1. General
Although the Clark University is committed to the safety of all members of its community, the University has particular concern for potentially vulnerable populations, such as minors, who may require special attention and protection. This policy establishes general standards for minors participating in University programs and for minors visiting University workplaces and classrooms. Individual departments of the University may develop more stringent standards to address their particular needs, including ethical standards and codes of conduct. In order to ensure that all University departments involved with programs for minors are aware of and comply with this policy, the Business Office asks units, as applicable, to complete a yearly compliance certification.

2. Definitions
For the purposes of this policy, the following terms are defined as specified:
• “Abuse or neglect of minors” means infliction of physical or mental injury, sexual abuse, or exploitation, or negligent treatment or maltreatment of a person under age 18.

• “Authorized adults” means individuals who are responsible for the care and custody of, or who might have unsupervised interactions with, minors in University programs.

• “Campus” means all buildings, facilities, and properties that are owned, operated, managed, rented, or controlled by the University for University programs.

• “External organization” means a third-party vendor or other non-University organization or individual that uses University facilities to conduct a program or activity with minors pursuant to an approved contract with the University.

• “Minor” refers to a person who is under the age of 18, but does not include students enrolled at Clark, attendees at new student orientation sessions, or student employees at Clark.

• “Program leader” means the person primarily responsible for the management, oversight, and implementation of a University program for minors.

• “University program” means an activity for minors (1) operated or sponsored by a University department, college, or school, (2) during which the University assumes responsibility for the care and custody of the minors.

• “University program” does not mean:
  o Activities in which minors are supervised by parents, guardians, chaperones, or third parties
  o Kindergarten through 12th grade groups visiting campus as members of campus tours
  o Patrons of educational or entertainment events or activities
  o Human subjects research involving minors conducted under the oversight of an institutional review board
  o Recruitment activities in large group settings

3. Code of Conduct
Members of the campus community and volunteers, particularly those working with minors, are expected to perform their duties with the highest degree of integrity, honesty, and good judgment consistent with the Admin and Staff Handbook or Faculty Handbook. To ensure the safety and wellbeing of minors, those who interact with minors on campus are encouraged to meet in groups or public areas, and to be aware of the impact of their words and actions.

Program leaders and others working with minors must monitor the minors' behavior to prevent interruptions to University business or instruction.
As discussed in Section 6, under state law, all members of the University community must report immediately if they have reasonable cause to suspect abuse or neglect of minors.

4. University Program Requirements
Program leaders must obtain from each minor’s parent or guardian a signed copy of the Parental Authorization and Waiver/Release of Liability form (Exhibit A). Or, alternatively, program leaders may obtain from each minor’s parent or guardian a signed copy of other similar forms that have been reviewed by the Campus Committee for Safety and Security Compliance.

Program leaders should provide that the ratio of adults to minor program participants follow the American Camp Association ratios:

- 5 years and younger: 1 staff for each 5 overnight campers and 1 staff for each 6 day campers
- 6–8 years: 1:6 for overnight, and 1:8 for day
- 9–14 years: 1:8 for overnight and 1:10 for day
- 15–18 years: 1:10 for overnight and 1:12 for day

4.1. General Safety
- Two Adults Practice: It is highly recommended that at least two unrelated adults who have had the appropriate background and criminal record checks should be with minors at any given time. Care should be taken to avoid or minimize situations in which individual minors are alone with a single adult. This rule includes all transportation to/from activities, accompanying a child to the bathroom, and giving a minor a ride home.
- One-on-one meetings with a child or young person are best held in a public area, or if that is not appropriate or possible, then the door to the room should be left open, and/or someone on the Clark University program staff should be notified about the meeting.
- Open and Well Illuminated Spaces: Programs and activities involving children on or off campus should be held, where feasible, in open and well-illuminated areas that are easy to access and monitor. Abuse typically occurs in locations that are more private and out of sight such as locker rooms, bathrooms, shower areas, dormitory rooms and classroom spaces after hours. Consequently, the greater the visibility in a particular area, the lower the risk of abuse.

4.2. Training for Those Participating in University Programs
Program leaders should identify the authorized adults who must complete appropriate training. Training is required and can be accessed through our Learning Portal. The training includes:

- Basic warning signs of abuse or neglect of minors.
- Guidelines for protecting minors from emotional and physical abuse and neglect.
• Requirements and procedures for reporting incidents of suspected abuse or neglect or improper conduct.

• A code of conduct for interacting with minors.

Units may offer additional training to authorized adults to meet the specific needs of individual University programs.

4.3. Criminal Background Checks
All authorized adults in University programs must clear criminal background checks prior to participation in these University programs. Program leaders may require other authorized adults to clear background checks prior to participation in University programs. Background checks are valid for three years.

5. External Organizations
External organizations must:

• Establish a contractual relationship with the University for the use of facilities or resources;

• Identify a contact person or agent who will coordinate with the University;

• Ensure that their staff has undergone background checks that, at a minimum, comply with Section 4.3; and undergone youth protection training to comply with 4.1.

• Provide evidence of one-million dollars ($1,000,000) of general liability insurance coverage that includes sexual abuse/ molestation coverage and lists “Trustees of Clark University” as an additional insured party.

6. Reporting

6.1. Emergencies
In case of an emergency, one should immediately call University Police at (508) 793-7575 or 911.

6.2. Known or Suspected Abuse or Neglect of Minors
Every member of the University community has an obligation under Massachusetts Law to report any instances or suspected instances of the abuse or neglect of a minor. Anyone who knows, suspects, or receives information indicating that a minor has been abused or neglected, or who has other concerns about the safety of minors, should contact University Police or the Department of Families and Children (DCF) at 800-792-5200.

Program leaders must take immediate steps to prevent further harm to the alleged victim or other minors, including, where appropriate, removing the alleged abuser from the program or activity or limiting his or her contact with minors pending resolution of the matter.

6.3. Misconduct
Anyone can report suspected misconduct to Clark University Police at 508-793-7575.
7. Minors in the Workplace or Classroom
The University values its employees and students by recognizing the role of families in their lives and promoting work-life balance. In certain circumstances, it may be appropriate for faculty, staff, and students to bring their minor children to the workplace or classroom. In such situations, the Visitors to Campus policy should be reviewed.

8. References
- Exhibit A: Parental Authorization and Waiver/Release of Liability
EXHIBIT A

Parental Authorization and Waiver/Release of Liability

I, _______________________, parent or legal guardian of _____________________, hereby give my permission for my child to participate in the __________________(the Program) on ________________.

In full recognition of the possible dangers inherent in visiting a university campus, I hereby acknowledge that I have voluntarily and freely elected to allow my child to participate in this Program and agree to assume all risks and responsibilities surrounding my child’s participation in the Program’s activities.

In consideration of being permitted to participate in the Program, I hereby voluntarily release Clark University and their employees, students, officers, trustees, directors and agents from any and all liability resulting from or arising out of my child’s participation in the Program.

I understand and agree that this Waiver/Release will have the effect of releasing, discharging, waiving, and forever relinquishing any and all actions or causes of action that I or my child may have or have had, whether past, present or future, whether known or unknown, and whether anticipated or unanticipated by me or my child, arising out of participation in the Program.

I understand and agree that by signing this Parental Authorization and Waiver/Release of Liability, I am assuming full responsibility for any and all risk of property damage, personal injury or death suffered by my minor child while participating in the Program. I understand and agree that by signing this Parental Authorization and Waiver/Release of Liability, I am agreeing to release, indemnify, and hold harmless Clark University and their employees, students, officers, trustees, directors and agents from any and all liability or costs, including attorney fees, associated with or arising from participation in the Program.

I understand that this Waiver/Release of Liability will be binding on me, my spouse, my heirs, my personal representatives, my assigns, my children, and any guardian for said children.

I acknowledge that I have read this Parental Authorization and Waiver/Release of Liability and that I understand the words and language in it. I also understand that this Parental Authorization and Waiver/Release of Liability is valid for the duration of time that my child participates in the Program unless rescinded through my written instructions.

Child’s Name: _______________________________________

Print Name of Parent/Guardian: _______________________

Signature of Parent/Guardian: _________________________ Date: _____________

Emergency Contact Information: _______________________

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