



John Carroll University

Minors on Campus Policy and Practices

April 19, 2018

Presented by: Garry Homany, Risk Management
Brian Hurd, JCUPD
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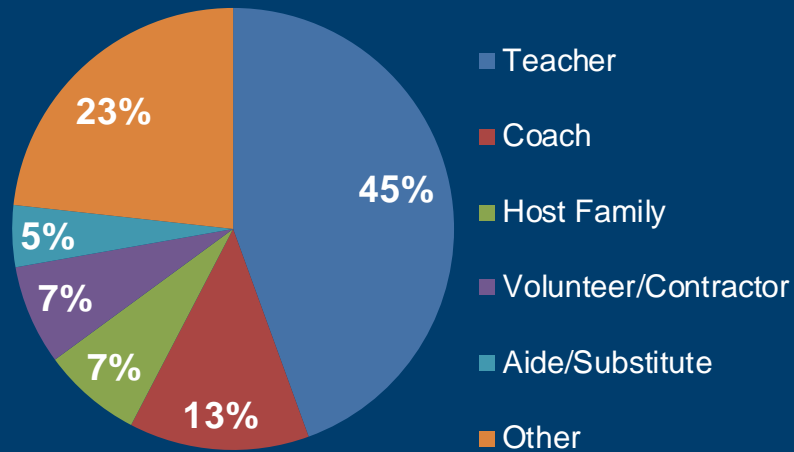
Policy Statement

“Fostering a safe and healthy environment for minors is essential to the fulfillment of the University’s Jesuit Catholic mission.”

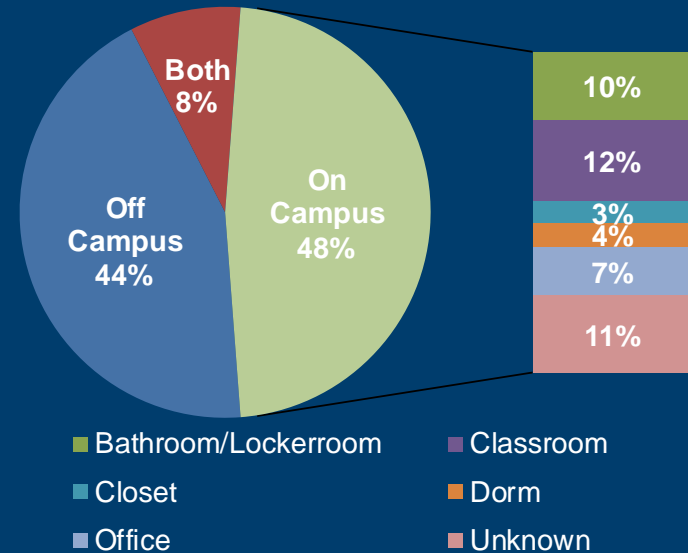
- 1 in 9 girls and 1 in 53 boys will experience sexual abuse by an adult before age 18. (DOJ, RAINN)
- 35% of these sexual assaults occur between ages 12-17.
- Of sexual abuse claims with United Educators (our insurer), 68% were related to a teacher or coach.

UE Claims Study

Perpetrator Role



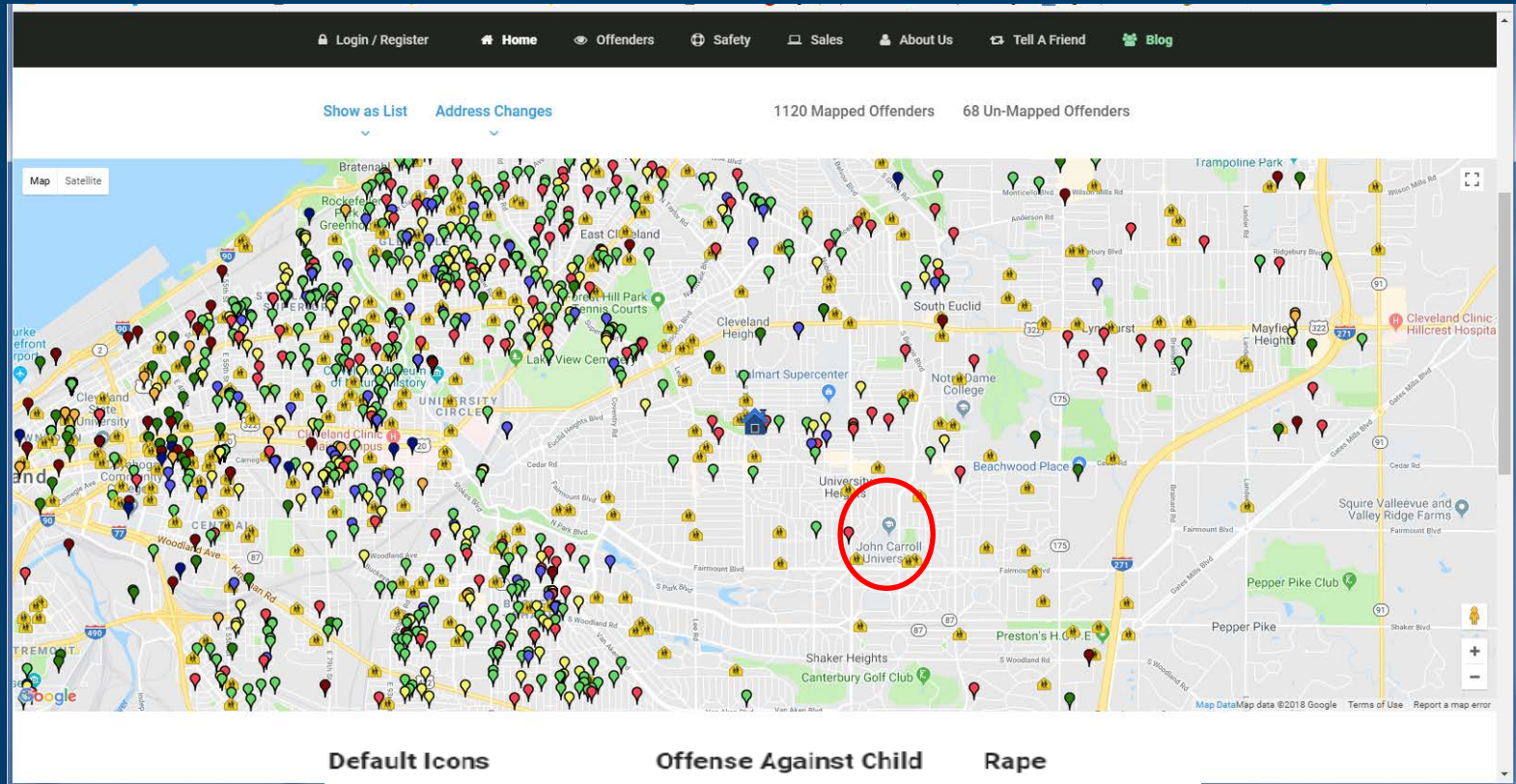
Location



Laws Related to Minors

- Ohio Law: Must run BCI background checks on those working with minors in camps, out-of-home care
- Ohio law: Felony reporting requirement and reporting endangering a child by action/inaction - Potential criminal liability
- Title IX: Requires investigation and response for sexual misconduct

Prevalence of Sexual Offenders





Purpose of Minors Policy

- Safety of minors
- Accomplish Mission
- Safe and productive workplace
- Preventative practices to reduce risk of harm to minors & liability/claims



Policy Statement

- Minors must be reasonably and appropriately supervised by Authorized Adults at all times.
- Adults participating in programs or activities involving minors are reviewed, registered and trained, consistent with applicable law and the Policy.

- Applies to any program or activity offered by any academic or administrative unit of the University.
- Some provisions of the Policy (i.e. conduct requirements) apply to non-University groups using University facilities, properties and areas owned or controlled by the University.



Reporting Duties

- Duty to report suspected or actual abuse or violation of conduct requirements of Policy
 - On University premises or participating in University activity in any location
 - Report to JCUPD
 - Then to Legal Affairs and Vice President
 - Immediately report



Reporting Duties

- If aware of violation of Policy,
 - Ensure the safety of minor
 - Remove from dangerous situation
 - Contact JCUPD
- Program suspension – until allegation is satisfactorily investigated/resolved
 - VP, Risk Management and Legal Affairs evaluate reinstating Program



Reporting Duties

- Title IX Reporting
 - If observe or receive report that would be potential violation of Sexual Harassment and Interpersonal Violence Policy –
 - Report to JCUPD, who will notify Title IX Coordinator or Deputy Title IX Coordinator in those situations
 - Title IX issues will be investigated by Title IX Office, as well.



Sanctions

- Removal of Authorized Adult or minors from campus – for not meeting University conduct standards
- Program termination – if in violation of policy
- University sanctions – via other policies for disciplinary action, prohibition from campus
- Criminal prosecution – refer to JCUPD



Definitions

- Minor(s): under 18, not enrolled
- Authorized Adult: escort, accompany, or supervise minors & comply with Policy
- Parent(s) or Legal Guardian(s): They cannot be Authorized Adult unless comply with Policy

Definitions

- Program: offered by any University academic or administrative department or non-University group using University facilities/property (i.e. sports camps, alumni weekend activities, academic camps, mentoring, competitions)
- NOT: single performances/events open to public (i.e. plays); Admissions visits




Definitions

- External Program: Any Program not operated by the University.
- Program Administrator: University employee, student or contractor approved and designated by appropriate VP as responsible for planning and implementation of Program.
 - Must also undergo training and background checks.

Policy Elaboration

So... How does this work?

- Program Registration
 - Other Administrative forms
 - Registration deadline
- Program Administrator
- Authorized Adults

 **MINORS ON CAMPUS POLICY**
PROGRAM REGISTRATION/APPROVAL FORM

Name of Program: _____ Program Administrator Name: _____
Please check whether this program is: ONGOING ONE-TIME OCCURRENCE

Program Description:

Program Date(s) and Location:
Start date: _____ End date: _____
Location: ON-CAMPUS OFF-CAMPUS

If on-campus, which of the following will be used?
 OUTDOOR FIELDS POOL KULAS AUDITORIUM
 INTRAMURAL GYM RECREATION CENTER DOLAN AUDITORIUM
 VARSITY GYM CLASSROOMS OTHER: _____

If off-campus, where will the activities take place?

Number of Participants by Age Group:
_____ 6 MONTHS – 5 YEARS
_____ 6 YEARS – 8 YEARS
_____ 9 YEARS – 14 YEARS
_____ 15 YEARS – 17 YEARS

Describe Minors' Activities in Program:

Overnight Stay?
 YES NO

Transportation Provided by JCU?
 YES NO

Please attach any administrative requirements (e.g. waiver, permission slip, emergency medical form)

Signatures:
JCU Department: _____

Program Administrator	Vice President / Dean
Printed Name: _____	Printed Name: _____
Title: _____	Title: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

Please send the completed and signed form to the attention of Campus Safety Services (CSS) and the Director of Risk Management and Regulatory Affairs at least sixty (60) days prior to the first scheduled date of participation by Minors.



Authorized Adults

How does somebody become an Authorized Adult?

- Background Check (every 4 years)
- Online Training (every 4 years)
- National Sex Offender List (annually)

Background Checks

- JCUPD conducts background checks on Authorized Adults.
- Fingerprint impressions taken by JCUPD
- Fingerprints are run through Ohio Bureau of Criminal Investigations database
- Turnaround time

Online Training



ABOUT ADMISSION ACADEMICS STUDENT LIFE ATHLETICS

Office of Human Resources

Minors on Campus Policy

Fostering a safe and healthy environment is essential to the fulfillment of John Carroll University's Jesuit Catholic mission. We must always be mindful of how we can live up to our ideals. It is important for all of us to be aware of the presence of children on campus, and we must do all we can to keep them safe while they are in our care.

Minors on Campus Policy
Best Management Practices for Minors on Campus
Checklist for Programs with Minors
Roster Form

For questions related to best practices, risk management or training contact Garry Homany, Director of Risk Management and Regulatory Affairs at ghomany@jcu.edu or ext. 1982.

For questions regarding background checks contact Brian Hurd, Assistant Director of Campus Safety Services at bhurd@jcu.edu or ext. 1974.

HR News

- MMO Vaccine Program
- Explanation of Amounts Reported on the 2012 W2
- Summary Annual Report-Plan Year 2011
- Notice: Summary of Benefit Coverage
- TIAA-CREF Individual Counseling Sessions
- 2013 Summer Hire Guidelines

HR Links

- Banner Self-Service
- Diversity at JCU
- Employee Assistance Program (EAP)
- Stop Bias

Events

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/XC861188181/JCUStudents>

Employees go to <https://learn.ue.org/XC861188181/JCUEmployees>

- 1) Complete the Registration form.

Online Training

Protecting Children: Identifying and Reporting Misconduct | Course Home Page

Protecting Children: Identifying and Reporting Misconduct

How can we keep the children in our care safe? This course offers scenarios based on real-life cases to help you recognize, prevent, and report sexual misconduct.
Audience: Faculty, Staff, Supervisors and Students | Duration: 30 minutes

Protecting Children: Identifying and Reporting Sexual Misconduct

● Launch ▶

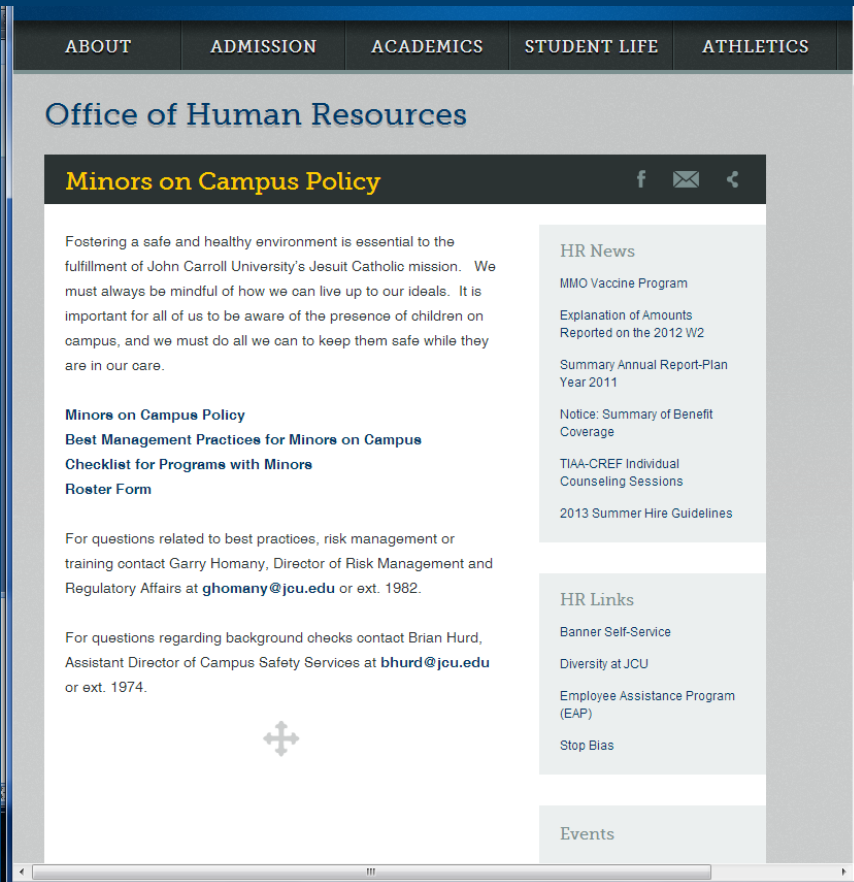


Need Help?

Don't see your assigned course?
Can't locate your completion certificate?
Need help with registering a new account?

[Visit our Support Site](#)

National Sex Offender Registry



ABOUT | ADMISSION | ACADEMICS | STUDENT LIFE | ATHLETICS

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Authorized Adults

How many Authorized Adults do I need?

The screenshot shows the Office of Human Resources website. The navigation bar includes ABOUT, ADMISSION, ACADEMICS, STUDENT LIFE, and ATHLETICS. The main heading is "Office of Human Resources" and the page title is "Minors on Campus Policy". The content includes a paragraph about fostering a safe environment, a list of links (Minors on Campus Policy, Best Management Practices for Minors on Campus, Checklist for Programs with Minors, Roster Form), and contact information for Garry Homany and Brian Hurd. A sidebar on the right contains "HR News" with links to MMO Vaccine Program, Explanation of Amounts Reported on the 2012 W2, Summary Annual Report-Plan Year 2011, Notice: Summary of Benefit Coverage, TIAA-CREF Individual Counseling Sessions, and 2013 Summer Hire Guidelines. Below that is "HR Links" with links to Banner Self-Service, Diversity at JCU, Employee Assistance Program (EAP), and Stop Bias. At the bottom of the sidebar is an "Events" section.

BEST MANAGEMENT PRACTICES:

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

Interactions with minors

Staff 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 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.

What about volunteers who are not otherwise an Authorized Adult?

- Check National Sex Offender Registry
- Are not permitted to be alone with a minor
- Supervised by Authorized Adult
- Must be included on roster



Conduct Requirements

Authorized Adult requirements:

- Authorized Adults to minor ratio
- Alone with minor
- Bathrooms and locker rooms
- After hours and off-site activities
- Use of home
- Personal vehicles – pick up/drop off
- Overnight camps – parental consent & 2 adults



Conduct Requirements

Interactions with minors

- Friendships
- Gifts
- Field trips
- Communications with minors – through parents
- Social media & texting
- Sexual activities, remarks, sexually explicit materials



Conduct Requirements

Managing Minor's Behavior

- Age appropriateness
- Physical restraint
- Touching or striking
- Restrictions on touching



Conduct Requirements

Personal Behavior

- Positive role model
- Clothing
- Language
- Alcohol and drugs & prescriptions
- Displays of affection
- Off-duty/off-campus conduct



Program Practices and Plans

Release of Minors

- Authorized persons
- Late pickup of minors

Written Program Plans

- Communications plan
- Medical emergency plan
- Supervision plan
- Transportation Plan

External Programs

Risk Issues To Review

- University approval
- Safeguards and procedures
- Qualifications and references
- Contract – Facilities and Addendum
- Insurance
- Indemnification
- Conduct requirements

Programs Not Under Policy

Policy does not apply to visits, overnight stays or tours with prospective students arranged by Admissions or Athletics.

- Serious risk issues – including injury, alcohol/drug use, sexual misconduct
- Employee/coach is responsible
- Could jeopardize program
- Employee/coach – must convey JCU expectations to host



Scenarios: Summer Programs

Compare these three scenarios:

Camp #1: An academic department wants to offer an overnight camp for grade school students.

What requirements apply to this camp?



Scenario: Summer Programs

Camp #1:

- This is a Program under the Policy that needs to:
 - Register
 - Enough Authorized Adults per ratio
 - Background Checks & Training
 - National Registry Check
 - Comply with all conduct requirements



Scenarios: Summer Programs

Camp #2: An athletic coach wants to offer a summer sports camp to high school students, sponsored by a national camp company.

What requirements apply to this program?

Scenario: Summer Programs

Camp #2:

- This is an External Program.
 - Facilities Use Agreement is needed.
 - JCU name and logo cannot be used in promotional materials except for location, unless Risk Management approves.
 - Insurance and indemnification
 - Risk issues to consider
 - Conduct requirements while on campus



Scenarios: Summer Programs

Program #3: High school students are invited to a one-day academic skills workshop.

What requirements apply to this program?

Scenarios: Summer Programs

Program #3:

- Depends on the nature of the program.
- Is there one-on-one contact with minors?
- Is this a one-time event?
- Does the program involve lectures or one-on-one mentoring?
- Confer with Risk Management.

Scenario: What Do You Do?

- Sam is a JCU staff member who is on campus to work in the residence hall to assist with check-in for a sports camp run by an external group.
- Sam sees a chaperone from the sponsoring organization go into the restroom alone with a minor. The chaperone and the minor come out, and the minor is crying.
- What should Sam do?

Scenario: What Do You Do?

- Sam should report the incident immediately to JCUPD
 - Provide available information to JCUPD.
- Sam should report incident to his supervisor.
- JCUPD will investigate and coordinate communication with sponsoring organization, University officials, Title IX Office, and parents.



Thank you

QUESTIONS....