

Clayton State University

Protection of Minors on Campus Policy

Purpose

Clayton State University is dedicated to the welfare and safety of Minors who visit Clayton State's campus, who participate in Clayton State's Programs, or who are entrusted to Clayton State's care. To promote the protection of Minors, this policy 1) describes the requirements of administrators, faculty, staff, students, volunteers and others who interact with Minors and 2) informs all members of the university community of their obligation to report any instances of known or suspected abuse or neglect of Minors.

Definitions

1. **Minors** - A person under the age of eighteen who is not enrolled as a student at Clayton State University.
 - a. Move on When Ready (MOWR) students are considered Clayton State University students and are not categorized as minors.
 - b. Potential students visiting the University for appointments or tours are not considered to be minors and are not covered by this policy.

2. **Program**
 - a. Clayton State University Produced Events - Programs, events and activities offered by academic or administrative units of Clayton State University at any location.
 - b. Third Party Hosted Events – Programs, events and activities offered by non-Clayton State groups who utilize University facilities.

Program Registration

Every **Program** that produces an event or serves as a host to a third party must first seek approval through the Vice President of its specific unit. The program then must complete the following form Minors on Campus Event Registration Form which is housed on the Human Resources website on <http://clayton.edu>. The form will consist of the following:

- Event Name
- Event Date
- Department Responsible
- Clayton State Produced Event/Third-Party Event
- Event Description
- Number of Expected Minors in Attendance
- Number of Expected Volunteers
- Volunteer Registration Process (Internal/External)

Program registration must be complete at a minimum of 45 days prior to the date of the event. All volunteer applications must be submitted at a minimum of 10 business days prior to the start of the event to ensure a complete background check has been occurred.

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Program Requirements

1. **Training:** Clayton State University requires that each adult shall complete training before he or she participates or engages with minors in a Clayton State produced or Clayton State hosted event on the University campus. The training for Clayton State employees shall be completed annually and will be documented with the adult signing a Statement of Acknowledgement indicating his or her receipt and understanding of the Clayton State University Code of Conduct. Training for volunteers will be completed online and the results must be acknowledged at a minimum of 72 hours prior to the start of the event.

Clayton State University training should include:

- Responsibilities and expectations;
- Policies, procedures and enforcement of both;
- Appropriate crisis and emergency responses (injuries, illness, staff or volunteer misconduct, minor and/or parent misconduct);
- Safety and security precautions;
- Confidentiality involving concerns with minors;
- University responsibility and liability;
- Mandatory reporting requirements.

All third-party events must include a training process. The third-party event contact must acknowledge that every employee and volunteer have been through a training which includes managing events with minors.

2. **Background Screening:** A background check shall be required of each adult prior to his or her interaction or participation with Minors in Programs covered by this policy. **Background checks for Clayton State Produced Events are the financial responsibility of the department who hosts the event.** This includes but is not limited to third party or non-Clayton State personnel who work with, instruct, or otherwise engage with Minors on Clayton State's campus, as well as Clayton State administrators, faculty, staff, students, and volunteers who work with, instruct, or otherwise engage with Minors. Background check will include the following: criminal, sexual offender, etc.

Background checks that are defined by and acceptable to the University must be conducted and the results evaluated prior to the adult beginning to work with, instruct, or otherwise engage with Minors. Individual Programs or units may require more frequent updates. Following the completion of an initial background check, there is an affirmative duty for all faculty and staff to notify Clayton State University of new arrests and the disposition of any outstanding charges within three business days of such occurrences, and to cooperate in providing information necessary to evaluate the circumstances of the arrest and charges. There is also an affirmative duty for faculty and staff to report within three business days any adverse information resulting from subsequent background checks obtained at any practice site and to cooperate in providing information necessary for evaluating the circumstances of the adverse information. Likewise, faculty and staff members have a duty to disclose within three business days any protective orders related to a criminal charge.

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It is the responsibility of the Program Director or Director's designee of the Program to ensure that each participating adult has submitted the background request information and has subsequently received clearance to participate. The Office of Human Resources will maintain a catalog of individuals who have been cleared to participate. A decision not to allow an individual to participate in a Program covered by this Policy based on the background check will be made by Human Resources after consultation where applicable with the Provost/Vice President of Academic Affairs (or his or her designee) or Vice President of the appropriate area. Any decision to deny participation in a program involving minors must be consistent with applicable university policies on the use of background checks.

3. Supervision Ratios

All programs are required to maintain the following adult-to-minor ratios for University produced events:

- Grades kindergarten through 5: 1 adult staff member for every 10 minors
- Grades 6 through 12: 1 adult staff member for every 12 minors
 - Each group must have a minimum of two adults regardless of the number of minors.
 - Overnight hosted camps are responsible for their own chaperones.

4. Mandatory Reporting Requirements

Every member of the Clayton State University community is required by law to report known or suspected instances of the abuse of, neglect of or inappropriate interactions with minors. Members making a report in good faith will be protected from criminal and civil liability for making the report. It is important to understand that every member is required to report any type of suspected abuse, neglect or inadequate care and not just child sexual abuse.

- a. **Report** – Every member of the Clayton State University community has a further obligation to report known or suspected abuse or neglect of a minor on campus or in a Clayton State program immediately to Campus Safety at 678-466-4050.
- b. Any Authorized Adult or Program Staff or other Mandatory Reporter under Georgia law who has reasonable cause to believe that suspected child abuse has occurred, shall immediately report the suspected abuse to the institution police department and the appropriate supervisor or Program Administrator who is able to take immediate action. (The USG further expects that any other USG employee, whether a Mandatory Reporter or not, will also appropriately report suspected child abuse.) The institution must ensure that the Division of Family and Children Services is notified of the suspected abuse immediately and in no case later than 24 hours after the Authorized Adult or Program Staff (or other reporter) first had reasonable cause to suspect the abuse.

5. Random Drug Testing

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According to the University System of Georgia's Human Resources Administrative Practice Manual, positions who work with children under the age of thirteen (13) may be subject to random drug testing. Please refer to the policy here http://www.usg.edu/hr/manual/drug_testing.

6. Transportation

Under no circumstances shall an authorized Clayton State University employee should be permitted to be alone with a minor in a car or other vehicle. Any program providing transportation of participants by authorized Clayton State University employees after drop-off by a parent or legal guardian to the campus, must be in all instances reviewed and approved by the Director of Public Safety.

7. Housing

All overnight camps held on Clayton State University's campus by outside groups must have their own chaperones. In addition, all programs that house participants overnight in residential housing shall enter into a written agreement with Conference Services for use of the facilities.

8. Licensing Requirements

As a general rule, athletic camps, science camps, clinics, after-school programs, enrichment classes and activities are regulated by the State of Georgia Department of Early Care and Learning. These activities require either a license or an issued exemption from licensure. Camps, programs and activities that are owned and operated by any department or agency of a state, county or municipal government are exempt. An exemption remains in effect until there is a change in the program. Institutions should ensure that all third party hosted programs are properly licensed or that an exemption from licensure is obtained. A copy of the license or the exemption document from the Department of Early Care and Learning must be displayed as required by state law.

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Appendix A

Code of Conduct

Clayton State University is committed to the safety and protection of children. This Code of Conduct, along with the “Clayton State University’s Protection of Minors on Campus Policy” applies to all faculty, staff, employees, volunteers and students who represent the University and who interact with children or young people in both a direct and/or unsupervised capacity.

The public and private conduct of faculty, staff, employees, students, and volunteers acting on behalf of Clayton State University can inspire and motivate those with whom they interact, or can cause great harm if inappropriate. We must, at all times, be aware of the responsibilities that accompany our work.

We should be aware of our own and other persons’ vulnerability, especially when working alone with children and youth, and be particularly aware that we are responsible for maintaining physical, emotional, and sexual boundaries in such interactions. We must avoid any covert or overt sexual behaviors with those for whom we have responsibility. This includes seductive speech or gestures as well as physical contact that exploits, abuses, or harasses. We are to provide safe environments for children and youth at all Clayton State campuses, schools, and institutions.

We must show prudent discretion before touching another person, especially children and youth, and be aware of how physical touch will be perceived or received, and whether it would be an appropriate expression of greeting, care, concern, or celebration. Clayton State University personnel and volunteers are prohibited at all times from physically disciplining a child.

Physical contact with children can be misconstrued both by the recipient and by those who observe it, and should occur only when completely nonsexual and otherwise appropriate, and never in private. One-on-one meetings with a child or young person are best held in a public area; in a room where the interaction can be (or is being) observed; or in a room with the door left open, and another staff member or supervisor is notified about the meeting.

We must intervene when there is evidence of, or there is reasonable cause to suspect, that children are being abused in any way. Suspected abuse or neglect must be reported to the appropriate school and civil authorities as described in the Clayton State University Protection of Minors on Campus Policy.

Faculty, staff, employees, and volunteers should refrain from the illegal possession and/or illegal use of drugs and/or alcohol at all times, and from the use of tobacco products, alcohol and/or drugs when working with children. Adults should never buy alcohol, drugs, cigarettes, videos, or 1 reading material that is inappropriate and give it to young people. Staff members and volunteers should not accept or give gifts to children without the knowledge of their parents or guardians.

Communication with children by Clayton State University personnel and volunteers is only allowed for Clayton State University business. For the protection of all concerned, the key safety concept that will be applied to these interactions is transparency. The following steps will reduce

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the risk of private or otherwise inappropriate communication between Clayton State personnel, volunteers, and minors:

- Communication between Clayton State University personnel (including volunteers) and minors that is outside the role of the professional or volunteer relationship (teacher, coach, host, etc.) is prohibited.
- Where possible, email exchanges between a minor and a person acting on behalf of the university are to be made using a tufts.edu email address.
- Electronic communication that takes place over a Clayton State University network or platform may be subject to periodic monitoring. •
- Faculty, staff, and volunteers who use text messaging or any form of online communications including social media (Facebook, Twitter, etc) to communicate with minors may only do so for activities involving Clayton State business.

Applicants for first year admission to Clayton State University are often under the age of 18. For the safety of our applicants and of our Clayton State Admissions Staff, and in order to comply with the Clayton State University Protection of Minors on Campus Policy admissions personnel cannot have unmonitored contact with applicants. Interviews must:

- Be conducted in public settings in open sight of other people, such as in coffee shops or libraries;
- Not take place behind closed doors, even in public settings (i.e., if the interview is being conducted at a workplace, the office door should remain open); and
- Never be conducted in private settings (especially not at the interviewer's personal residence).

Similarly, admissions staff members should refrain from transporting applicants to or from the interview.

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Appendix B

Statement of Acknowledgement

I promise to strictly follow the rules and guidelines in this Code of Conduct as a condition of my providing services to the children and youth participating in Clayton State University programs.

I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Never be alone with children and/or youth at University activities without another adult being notified.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Maintain appropriate physical boundaries at all times and touch children – when necessary – only in ways that are appropriate, public, and non-sexual.
- Comply with the mandatory reporting regulations of the University System of Georgia and with the Clayton State University **Protection of Minors on Campus Policy** to report suspected child abuse. I understand that failure to report suspected child abuse to civil authorities is against the law.
- Cooperate fully in any investigation of abuse of children and/or youth.

I will not:

- Touch or speak to a child and/or youth in a sexual or other inappropriate manner.
- Inflict any physical or emotional abuse such as striking, spanking, shaking, slapping, humiliating, ridiculing, threatening, or degrading children and/or youth.
- Smoke or use tobacco products, or possess, or be under the influence of alcohol or illegal drugs at any time while working with children and/or youth.
- Give a child who is not my own a ride home alone.
- Accept or give gifts to children or youth without the knowledge of their parents or guardians.
- Engage in private communications with children via text messaging, email, Facebook, Twitter or similar forms of electronic or social media except for activities strictly involving Clayton State University business.
- Use profanity in the presence of children and/or youth at any time.
- I understand that as a person working with and/or providing services to children and youth under the auspices of Clayton State University, I am subject to a criminal history background check. My signature confirms that I have read this Code of Conduct and that as a person working with children and youth I agree to follow these standards. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in disciplinary action up to and including removal from the university.

Name (print): _____ Signature/Date: _____

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Appendix C

Identifying Child Abuse

Child abuse occurs in different forms including; physical abuse, neglect, sexual abuse, and emotional abuse.

Physical Abuse

Physical abuse exists when a person under the age of eighteen (18) is suffering from, has sustained, or may be in immediate danger of suffering from or sustaining a wound, injury, disability, or physical or mental condition caused by brutality, neglect, or other actions or inactions.

- Physical abuse may be detected by signs such as:
- Injuries such as burns, marks, and scalds.
- Bruising which is repeated and on parts of the body where accidental injury would be unlikely to occur. Untreated injuries.

Neglect

Neglect may be detected by signs such as:

- A Minor failing to attain age-appropriate development. Neglect may be a long term problem, so in addition to awareness of a lack of care, it is important to notice physical and behavioral signs.
- A Minor being left alone and unsupervised.
- A Minor's basic physical needs (food, shelter, clothing) not being met.

Sexual Abuse

Sexual abuse is any sexual act between an adult and a Minor or between two Minors when one exerts power over the other. Warning signs differ by the age of the Minor. You should be aware of the following possible warning signs:

- Sexual behavior or language that is not appropriate for the child's age.
- Overly compliant behavior.
- Withdrawal or depression.
- Unexplained anger.
- Refusal to be left alone.
- Finding reasons not to go home.
- Finding reasons to avoid being with a specific person that the Minor used to spend time with.
- Self-mutilation.
- Failing grades or a change in school behavior.
- Bed-wetting or bowel-movement accidents in children who have previously outgrown it.

Emotional Abuse

Emotional abuse means an injury to the intellectual or psychological capacity of a child as evidenced by a discernible and substantial impairment in the child's ability to function within the child's normal range of performance and behavior, with due regard to the child's culture. Emotional abuse includes:

- Persistent lack of love or affection.
- Shouting, taunting, or making negative remarks directed at the Minor.