

Protection of Minors Policy and Procedures

Updated May 2019

Mount St. Joseph University ("University") values the health, safety, and well-being of minors (children under the age of 18 are referred to herein as "Minors") and is committed to providing a safe environment for Minors who participate in University programs as well as providing protocols to third-parties who host events that include Minors in University property or facilities. In keeping with this value and to fulfill this commitment, the University has adopted this Protection of Minors Policy ("Policy") and related procedures. This Policy and its procedures apply to all members of the University community and all offices, divisions, and departments of the University. Failure of employees or students to comply with this Policy may lead to disciplinary action, up to and including dismissal or termination, and revocation of the opportunity to use University property or facilities.

All camps, events, programs, and activities that are intended for or will include Minors and take place on the University's property, in University facilities, or under the supervision of the University, whether operated by the University or third parties (collectively, the "Programs"), are subject to this Policy. This Policy shall not apply to the University intercollegiate sports programs, University-sponsored programs for students currently enrolled at the University who are Minors, or University-sponsored programs for Minors at which the Minors' parents/guardians will be present at all times. The University reserves the right to prohibit individuals from participating in any Program for any reason.

All Programs must comply with the following procedures:

Step 1- Register the Program

The individual that is responsible for a Program ("Program Director") must register the Program with the Manager of Campus Events and Conference Services (the "Manager") by completing the [Program Form](#) at least 60 days before the start of the Program. Any changes to the Program Form before or during the Program must be promptly submitted to the Manager by the Program Director.

The Program Director must also complete other forms and waivers as required by the University and/or the Manager prior to the start of the Program. Based on the Program Form and/or other relevant information, the University may refuse to participate in or make University property or facilities available for any Program.

Step 2- Obtain Approved Registration for Non-Employees and Non-Students Involved in Executing Programs

a) University-sponsored Programs

For any University-sponsored Program, which includes **any** Program executed by University employees and/or students on behalf of the University (i.e., MSJ sports camps, MSJ theater camp, etc.), all adults involved in executing the Program who are not current University employees or students and **not being paid** for their potential services must be approved before the start date of any Program pursuant to the University's [Volunteer Policy](#). All adults involved in executing any University-sponsored Program who are not current University employees or students and **are being paid in any amount** for their potential services related to any Program

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must contact the Office of Human Resources at 513-244-4854 and complete the University's New Hire Process as requested prior to the start of any Program. Any individual who obtains approval under the University's Volunteer Policy shall be referenced in this Policy as an "Authorized Adult."

It is the sole responsibility of the Program Director to ensure that all adults involved in executing any University-sponsored Program who are not current University employees or students obtain approval consistent with the University's Volunteer Policy or from the Office of Human Resources, as applicable, prior to the start date of any Program.

b) Third-Party Programs

For all Programs operated by a third-party on the University's campus or in a University facility, the third-party and its Program Director are responsible for ensuring the safety of all Minors and other program participants at all times during the Program as stated in the University's [Facility Rental Agreement](#).

Consistent with the University's [Facility Rental Agreement](#), all third-party Program Directors must:

- ✓ Obtain a clear background check from the University's Office of Human Resources prior to the start of any Program; **OR**
- ✓ Submit a satisfactory background check result, as determined in the sole discretion of the Office of Human Resources, to the University's Office of Human Resources prior to the start of any Program; **AND**
- ✓ Complete the University's [Protection of Minors Training Video](#) prior to the start of any Program; **OR**
- ✓ Submit a satisfactory certificate or other proof of completing a protection of Minors training program, as determined in the sole discretion of the Manager, to the Manager prior to the start of any Program.

Step 3- Obtain Liability Waivers for University-sponsored Programs Only

For **any** University-sponsored Program involving Minors, the Program Director must obtain completed University [Liability Waiver Forms](#) from the parent(s)/guardian(s) of each Minor prior to the start of any Program.

It is the sole responsibility of the Program Director to ensure that a completed University Liability Waiver Form is obtained for all Minors involved in any Program prior to the start date of any Program. The Program Director for each University-sponsored Program shall retain executed Liability Waiver Forms for at least **two years** after the conclusion of any University-sponsored Program.

Step 4- Establish Program Protocol and Behavior Expectations

As set forth in the Program Form, all Programs involving Minors are required to:

- ✓ Establish security and emergency measures for Minors, including but not limited to:
 - Drop off and pick up procedures;
 - Where Minors go if they get lost;
 - Steps to take in the event of an emergency on campus (i.e. fire, tornado, etc) under the [Mount St. Joseph University Disaster, Emergency Response, and Notification Plan](#);
- ✓ Maintain control over the whereabouts of the Minors in the Program at all times;

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- ✓ Not permit any Minor to be in any University area that is off-limits to the Program and/or Minors;
- ✓ Not permit any Minor under the age of 13 to be released to anyone other than a custodial parent or legal guardian without written authorization from the parent/guardian that the Minor child may be released to that individual;
- ✓ Establish appropriate plans for providing first aid to, obtaining medical treatment for, and dispensing medication to Minors during any Program, as applicable;
- ✓ Ensure that all adult persons involved in any program, including but not limited to Program Directors, Authorized Adults, employees, and students, conduct themselves in a caring, honest, respectful, and responsible manner that is consistent with the mission and guiding principles of the University, which, at a minimum, requires that throughout the Program they:
 - Do not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material (or assist in any way to provide access to such material) with Minors;
 - Avoid being alone with a single Minor in a secluded place or engage in one-on-one interaction with any Minor in any place that is not open, well illuminated spaces or observable by others;
 - Do not meet or communicate (including but not limited to by phone, text, digital media, social media, etc.) with Minors outside of established Program times absent prior authorization by the Program Director and written parent/guardian consent;
 - Do not invite individual Minors to their home or into any vehicle with them absent prior authorization by the Program Director and written parent/guardian consent;
 - Do not touch Minors in a manner that a reasonable person could interpret as inappropriate, and limit any physical contact with any Minor to responding to a Minor's needs, for a purpose that is consistent with the purpose of the Program, and/or for a clear educational, developmental, or health related (e.g., treatment of an injury) purpose, and that any resistance to physical contact by a Minor is respected;
 - Do not engage in any abusive conduct of any kind toward or in the presence of a Minor, including but not limited to, verbal abuse, striking, hitting, punching, poking, spanking, or restraining;
 - Contact the University Police Department at 513-244-4226 in the event that a Minor may need to be restrained during the Program;
 - Do not use, possess, or be under the influence of alcohol or illegal drugs while putting on any Program or when responsible for a Minor's welfare;
 - Do not take any photographs or videos of Minors or post photographs or videos of Minors on a digital, electronic, hosted media, web-based service or any other medium without first obtaining a release from the Minor's parent/guardian; and,

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- Do not possess or use any type of weapon or explosive device while participating in a Program or in the presence of a Minor in the Program.

Reporting Abuse

IF YOU SEE SOMETHING, SAY SOMETHING. Every member of the University community is expected to report any abuse or suspected abuse of Minors to the University Police Department and to the Program Director. Abuse can include inappropriate interactions, neglect, or inadequate care provided by a parent, guardian, custodian, or caretaker. To report, dial 911 for Emergency Personnel, 0 from any campus phone for Campus Police, or 244-TIPS (8477) for an anonymous hotline.

Certain members of the University community may have a mandated obligation under Ohio law to report such abuse or suspected abuse. Mandatory reporters as defined under the Ohio Revised Code (ORC) must report to a municipal or county peace officer or the University Police Department or a public children services agency if they know or suspect that child abuse or neglect has occurred or that a threat of such abuse exists. If a mandatory reporter makes a report under the ORC outside of the University, then the mandatory reporter must also make a report to the University Police Department. Mandatory reports are required from, but not limited to, all [Campus Security Authorities \(CSA\)](#). Additional information on mandated reporting can be found at [Child Welfare Information Gateway](#) (Ohio specific).

The University Police Department can be reached at 513-244-4226 and can assist in providing contact information for reporting abuse of any Minor to the appropriate social services department. It is the policy of the University that no individual making a good faith report of abuse or suspected abuse will be retaliated against in the terms and conditions of employment or educational program.