



## Protecting Minors on Campus

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Fairleigh Dickinson University is committed to promoting the safety and well-being of minor children engaged in activities associated with our institution. All members of the University community have a responsibility to all minors on campus to protect children from abuse.

Adults should be positive role models for Minors, and act in a caring, honest, respectful and responsible manner that is consistent with the mission and guiding principles of the University.

### **Purpose and Scope**

The purpose of this Policy is to outline the obligations of all administrators, faculty, staff, students, volunteers and others working with minors to promote their protection and to fulfill our moral and legal obligations.

Fairleigh Dickinson University requires all those covered by this Policy to comply with all laws concerning the protection of children and will immediately report any cases of suspected child abuse or neglect in accordance with this Policy.

The term child is defined as individuals that are legally classified as Minors. In the state of New Jersey Minors are defined as infants through age 17. Except for all individuals' obligation to comply with the provisions of applicable law (see *How To Make a Report of Abuse* below), this policy is not applicable to minor students regularly enrolled as undergraduate students at Fairleigh Dickinson University.

This policy applies to all programs and activities taking place on any of four Fairleigh Dickinson University main campuses, on property owned or leased by the University or under the authority and direction of the University at other off-campus locations, in which Minors will be present whether they are limited to daily activities or involve the housing of minors in residence halls. These programs and activities include, but are not limited to, children enrolled in educational programs, community enrichment programs in which children participate, athletic events, camp programs, minor patrons attending University events, orientation programs for prospective students, and visitors. All of the foregoing shall be included in future references to "Program".

Third parties conducting camps and other activities on any University property, including camps conducted by employees of the University, shall be required to enter into written agreements with the University which shall require compliance with this Policy.

### **How to Make a Report of Abuse**

If you see something that concerns you affecting the safety of a Minor - student or visitor, or you suspect you have witnessed an abusive situation, you are expected to immediately call 911. You are then expected to inform Public Safety, the University's Title IX Coordinator or the Office of the General Counsel.

- If you see an act of violence or abuse occurring, call Public Safety (973 443 4444 on the Florham Campus, 201 692 2222 on the Metropolitan Campus) immediately that you believe a crime is occurring and provide the necessary details.
- Acts of abuse that already have occurred should be reported as quickly as possible to Public Safety. If in doubt, contact Public Safety for further assistance.

Finally, New Jersey Law requires any person having reasonable cause to believe that a Minor has been subjected to child abuse or acts of child abuse must report the same immediately to the Division of Youth and Family Services by telephone - 1-877-NJ **ABUSE** (65 22873).

In accordance with New Jersey Law, persons who, in good faith, make a report of child abuse shall not be discharged from employment and shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed.

### **Background Screenings**

All faculty, staff, students, volunteers and third party contractors who work in a Program specifically designed for minors or who direct or supervise such a Program are required to successfully complete a background screening, including searches of federal and state or county databases for criminal history and the sexual offender registry, prior to beginning any assignment involving minors, participate in targeted training designed to teach appropriate codes of conduct with minors, awareness of signs of possible abuse, molestation or neglect, and how to report such suspicions. The University department sponsoring University Programs shall be responsible to pay the cost of the background screening and must obtain and submit the required waivers to Human Resources. The background screenings may be updated from time to time, at the University's discretion.

Fairleigh Dickinson University requires that all organizations that bring children to our campus have procedures in place for criminal background checks of the adults who work with the children, and provide evidence of appropriate credentials. Accordingly, all third parties, whether contractors engaged by the University to provide University Programs or third parties conducting non-University Programs, will also be required to provide written verification that appropriate background checks were conducted and staff was given targeted training designed to teach appropriate codes of conduct with minors, awareness of signs of possible abuse, molestation or neglect, maintain proper staffing ratios, and comply with the more stringent of New Jersey law or this Policy regarding reporting incidents of abuse.

## **Training**

Fairleigh Dickinson University requires that all faculty and staff working with minors be trained regarding the conduct requirements of this Policy and issues related to interactions with Minors. This training is mandatory and must be completed annually prior to the start of any Program in which Minors will be present.

This training will include protecting Minors from abusive emotional and physical treatment, and on appropriate or required reporting of incidents of improper conduct (including, but not limited, to appropriate law enforcement authorities).

## **Conduct Requirements**

Adults working in Programs must follow the expectations to avoid behaviors that could cause harm or be misinterpreted. Accordingly, such adults:

- Shall not be alone with a single Minor, if at all possible. If one-on-one interaction is required, meet in open, well illuminated spaces or rooms with windows observable by other adults from the Program, unless the one-on-one interaction is expressly authorized by the Program Director or is being undertaken by a health care provider;
- Shall not participate in a sleepover under the auspices of the Program, unless a parent or legal guardian of one of the Minors is present or one of the Minor's parents or legal guardians has given consent.
- Shall not engage in any inappropriate conduct, including sexual activity, making sexual comments, telling sexual jokes, in the presence of a Minor;
- Shall 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. If restraint is necessary to protect a Minor or other Minors from harm, all incidents must be documented and disclosed to the Program Director and the Minor's parent/guardian;
- Shall not view or share sexually explicit material in front of Minors or assist in any way to provide access to such material;
- Shall not touch Minors in a manner that a reasonable person could interpret as inappropriate. Touching should generally only be in the open and in response to the Minor'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 (i.e., treatment of an injury) purpose. Any resistance from the Minor should be respected;
- Shall not strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any Minor;
- Shall not pick up Minors or drop off Minors from/at their homes When transporting Minors in a Program, more than one adult from the Program must be present in the vehicle, except when multiple Minors will be in the vehicle at all times through the transportation. Avoid using personal vehicles if possible;
- Shall not use alcohol or illegal drugs during such Programs;
- Shall not be under the influence of legal drugs which may endanger Minors participating in the Program;

- Shall not develop inappropriate relationships with individual Program participants under the age of 18;
- Shall not engage or allow Minors to engage in romantic or sexual conversations, or related matters, unless required in the role of resident advisors, counselors, or health care providers;
- Shall not meet with Minors outside of established times for Program activities. Any exceptions require written parental/guardian authorization AND must include more than one adult from the Program;
- Shall not invite individual Minors to own home. Any exceptions require authorization by the Program Director and written authorization by a parent/guardian;
- Shall 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;
- Shall not be in possession of or use of any type of weapon or explosive device;
- Shall be alert to the physical and emotional state of all Minors each time they report for a Program;
- Shall comply with the reporting requirements of this Policy;
- Shall, to the greatest extent possible, assure the safety of Minors participating in Programs covered by this Policy, irrespective of any other limitation or requirement, including removal of Minors from dangerous or potentially dangerous situations;
- Shall immediately discontinue any further participation in Programs covered by this Policy when an allegation of inappropriate conduct has been made against him or her until such allegation has been satisfactorily resolved;

#### **Additional Minor Protection Guidelines**

Minors are not allowed in high-risk areas such as:

- Machine shops, mechanical rooms, power plants, garages, food preparation areas;
- Any areas, indoors or out, containing power tools or machinery with exposed moving parts;
- Laboratories, unless access and use of the laboratory is specific to the Program and the Minors are properly supervised;
- Fairleigh Dickinson University vehicles, boats, grounds equipment, heavy duty or other motorized equipment;
- Any other high-risk areas (no playing in stairwells or doorways, no access to rooftops, construction zones, etc.)
- Under no circumstance should a University employee be requested to perform child care for another University employee during working hours.

### **Visitor Guidelines**

All individuals visiting any University campus are required to comply with the respective campus' guest, visitation and/or overnight guest policies.

Individuals visiting campus with Minors under age 15 shall follow the following additional guidelines:

- Line of sight supervision by the parent or guardian is required at all times.
- The parent or guardian must assure that the Minor is not disruptive to others.
- Parent or guardian must not leave Minors unattended at athletic or other University activities.
- No Minor may be left alone on campus at any time for any reason. The University will call the police if any Minor is found locked in a car or others unaccompanied by a parent/guardian.
- Minors may not accompany University students to class without faculty prior approval.

Minors above age 15 will be required to abide by University community conduct standards.