

# John Carroll University

## Requirements and Best Management Practices For Minors on Campus

### SCREENING REQUIREMENTS:

#### Background Checks

All Authorized Adults who are responsible for either escorting, accompanying or supervising Minors participating in any program must have a current background check on file with Human Resources. Background checks are considered “current” if they were conducted within the past four years.

#### National Sex Offender Registry <http://www.nsopw.gov/en-US>

All Program Administrators must check the names of Authorized Adults in their program(s) against the National Sex Offender Registry website and verify that no Authorized Adults’ name appears on the list.

A decision not to permit an individual to participate in a program based on the results of a background check or National Sex Offender Registry website search, will be made by the Program Administrator, in consultation with the appropriate Vice President(s), Office of General Counsel, and others as needed.

### EDUCATION REQUIREMENTS:

Prior to working with minors, each Authorized Adult must successfully complete United Educators’ Online Training “Protecting Children: Identifying and Reporting Misconduct.” This training is required at least once every four years after the initial training.

*Note: This training is not intended for External Programs, which are responsible for the training of their own employees and volunteers.*

### ACCESS TO UE ONLINE TRAINING:

To begin training, follow these steps:

**Students** go to <https://learn.ue.org/XC86I188181/JCUSTudents>

**Employees** go to <https://learn.ue.org/XC86I188181/JCUEmployees>

- 1) Complete the Registration form.
  - a. Enter your first name, last name, and email address and click Register.
  - b. You will receive a welcome email with your username and a temporary password.
  - c. Follow the link in the email to sign on.
  - d. You will be prompted to:
    - i. Enter your temporary password

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- ii. Create a new password
  - iii. Create and answer a security question
- 2) Once you are logged in, scroll through the courses available to you to find "Protecting Children: Identifying and Reporting Sexual Misconduct."
- 3) A history of your completed courses is available in "My Completions." You will also receive an email containing a link to your completion certificate, upon successful completion of the course.

Use your username and password each time you log in to the website using the link provided above.

### **ABUSE REPORTING REQUIREMENTS:**

Any member of the University community who suspects that a Minor who is on 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 Police or other law enforcement authority.

### **BEST MANAGEMENT PRACTICES:**

The following is a list of Best Management Practices which must be followed when working with minors.

#### **Interactions with Minors**

**Authorized Adults to minor ratio.** At a minimum, Authorized Adult to minor ratios shall be as described below. Additional personnel may be required based on the needs of the minor or activities planned. If the activity is mixed gender, male and female Authorized Adult should be available.

Minor's Age	Authorized Adult	# of Minors
6 mos. – 5 yrs.	1	4
6 yrs – 8 yrs	1	6
9 yrs – 14 yrs	1	8
15 yrs – 18 yrs	1	10

**Alone with a minor.** Volunteers are prohibited and Authorized Adults are discouraged from being alone with a minor. Alone with a minor includes, alone in a room, 30 yards away from others (outside), or within 30 yards but no visual contact with others (outside). If privacy is required with a minor by an

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Authorized Adult, they must meet them in places that are interruptible and observable by other employees or parents, such as an office with windows, classrooms with open doors, or other visible places.

**Bathrooms and locker rooms.** For minors who are age six or older, assign Authorized Adults to monitor bathrooms and locker rooms of their same gender. At least two Authorized Adults are to be present if necessary to assist a child with activities such as diapering, putting on bathing suits, and taking showers.

**After hours and off-site activities.** Authorized Adults and volunteers are prohibited from scheduling meetings or practices with minors after regular scheduled time for athletics activities and/or curricular activities. Authorized Adults and volunteers are prohibited from meeting with minors outside of University sponsored or approved programs. Exceptions require parental authorization and advanced written approval from the University.

**Use of Authorized Adult's or volunteer's home.** Authorized Adults and volunteers are prohibited from inviting minors to their homes or being alone with them in their homes except for any University sponsored functions approved in advance by the University.

**Personal vehicles.** Personal vehicles are not to be used to transport minors except in the case of a medical emergency.

**Friendships.** Authorized Adults and volunteers are discouraged from developing personal friendships or sharing any private or intimate information with the minors under their care. Authorized Adults and volunteers should act in a manner consistent with their role or position.

**Gifts.** Authorized Adults and volunteers are prohibited from making or receiving "excessive" gifts to or from minors and their families. An excessive gift is one which exceeds \$10.00 in value.

**Field trips.** At least two Authorized Adults (preferably a male and female) must accompany minors during trips away from campus.

**Communications with minors.** Authorized Adults and volunteers are discouraged from communication via email, text messages, face book, or other methods with minors at any time except when there is a clear educational purpose and the communication is consistent with the mission of the University.



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**Sexual activities.** Authorized Adults and volunteers are prohibited from engaging in any sexual activity with minors who are under 18 years of age. This applies even if the minor appears to consent or welcome the sexual activities or relationship. Those found in violation of this prohibition will be reported to law enforcement and are subject to disciplinary actions up to and including immediate termination of employment.

### Managing Minor's Behavior

**Age appropriateness.**

Authorized Adults should respond to a minor's behavioral issues in an age-appropriate manner. Responses may include redirection, positive reinforcement, and encouragement.

**Physical restraint.** Physical restraint should only be used by Authorized Adults in situations when it is necessary to protect a minor from harm. All incidents of physical restraint must be documented and disclosed to parents.

**Touching.** Authorized Adults and volunteers may only be allowed to touch a minor when it is open and not secretive and in response to a minor's needs, not that of the adult; with the minor's permission (that is, resistance from the minor should be respected); and for a purpose that is consistent with a clear educational or developmental purpose. Authorized Adults and volunteers must respect a minor's rights not to be touched or looked at in ways that make them feel uncomfortable.

**Restrictions.** Authorized Adults and volunteers are prohibited from touching minors in areas that would not be covered by a typical bathing suit. In other words, a minor's breasts, buttocks, and groin area should not be touched, except for purposes such as diapering or health emergencies.

### Personal Behavior

**Positive role model.** Authorized Adults and volunteers should be positive role models for minors by maintaining an attitude of loyalty, patience, courtesy, and maturity. They should act in a caring, honest, respectful, and responsible manner that is consistent with the mission of the institution.

**Clothing.** Authorized Adults and volunteers should wear clothing that is neat in appearance and appropriate to their position as teacher, coach or other leader.

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**Language.** Authorized Adults and volunteers are prohibited from using profanity or sexually suggestive language.

**Alcohol and drugs.** Authorized Adults and volunteers are prohibited from using, possessing, or being under the influence of alcohol or illegal drugs while on duty or responsible for minor's welfare.

**Displays of affection.** Authorized Adults and volunteers are to refrain from exhibiting intimate displays of affection toward any other person while on duty.

**Off-duty conduct.** The University reserves the right to discipline or terminate an Authorized Adult or volunteer for engaging in sexual misconduct with a minor while off duty or away from campus grounds.

### Release of Minors

**Authorized persons.** Authorized Adults and volunteers are prohibited from releasing minors to anyone other than the authorized parent, legal guardian, or other person who has been given advance written authorization by the parent or legal guardian. Authorized Adults and volunteers are required to check identifications if they do not know the person who is picking up a minor. No minor is to be released to any person who is visibly intoxicated, appears to be under the influence of alcohol or controlled substances, or otherwise constitutes a danger to the minor.

**Late pickup of minors.** Authorized Adults are to inform parents of the importance of picking up their child during designated times. It is not the responsibility of the University to transport minors home on behalf of parents or authorized persons who are delayed.

### Written Program Plans

**Communication Plan.** All Programs shall establish a procedure for notification of all participants' parents/legal guardians in the event of an emergency, and obtain and keep accessible contact information of each participant's parent/legal guardian, as well as an emergency contact in the event the parent/guardian is unavailable. All parents/guardians of participating minors shall be provided with contact information in order to reach participants while the program is in session.

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***Medical Emergency Plan.*** All programs must obtain: (i) authorization from all participant's parents/legal guardians to permit transportation of program participants to local hospitals as deemed necessary; (ii) authorization for emergency medical treatment in the event the parent/legal guardian or their designated emergency contact is not available; (ii) disclosure of any allergies or other medical condition or physical limitation that might impact participation in the program. In the event any participants require administration of medicines while participating in the program necessary procedures shall be established with the guidance of Student Health Center.

***Supervision Plan.*** All programs must establish a plan for adequate supervision in light of the number and average age of participants, the program activity and whether overnight accommodations are involved. The Supervision Plan must specify the person having responsibility over all Authorized Adults serving in the Program, the proposed ratio of participants to Authorized Adults, the proposed number of authorized Adults over 21, and provide a proposed breakdown of Authorized Adults by category of employees, students and volunteers. The supervision plan for any overnight program must specify curfews, rules pertaining to any visitors, and limitations of use of free time.

***Transportation Plan.*** All programs must establish a procedure for the pick-up and drop-off of participants, specifying times and locations, and providing that no participant shall be release to other than his or her parent or guardian without specific written authorization from such parent or guardian. Any program providing for transportation of participants by Authorized Adults after drop off by parent or legal guardians to the campus or other site must be in all instances be reviewed and approved by the Office of Risk Management.