/Inform/research/briefings/children\\_disclosing\\_sexual\\_abuse\\_pdf\\_wdf75964.pdf](http://www.nspcc.org.uk/Inform/research/briefings/children_disclosing_sexual_abuse_pdf_wdf75964.pdf)) (June 16, 2014)

Think about situations in which a child may tell you about abuse, and have a response plan in case it happens. That way you can control your emotional response better and be ready to help the child.

## Your Responsibility

If you suspect abuse or you suspect someone is grooming a child for abuse, you must trust your gut feeling and report it. If you are correct, you have made a difference in a child's life.

"If you see something, say something."

You may be concerned that you are making a mistake. However, you are protected for reporting a suspicion. Program staff members making a report in good faith will be protected from criminal and civil liability for making the report. Further, it is the policy of the university that no program staff member making a good faith report of suspected abuse or neglect will be retaliated against in the terms and conditions of employment or educational program.

Every member of the university community (including an Authorized Adult) has an obligation under state law to report instances of or suspected instances of abuse to Child Protective Services at the local county office, the Indiana Child Protective Service via the Indiana Child Abuse and Neglect Hotline, (1-800-800-5556) or to the Fort Wayne Police Department, (911). Both can be reached seven days a week, twenty-four hours a day.

Every member of the university community (including an Authorized Adult) has an additional obligation under state law to report instances of or suspected instances of the abuse or any inappropriate interactions with minors to the Program Director or Administrator, USF Security, the Director of Risk Management or the Title IX Coordinator immediately. This includes information about suspected abuse, neglect, or inadequate care provided by a parent, guardian, or custodian/caretaker. The Director of Risk Management will work with you and the program director and will ensure that all appropriate officials are contacted, including USF Security, Fort Wayne Police and Child Protective services.

You do not have to witness the abuse to report it. It is not your responsibility to verify whether a report or suspicion is truly abuse. You are simply responsible for reporting the situation.

Notice that the Policy for Children on Campus at University of Saint Francis Programs indicates that you are obligated to report any type of suspected abuse, neglect or inadequate care rather than just child sexual abuse. You are obligated to report potential abuse or neglect, even if the parent or guardian is the suspected abuser.

**Remember . . . You must report any suspected abuse to program director immediately. Then ensure that the Program Director contacts the Director of Risk Management, who can**

either assist with or ensure that USF Security, Fort Wayne Police and Child Protective Services have been notified.

## **Removing Access**

Upon notification, the program director must remove the accused person's access to potential victims.

## **Failure to Report**

Failure to comply with the policy may lead to disciplinary action and/or revocation of the opportunity to use university facilities and land.

## **Check Your Understanding**

To meet the requirements of the policy, you must complete the assessment and pass with at least a 70%. The quiz is open book. Please go to the following link to download and print a copy of the quiz. Email a completed copy of the quiz to [RTroy@sf.edu](mailto:RTroy@sf.edu).

Once you complete the quiz, you must contact your Program Director or Supervisor. They will verify completion and notify Human Resources for proper record keeping.

## **Video Links**

<https://www.youtube.com/watch?v=3seMRYbLACI> Penn State

<https://www.youtube.com/watch?v=YU0ODOOSyEg> Maryland Daycare

<https://www.youtube.com/watch?v=UoHzwZdg5dQ> Wisconsin Daycare

<https://www.youtube.com/watch?v=mMF0pHzX9oA> Catholic Church

## **University Policy for Minors on Campus**

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## ***I. Policy Statement***

Fostering a safe and healthy environment for minors is essential to the fulfillment of the University of Saint Francis' mission. Thus, it is the policy of the University of Saint Francis that minors must be reasonably and appropriately supervised by Authorized Adults at all times and that those adults participating in programs or activities involving minors are reviewed, registered and trained, in conformity with applicable law and the terms of this policy. Any member of the University community who suspects that a minor who is on the university premises for any reason, or is participating in a University-sponsored activity at another location, has been the victim of child abuse shall immediately report the suspected abuse to Campus Security or other law enforcement authorities.

The University workplace, including classrooms and laboratories, is not an appropriate place for minors (except university registered/enrolled students) to be present on a frequent or continuing basis. While there may be reasons when brief visits by minors on campus are necessary, they are subject to the same conditions as any other visitor to the university. In addition, no unescorted or unsupervised minors are permitted on university premises, except as provided for in this policy. All supervised minors are permitted in the general use facilities (e.g., athletic fields, academic building, etc.) but are not generally permitted in laboratories or other areas where significant potential safety hazards and liabilities may exist and where strict safety precautions are required.

This policy applies to any program or activity offered by any academic or administrative unit of the University, or by non-university groups using university facilities, properties and any areas owned or controlled by the University.

## ***II. Purpose***

The purpose of this policy is to establish criteria to minimize the risk of injury to minors, and to promote an environment conducive to the accomplishment of the University of Saint Francis' mission. The University recognizes its obligation for the safety and well-being of minors that comes with their presence at University facilities. University facilities and grounds can present a variety of potential hazards to individuals unfamiliar with them. The risks associated with these potential hazards are greater for minors, who often lack the ability to recognize these types of hazards.

In an effort to foster respect for the needs of all parties impacted by the presence of minors in the workplace, this policy is intended to ensure a safe, inviting and productive environment in which

all members of the University community can meet their employment obligations and/or educational needs and goals within the primary mission of the University.

### **III. Definitions**

- A. Authorized Adult.** An adult who has complied with the requirements to be present with minors under this policy and who is responsible for either escorting, accompanying or supervising minors(s) participating in any program under this policy. In order to qualify as an Authorized Adult, an individual must comply with all applicable registration, background checks, and training requirements implemented pursuant to this policy. All costs associated with background checks and training will be paid for by the University.
- B. Volunteer.** An adult who may or may not be an employee of the university. A Volunteer may have interaction with a minor but only if designated as an Authorized Adult or under the observation of an Authorized Adult. All Volunteers will undergo a criminal background check and have their names checked against the National Sex Offender Registry.
- C. Parent(s) or Legal Guardian(s).** Although a Parent or Legal Guardian may supervise their own minor children and their guests who are minors while visiting the campus or when using campus facilities, a Parent or Legal Guardian may not act as an Authorized Adult in a program (including one which his or her minor participates) unless they are in compliance with the requirements outlined within this policy.
- D. Siblings.** Siblings who are registered as a student at the university may supervise their own younger Siblings on campus or when using campus facilities, a Sibling may not act as an Authorized Adult in a program (including one which his or her younger Sibling participates) unless they are in compliance with the requirements outlined within this policy.
- E. Minor(s).** Persons under the age of eighteen (18) and not enrolled at the university. The university reserves the right to condition, restrict or deny access to university facilities by Minors at its discretion. All Minors, including those participating in programs, shall be subject to all University regulations while on campus, and may be asked to leave the campus if unable or unwilling to comply.
- F. Program.** Any program or activity in which minors will be physically present and participating, offered by any academic or administrative unit of the University, or by non-university groups using University facilities, properties and any areas owned or controlled by the University. "Program" includes but is not limited to all sports camps, alumni weekend activities, workshops, academic camps, mentoring programs, academic competitions, and conferences.

“Program” does not include any course(s) that are taken or taught for the purpose of college credit, single performances or events open to the general public that are not targeted toward minors (such as varsity athletic competitions, plays, concerts); visits and tours for prospective students organized by the Office of Admissions; visitations by minors, including overnight stays in university housing facilities by candidates for admission, prospective student-athletes, or siblings of enrolled students, when hosted by enrolled university students; provided, however, that all such visitors shall be fully subject to the Student Code of Conduct while on campus; and such other similar one-time or ongoing programs as may be designated from time to time by the appropriate Vice-President and/or Dean in advance and in writing is exempt from this policy.

- G. Lab(s).** A Lab or Laboratory is a building, part of a building, or other place equipped to conduct scientific experiments, test, conduct investigations, etc. The presence of chemicals, cultures and equipment make a Lab a potentially dangerous space when proper supervision and the use of safety protocols and equipment are not adhered to.
- H. Fitness Center(s).** A Fitness Center is a building, a part of a building, or other place with equipment and facilities for exercising and improving physical fitness. Equipment may include but it not limited to free weights, weight machines, treadmills, stair steppers, and elliptical machines. The presence of such equipment make a Fitness Center a potentially dangerous space when proper supervision and the use of safety protocols are not adhered to.
- I. External program.** Any program (as defined above) that is not operated by the university.
- J. Program Administrator.** University individual (employee, student, etc.) or contractor approved and designated by the appropriate Vice President(s) and/or Dean(s) as responsible for coordination, planning, implementing, and/or committing the use of university facilities for the Program. In addition to any administrative requirements the University may promulgate, the Program Administrator must undergo the yearly training and background check required for Authorized Adults at least once every three years.

**IV. Policy Elaboration**

- A. Authorized Adult Training.** Each Authorized Adult shall complete university-designated training. Authorized Adults shall be re-trained at least once a year after their initial training
- B. Authorized Adult Conduct Requirements.** Authorized Adults participating in any program shall not:

1. Have one-on-one contact with Minors. One-on-one contact is defined as personal, unsupervised interaction with a Minor without at least one other Authorized Adult, Parent or Legal Guardian present.
2. Participate in an overnight event under the auspices of a program, unless (1) one of the Minor's Parents or Legal Guardians is present or (2) one of the Minor's Parents or Legal Guardians has given consent, there are at least two Authorized Adults, and the two Authorized Adults remain in each other's presence.
3. Authorized Adults are prohibited from communication via email, text messages, Facebook, or other methods with minors at any time except when there is a clear educational and/or athletic purpose and the communication is consistent with the mission of the University.

All communications will be made via official authorized University communications such as USF email, Official USF Facebook account, etc... Authorized Adults are prohibited from communicating with Minors via their personal email, Facebook accounts, etc...

4. Allow any Minors to have access to any Lab equipment, Fitness Center equipment or tools without first conducting a safety brief to go over all safety precautions concerning Lab equipment, Fitness Center equipment and/or power tools and discussing actions to be taken in the event of an emergency.
5. Engage in abusive conduct of any kind toward, or in the presence of, a Minor.
6. Strike, hit, and/or administer corporal punishment to, or touch in an inappropriate manner of any Minor.
7. Pick up or drop off Minors at their homes, other than the driver's child or children.
8. Provide to Minors and/or engage in the use of alcohol or illegal drugs, or be under the influence of alcohol or illegal drugs during any program; or
9. Provide prescription drugs or over the counter medication to any Minor unless specifically authorized in writing by the Parent or Legal Guardian as being required for the Minors care or the Minor's emergency treatment. All prescription drugs must be in their original containers with the patient's name and dosage clearly visible on the container. Medications are to be under the secure control of the Authorized Adult. Prescription drugs will only be given in the dosage indicated and to the patient named on the container.
10. Make sexually suggestive remarks and/or make sexually explicit materials in any form available to Minors or assist them in any way in gaining access to sexually explicit materials.

**C. Authorized Adult to Minor Ratio.** Due to the differences of programs, the types and ages of the Minors and the area that the program will take place in, it is important to have the correct Authorized Adult to Minor ratio. Program Administrators should also consider the ages, special needs, and any other circumstances regarding the Minors that will be participating in the program when establishing the Authorized Adult to Minor ratio. At a minimum the ratio will be:

1. For programs taking place in classrooms, offices, auditoriums or other facilities where participants are restricted to a specific room, other than a lab or area that utilizes power tools, the ratio shall not exceed 1 Authorized Adult to 25 Minors.
2. For programs taking place in labs, fitness centers or spaces utilizing power tools the ratio shall not exceed 1 Authorized Adult to 18 Minors.
3. For programs taking place in gymnasiums, and athletic fields where participation will be in a larger area the ratio shall not exceed 1 Authorized Adult to 10 Minors.

Only in emergency situations can an Authorized Adult supervise more than the approved ratio of Authorized Adults to Minor ratio, however once it is determined that an Authorized Adult is supervising more than the authorized ratio the Program Administrator will be notified as soon as possible so that another Authorized Adult can be sent to assist.

**D. External Programs.** All External Programs must secure appropriate institutional approval prior to utilizing university facilities for a program involving Minors. External programs are not required to adhere to the exact standards as listed within this policy, however, External Programs involving Minors should have appropriate safeguards and procedures in place to ensure the safety of all Minors within their care and must present a copy of their written safeguards and procedures to the University. In addition, External programs must provide the University with appropriate insurance coverage documentation prior to conducting any events that fall within the purview of this policy.

**E. Program Registration.** Registration of Programs must be accomplished in accordance with this policy, with the submittal of the complete Program Registration/Approval Form by the Program Administrator and approved by the appropriate Vice Presidents(s) and/or Dean(s).

1. **Additional Administrative Forms.** Any additional administrative forms or protocols associated with the program, including but not limited to University waivers and permission slips to be obtained from the Parents/Legal Guardians of participating Minors, medical emergency forms, etc., should accompany the completed Program Registration/Approval Form, if applicable.
2. **External Programs.** In lieu of a Program Registration/Approval Form, external Programs that operate on University property must complete all required facility use agreements,

and provide additional administrative forms and documentation at the University's request.

3. **Registration Deadlines.** All Programs should be registered at least 30 days prior to the first scheduled date of participation by minors. In addition, all annual/ongoing programs should be registered prior to the beginning of the university's fiscal year. Programs may accept late registrants and registrants on the day of the program as long as the appropriate number of Authorized Adults is maintained and the Program Registration/Approval Form is updated to reflect the correct number of registrants.

**F. Background Checks for Authorized Adults and Volunteers.**

1. **Criminal Background Check.** A successful background check will be required of each Program Administrator each Authorized Adult and each Volunteer prior to his/her direct participation with Minors in a program and at least once every three (3) years thereafter. The Program Administrator will provide Authorized Adults with background check instructions. Background checks will then be conducted by the university.

The Program Administrator is responsible for ensuring that each individual participating in the program as an Authorized Adult has had a background check request and has subsequently received clearance to participate. The Program Administrator will maintain a roster of individuals who have been cleared to participate.

2. **National Sex Offender Registry Verification.** The program administrator must also check the names of the Authorized Adults and Volunteers against the National Sex Offender Registry at <http://www.nsopw.gov/en-us> and verify that no Authorized Adult or Volunteer's name appears on the sex offender website.

Persons who fail the criminal background check or are listed on the National Sex Offender Registry will not be permitted to participate in a program in any capacity.

3. **Programs that are one-time or occasional events for which a large number of Volunteers are essential, may adopt other measures (events such as theatrical performances, sporting events, etc...).** The measures adopted must include the requirement that the volunteers be supervised at all times by an Authorized Adult (a background checked and trained person). Volunteers may not perform duties that would require them to be alone with a Minor. Prior to participating in an event Volunteers must be listed on the Authorized Adult/Volunteer Registry and their names must be checked against the National Sex Offender Registry. Programs adopting this procedure must have the approval of the appropriate Vice President(s) and/or Dean(s) or their designee(s).

**G. Reporting Duties and Allegations of Inappropriate Conduct.**

1. **Duty to Report.** In accordance with Indiana Code Section 31-33 et seq., any member of the university community who becomes aware of any abuse or suspected abuse shall immediately make a report to the Fort Wayne Police Department, (911), or Indiana Child Protective Services via the Indiana Child Abuse and Neglect Hotline, (1-800-800-5556). In addition to the report made to either state or local officials the member will also make a report to Campus Security, the Vice President designated on the Program Registration/approval form, or to the University Risk and Safety Management Committee to report the abuse, suspected abuse or any other violation of the conduct requirements of this policy.

The Director of Environmental Health, Safety and Risk Management will verify that all cases of abuse or suspected abuse have been reported to the appropriate local or state officials.

2. **Ensure the Safety of Minors.** Any member of the University community who becomes aware of any violation of this policy shall immediately ensure the safety of the Minors, including removal of Minors from dangerous or potentially dangerous situations and contacting of authorities and emergency responders as may be appropriate under the circumstances.
3. **Program Suspension.** Until any allegation of inappropriate conduct against a program is satisfactorily resolved, the University shall discontinue that program. The appropriate Vice President, in consultation with the Risk and Safety Management Committee shall evaluate the suitability of reinstating the program.

**H. Sanctions.**

1. **Ejection.** Minors, Authorized Adults and Volunteers not meeting university community conduct standards will be asked to leave the campus.
2. **Program Termination.** Programs in violation of this policy may be denied permission to continue operation at the University.
3. **University Sanctions.** Any violations of University policies by any individual will be dealt with in accordance with applicable University policies and procedures, which may include disciplinary actions up to and including termination from the University. Legal prohibitions regarding physical presence on campus (trespassing) may also be pursued.
4. **Criminal Prosecution.** Suspected violations of the law will be referred to law enforcement authorities and may result in criminal prosecution.

V. **Contacts**

Randy Troy

Director of Environmental Health, Safety and Risk Management

260-399-7700 X 6019

[RTroy@sf.edu](mailto:RTroy@sf.edu)

**Program Registration/Approval Form**

To be completed no less than 30 days prior to the commencement of the program/event

**Name of Program:** \_\_\_\_\_

**Program Administrator:** \_\_\_\_\_

**Please check whether this program is:**

- Ongoing
- One-Time Occurrence

**Program Date(s) and Location:**

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Location:**

- On-Campus
- Off-Campus

**Overnight Stay?**

- YES
- NO

**If on-campus, which of the following will be used (specify which facility):**

- Outdoor fields: \_\_\_\_\_
- Gymnasium: \_\_\_\_\_
- Classrooms: \_\_\_\_\_
- Offices: \_\_\_\_\_
- Auditoriums: \_\_\_\_\_
- Dormitories: \_\_\_\_\_
- Labs: \_\_\_\_\_
- Food Services: \_\_\_\_\_

**Estimated Number of Participants by Age Group:**

- \_\_\_\_\_ 6 month – 5 Years
- \_\_\_\_\_ 6 Years – 8 Years
- \_\_\_\_\_ 9 Years – 14 Years
- \_\_\_\_\_ 15 Years – 17 Years

**What is the ratio of Authorized Adults, (refer to the Minors on Campus Policy for definition of Authorized Adult), to Minors (See Section C. Authorized Adult to Minor Ratio):**

**Do all Authorized Adults meet USF requirements concerning background checks, training, etc...?**

- YES
- NO

**Describe Minor's Activities in Program:**

**Transportation Provided by USF?**

- YES
- NO

**Please attach any administrative requirements (e.g. waiver, permission slip, emergency medical form, list of authorized adults, list of volunteers, if applicable)**

**Signatures:**

**Program Administrator:**

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Vice President / Dean**

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**A copy of this completed and signed form must be delivered to the Director of Environmental Health, Safety and Risk Management within 30 days of the conclusion of the program/event to be kept for retention purposes.**