



PROTECTING MINORS

The university is committed to promoting the safety and wellbeing of students and others who visit our campus. The purpose of this policy is to describe requirements placed on administrators, faculty, staff, students, volunteers and others working with minors—to promote their protection, to fulfill our obligations as mandated by law, and to provide the best possible experience for any child visiting our campuses or in university-related programs.

For more specific guidelines related to working with minors, see "Guidelines for Those Working with or around Children" Appendix A, which will provide assistance in determining behavior that is and is not appropriate in situations involving minors.

DEFINITIONS

Minor—A minor is anyone under 18 years of age.

Child abuse—Abuse of a minor includes serious endangerment of a child's physical or mental health due to injury by act or omission, including acts of sexual abuse. Sexual abuse includes contacts or interactions between a child and another person when the child is being used as an object of sexual gratification. A child is abused regardless of whether this activity involves explicit force, whether it involves physical contact, whether it is initiated by the child, and whether there is discernible harmful outcome. For more information on abuse and neglect, see Appendix A. (attached).

MINORS NOT PARTICIPATING IN A UNIVERSITY-RELATED PROGRAM

University facilities are generally not an appropriate environment for minors unless they are matriculated students or enrolled in a program specifically designed for children and appropriately supervised by adults with the proper training and credentials. In some locations, such as laboratories, allowing unauthorized or untrained personnel may also violate federal and state law. In light of this environment:

1. No child may be left alone on campus at any time for any reason; Public Safety will be notified if a child is left unattended on campus.
2. Resident students may not "babysit" minors in their rooms, including relatives. Minors may not accompany students to class.
3. If a minor accompanies a parent or guardian to work, the parent or guardian must supervise the child at all times while on university property. Children may be restricted from access to certain areas due to safety concerns, and in no case should the presence of a child be allowed to disrupt other faculty, staff or students. Visits to the workplace are at the supervisor's discretion and the employee or student should receive permission before bringing a minor child to the workplace. The workplace should not be used in lieu of other child care arrangements.

4. Students, faculty or staff who have child care emergencies are advised to stay home or make alternative arrangements rather than trying to bring children to campus; faculty and supervisors should exercise leniency in excusing absences resulting from such emergencies. The University is not in a position to provide emergency child care, and no university space is to be used as an alternative to child care, including but not limited to libraries, classrooms, laboratories, residence halls, lounges, restaurants or any other public space.
5. Children exhibiting symptoms of potentially contagious diseases should not be brought into the workplace.
6. No minor may ever be allowed into an area that is potentially hazardous without direct supervision by an appropriately trained employee.
7. Do not transport minors in a personal or university vehicle except for program related field trips with the appropriate permissions, insurance and ratios of adult supervision such that no minor is transported alone.

Departments and schools may impose additional limits on when and where minors may be present.

MINORS PARTICIPATING IN A UNIVERSITY-RELATED PROGRAM

The University welcomes minors to campus for a variety of specific reasons: as prospective students; as enrollees in a university-sponsored program or camp; internships; and other programs appropriate for minors (some of which may meet off-campus but still be sponsored by the University).

The rules in the previous section (e.g., non-matriculated minors may not be left without proper supervision on campus nor may they accompany students to classes; resident students and employees may not babysit minors) all apply to minors participating in university-related programs, as well.

SCREENING AND TRAINING REQUIREMENTS

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:

1. successfully complete a criminal background screening prior to beginning any assignment involving minors;
2. 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.

All third party contractors engaged by the university to provide programs specifically designed for minors will also be required to meet recognized standards of appropriate conduct and oversight (e.g., properly train staff, maintain proper staffing ratios, report incidents, and provide written verification that appropriate background checks are conducted).

Failure to successfully meet any of these requirements will preclude faculty, staff, students, volunteers or contractors from working with minors.

All University faculty and staff, who regularly work with minors, are required to complete training specifically targeted to issues involving child abuse. All new employees receive this training within 60 days of hire; continuing employees receive refresher training every two years.

REPORTING REQUIREMENTS

All University employees, students, and volunteers have a personal responsibility to report any instances of known or suspected abuse, molestation or neglect relating to children. Two reports must be made:

First report

Immediately report to the Chapman University Department of Public Safety at (714) 997-6763 and/or the Orange Police Department at (714) 744-7444.

Second report

As soon as possible, make a telephone report to the Child Abuse Reporting Hotline at (714) 940-1000 or (800) 207-4464

Failure by any member of the university community to make these reports as soon as possible will result in discipline up to and including termination and/or dismissal.

Those members of the university community covered by California's Mandated Reporter laws should also review the university's Mandated Reports which also covers obligations related to other issues (such as elder abuse and domestic violence).

REGISTRY REQUIREMENTS

All university programs in which staff, faculty, volunteers or students work directly with non-matriculated minors must register the name of the program, including contact information, with the Risk Management. Programs must be able to identify all staff, faculty, volunteers, students and contractors who work directly with minors; that list must be maintained by one or more program administrators within each program, and be available for review by the Internal Audit during periodic audits.

RELATED POLICIES AND INFORMATION

- Appendix A – Attached – Guidelines for Those Working with or around Children
- Mandated Reporters
- Criminal Background Screening
- Reporting Wrongdoing

POLICY OVERSIGHT

Office of Human Resources and the Office of Risk Management

Appendix A

GUIDELINES FOR THOSE WORKING WITH OR AROUND CHILDREN

These guidelines are intended to provide information about your conduct in order to prevent abuse or unfounded allegations of abuse; define abuse and describe signs to look for; and explain how to respond to abuse or suspicions of abuse.

CODE OF CONDUCT FOR WORKING WITH MINORS

Those working with minors are expected to uphold the University's strong commitment to providing a safe environment. It is critical that all who work with minors have an awareness of the University's expectations as outlined below. You have a duty to the children with whom you work, to the university and to yourself to prevent any abuse or improper behavior. You also have a duty to prevent unfounded accusations of abuse, by adhering to a proper code of conduct when working with minors.

- Never use any form of physical or emotional punishment to discipline minors participating in the program
- Never engage in rough or sexually provocative games, including horseplay
- Do not allow minors to sit on your lap
- Do not allow any inappropriate touching, including between minors
- Be aware of the impact of your words and language on young children
- Do not swear, or use or respond to sexual innuendo; never make a sexually suggestive comment, even in jest.
- Do not allow minors to use inappropriate language unchallenged
- Be aware of situations in which actions can be misconstrued or manipulated by others (for example (being alone with the last child to leave a class); conduct all dealings with minors in a public environment as much as possible, in order that all behavior can be readily observed. Avoid closing doors to the classroom or office when minors are present.
- Do not spend time alone with a child away from others; try to avoid being alone with a child, particularly in a restroom, changing area, or shower area (follow the "rule of three" and always –make sure there is another person with you). Should you need to be alone with a minor in a changing or shower area for an emergency, by no means should you be unclothed. Showering or bathing with minors, even when you are not alone with one, is never acceptable.
- Minors should use a "buddy system" or otherwise be encouraged to stay together when going to the bathroom, on field trips, or when leaving the classroom area.
- Do not give any minor a ride in a car or van unless you have express written permission from the parents and even with permission a minor should not be alone with you in a car or van.

- Do not appear to favor one child more than another; do not give gifts to anyone child in a program; do not accept expensive gifts from any child in the program.
- Be professional and maintain the highest standards of personal behavior at all times; do not drink alcohol or smoke when working with minors.
- Do not tell children "this is just between the two of us" or use similar language that encourages children to keep secrets from their parent/guardians.
- Male and Female minors are never assigned to sleep in the same room overnight unless accompanied by the parents of all involved.
- If there is a need to bathe, separately assigned facilities for males and females should be made available. If separate facilities are not available the trip or program leader will publish a bathing schedule that enables privacy. Adults and minors should NEVER use bathing facilities simultaneously.
- Minors are accompanied at all times and not permitted to work alone as there may be a need to escort the minor out of the facility in the event of an emergency.
- All injuries involving minors must be reported immediately to the Department of Public Safety for investigation regardless of the severity of the event.

WHAT IS CHILD ABUSE?

"Child abuse" is a term used to describe ways in which children are harmed, often by adults they know and trust.

The effects of child abuse can be devastating, especially if children are left unprotected or do not receive help to cope with the abuse. The most serious effect is that children can (and do) die as a result of abuse. Children suffering from abuse may also develop behavioral difficulties, problems at school, delays in development, and emotional problems like depression and withdrawal.

Different forms of child abuse include physical abuse, neglect, sexual abuse, and emotional abuse.

Physical Abuse

Intentionally hurting or inflicting physical injury on a child -this includes behaviors such as hitting a child, giving a child alcohol inappropriate drugs or poison; attempting to suffocate or drown a child; and in sports, allowing the nature and intensity of training to exceed the capacity of the child's immature and growing body.

In its more common forms, physical abuse may be detected by signs such as:

- Bruising which is recurrent and on parts of the body where accidental injury would be unlikely to occur
- Injuries -marks, burns, scalds

These marks may be difficult for the child to explain, and may have not been treated. They may also be covered by clothing and only noticed if the child removes clothing during exercise. Be aware of reluctance of a child to remove clothing in warm weather.

Neglect

- Failing to meet a child's basic physical needs (e.g., food, shelter, clothing)
- Leaving children alone and unsupervised
- Failing or refusing to give children love, affection or attention

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, such as failure to attain age-appropriate development.

Sexual Abuse

- Using children to meet adult sexual desires (sexual intercourse, masturbation, oral sex fondling)
- Showing children pornographic books, photographs or videos, or photographing or videotaping them for pornographic purposes

Children often feel responsible and ashamed, and may find it difficult to reveal what has happened. Indicators may be physical (pain, discomfort) or behavioral-the child can seem inappropriately sexually aware for his/her age, or exhibit fear of a particular adult.

Also, be aware that in sports situations that involve physical contact (e.g., supporting or guiding child's body) there is the potential for situations where sexual abuse may go unnoticed.

Emotional Abuse

- Shouting, taunting, or making demeaning remarks directed at child
- Persistent lack of love or affection
- Constant and intense overprotection which prevents child from functioning normally

WHAT IF A CHILD TELLS ME HE OR SHE IS BEING ABUSED?

Stay calm; ensure that the child is safe and feels safe.

Assure the child that you are taking what s/he says seriously.

Be honest; explain you will have to tell someone else to help stop the abuse. Avoid making promises you cannot keep.

Make a note of what the child has said as soon as possible.

Do not confront the alleged abuser.

Do not investigate on your own.

ALWAYS REPORT INCIDENTS TO THE POLICE AND/OR THE DEPARTMENT OF PUBLIC SAFETY.