

Cheyney University Policy SE-2011-6009

Policy on Working with Minors

Approved by: Social Equity Council/ President's Cabinet

History: Drafted -- 11-11-2011

Related Policies: n/a

Additional References: n/a

Background

Cheyney University of PA "University" has an obligation to its students, staff, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education. While there may be occasions when brief visits by children under the age of eighteen (18) to faculty, staff, and students on campus may be necessary and such visits are subject to the same conditions as any other visitor to the University, *unescorted* or *unsupervised* children (i.e., a person who is not yet 18 years old at the time of a contact) are not permitted on University premises, except as provided for in Cheyney University of PA Children on Campus and Working with Minors Policy "Policy". In addition to the requirements that may apply under this Policy, the visits of Minors to campus are subject to the same conditions as any other visitor to the University.

Scope

This Policy applies to activities and programs taking place on Cheyney University campus, or under the authority and direction of the University at other locations, in which Minors will be physically present and participating, with the following exceptions: (1) undergraduate and graduate academic programs, and previously authorized activities of the University, in which enrolled undergraduate students of Cheyney University, or of another university participating in such activities or programs, are the only Minors participating; (2) research programs subject to the review and approval the University or sponsored by Cheyney University or authorized by Cheyney University to provide oversight concerning such research programs; and, (3) Athletic camps, debate camps, laboratories and workshops intended for elementary and high school students and similar activities will fall within the scope of this Policy. This Policy applies to such programs and activities whether they are limited to daily activities or also involve the housing of Minors in residence halls.

"Minor" for purposes of this Policy means any person under the age of 18, including, but not limited to, those persons who are also referred to herein as "children.

"Works with Minors" for purposes of this Policy means all activities identified in this Policy and in which an adult, other than an authorized Cheyney University employee in the case of an enrolled Cheyney University student who is a Minor or a parent or legal guardian of the Minor, could be or has the potential to be alone with the Minor.



"Authorized Adult" for purpose of this Policy means a parent, legal guardian or adult who has complied with the requirements to be present with Minors under this Policy and who is responsible for either escorting or supervising the Minor(s) while on campus or while participating in any activities identified in this Policy.

Program Registration

Departmental units shall, *prior to* the beginning of the University's fiscal year for ongoing programs and activities and ***at least sixty days prior to the first scheduled date of participation by Minors***, inform the Director of HR of the details of the program or activity on forms posted on Department of Human Resources Website to begin the paperwork process for all persons working with Minors. This also included volunteers to the University that are participating in the organized activity.

Allegation of Inappropriate Conduct

Adults participating in programs and activities covered by this Policy shall:

- Immediately report any violation of the Conduct Requirements of this Policy to the person in charge of the program or activity and to Public Safety.
- Assure the safety of Minors participating in programs and activities covered by this Policy, irrespective of any other limitation or requirement, including removal of Minors from dangerous or potentially dangerous situations. In such case, the Department of Public Safety must be notified immediately.
- Discontinue any further participation in programs and activities covered by this Policy when an allegation of inappropriate conduct has been made against him or her, until such allegation has been satisfactorily resolved.