

# University of Scranton

## Minors on Campus Policy

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**Executive Sponsor:** General Counsel  
**Responsible Office:** Human Resources  
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### **I. Policy Statement**

The University of Scranton maintains its facilities in a manner consistent with its mission of higher education. Although a university is primarily an adult environment, minors under the age of eighteen (18), also termed “minors”, enter campus to visit faculty, staff, or students. Minors may enter the campus as part of a program, to attend an event, or to use a campus resource. The conditions in this policy are in addition to any requirements that may apply to other visitors to campus. This policy applies to activities and programs taking place on the campus of the University of Scranton where minors will be present and under the care and control of a University representative, as well as off campus activities that fall under the authority and direction of the University.

### **II. Reason for Policy**

The aim of this policy is to restrict the interactions of minors with adults on this campus in a prudent manner with the hope that this policy, together with campus attention and awareness, will maintain an environment where minors on campus are safe.

### **III. Entities Affected By This Policy**

This policy applies to all employees of the University, students, visitors to our campus, and third parties operating programs on our campus. This policy applies to activities and programs in which minors will be present taking place on the campus of the University of Scranton as well as off campus activities that fall under the authority and direction of the University.

### **IV. Website Address for this Policy**

This policy can be accessed on the University’s web site, <http://www.scranton.edu/hr/compliance-corner/index.shtml> . The policy and materials related to its implementation are also available in the Office of the General Counsel.

### **V. Related Documents, Forms, and Tools**

Pennsylvania Child Protective Services Law (23 Pa.C.S. 6301 et seq.)

University Alcohol and Drug Policy

University Mandatory Reporting Policy

University Criminal Background Check Form

Minor Programs Registration Form

## **VI. Contacts**

For policy clarification and interpretation, contact the Office of the General Counsel at (570) 941-6213. To report any violations of this policy or suspected or actual abuse, contact the Pennsylvania Department of Human Services CHILDLINE at 1 (800) 932-0313.

## **VII. Definitions**

Abusive behavior: Broadly defined as any act or discipline that results in an injury to a minor. The four categories of minor abuse are physical abuse, emotional abuse, sexual abuse, and neglect.

Adult: Any person who is not within this policy's definition of minor.

CHILDLINE: The Pennsylvania Department of Human Services hotline for minor abuse: 1 800 932 0313.

Minor: Generally, a person under the age of eighteen (18) is a minor. For purposes of this policy, persons under age 18 who are matriculated students or who are prospective students visiting the University are excluded from the definition of a minor. A matriculated student under age 18 who is simultaneously also enrolled with a high school is a minor as defined in this policy.

Mandatory Reporters: All University employees.

University Campus: Any property owned by the University whether contiguous with the main campus or not.

## **VIII. Responsibilities**

### **A. Conduct Requirements**

Adults participating in programs with minors must heed certain restrictions on their conduct:

1. In all cases where the circumstances call for one-on-one contact, such as tutoring or other like activity, such contact should occur in full view of others, in a room with the door open, or if the door needs to be closed, in a room where the parties are otherwise observable by third parties. If a program or activity has a sleepover component, adults should not participate unless the minor's parent(s)/guardian(s) are present or the parent(s)/ guardian(s) have given consent, and the program meets the requirements of this policy including those for background checks and training.
2. Adults must not engage in any abusive behavior of any kind toward or in the presence of a minor.
3. Adults should use good judgment about physical contact with minors. Avoid contact that may be misinterpreted and pay attention to the minor's reaction to the contact. In all cases, do not touch a minor against their will.
4. Adults should not transport any minor (other than the adult's own children) in the adults' personal vehicles in connection with any University program or activity.
5. No adult participating in any such activity covered by this policy may use alcohol or illegal drugs or be under the influence of alcohol or illegal drugs during such program activities. No adult participating in a program or activity under this policy may make illegal drugs or alcohol available to minors participating in covered programs, nor assist them in any way in gaining access to illegal drugs or alcohol.

6. Any adult participating in a program or activity under this policy may not make pornography available to minors participating in covered programs, in any form, or assist minors in any way in gaining access to pornography.
7. University students who serve as assistants in programs involving minors should not bring minors into their rooms or apartments in the residence halls or off campus.
8. An adult covered by this policy should not have sustained, regular contact with minor minors via social media (for example, should not “friend” via any social networking website or any other form of online affiliation with a child participating in a University program). Although there are many legitimate uses of social media that engage minors in programs offered through or by the University, engaging with minors via social media can inadvertently expose them to content that is inappropriate and may create relationships, or perceptions of relationships, that are informal.

**B. Reporting Requirements:**

Anyone who witnesses or suspects incidents of child abuse, whether or not the activity is directly covered by this policy, must report the activity to the Pennsylvania Department of Human Services hotline, CHILDLINE at 1 (800) 932-0313 (online reporting is available, after creating an account, at <https://www.compass.state.pa.us/CWIS/Public/Home>). Please see the institutional reporting policy available at <http://www.scranton.edu/hr/documents/minors-on-campus/Institutional-Reporting-Policy-2015.pdf>

**C. Program Registration Requirements:**

All programs offered by academic or administrative departments at the University, including those offered by or in conjunction with a third party, in which adults have contact with minors must be registered with the University. Academic departments will notify the respective Dean. Administrative departments shall notify the appropriate divisional vice president, or their designee, prior to the beginning of the academic year for any ongoing programs within that department which involve minors. For any other program, notification to the same person should be given thirty (30) days prior to the start of that scheduled program. Both types of programs should use the Program Registration Form; this form is included as an appendix to this document. Note that registration must be completed with advance notice so that any applicable policy requirements such as background checks can be requested and determined to be acceptable prior to the beginning of the program.

Any third-party program at the University that will involve minors must provide a statement in its contract that ensures its adherence to this policy.

**D. Background Checks:**

Pennsylvania law requires background checks for all school employees or volunteers who have regular and repeated contact with minors, which is integral to their employment or volunteer responsibilities. The following are the three background checks required by the policy:

1. Pennsylvania State Police check;
2. FBI criminal history report; and
3. Pennsylvania Department of Human Services CHILDLINE Child Abuse Report.

The scope of the checks is limited to criminal offenses for which an individual has been convicted of or plead guilty to a felony or misdemeanor or for which charges are currently pending. This includes any offenses involving child abuse.

A decision not to allow an individual to participate in an event due to the results of one of these checks will be made by the appropriate divisional vice president in collaboration with the Office of Human Resources and the Office of the General Counsel, and/or others as needed. The results of

these background checks will be used for purposes of this policy only. However, the University of Scranton reserves the right to take appropriate action if the check reveals that an employee has falsified an employment form or failed to provide information material to their employment on their employment application.

It is the responsibility of the program leaders of a given program subject to this policy to make sure that all employees, students, and volunteers involved in the program have passed the appropriate background checks prior to participation in the program and have the appropriate clearance to participate. Refer to the registration procedures set forth below.

The Office of Human Resources will maintain the data on those employees who have had a background check performed. All volunteer information must be maintained by the program itself. Forms, links, and resources on background checks are available through the Office of Human Resources. Background checks are valid for sixty (60) months.

In addition to the background checks, all adults participating in covered programs will execute an ongoing self-disclosure statement (see appendix B) agreeing to disclose any arrest or conviction since the date of the last background check.

#### **E. Training:**

Each adult who has contact with minors through a covered program under this policy shall attend periodic training on child abuse prevention and relevant University policies. That training will consist of three parts:

1. the substantive issue of child abuse;
2. the conduct requirements of this policy; and
3. appropriate reporting of incidents.

This training may be enhanced to meet certain objectives as long as it includes the three areas specified above. Additionally, all efforts will be made to make training available at multiple times and in multiple formats so that programs will not experience delays. It is the responsibility of the program leaders to make sure training is received by appropriate participants. The records of employees who have been trained will be maintained by the Office of Human Resources. The University makes this training available through an online learning format. To access the training, please contact the Office at Human Resources at (570) 941-7767.

#### **IX. Procedures**

Procedures for compliance with this policy are outlined in section VIII (Responsibilities). Additional procedures are as follows:

1. Steps for registering a program: follow the steps on the Registration Form (Appendix A), and in the responsibilities section of this policy.
2. Request for the waiver of the application of this policy: as noted on the Registration form, any requests for a waiver of the application of this policy should be directed to the Office of Human Resources, to the Office of the General Counsel, and to the appropriate dean or divisional vice president. Any such waiver request must allow enough time so that the requirements of the policy can be completed in a timely manner if the request for waiver of the policy is denied. Information needed for such a request includes, at a minimum, the person in charge of the program, the number of participants, the dates, and locations where minors will be participating, the general nature of the program, and the names of the adults who will be participating. Please note that some requirements of this policy are requirements of applicable law and may not be waived.

**X. Appendix**

**Appendix A: Program Registration Form**

**Appendix B: Self Disclosure Form**