

PROTECTION OF MINORS POLICY

I. PURPOSE

Emmanuel College is committed to creating a safe and welcoming environment for all members of its community, including Minors (defined below). This policy establishes guidelines and procedures to promote the protection of Minors.

Except for the reporting of abuse or neglect in Section III, this policy does not apply to Minors walking through the Campus without entering a College facility or participating in a College sanctioned event or activity. Such individuals enter the College's Campus at their own risk and are not the responsibility of the College.

II. SCOPE

Compliance with this policy is the responsibility of all College employees (staff and faculty), students, volunteers, contractors, vendors, and other individuals or entities that contract with the College.

A. Definitions

- **Campus** means all buildings, facilities, and other property owned or controlled by the College, including but not limited to lecture halls, residence halls, administrative buildings, parking lots, athletics fields and facilities, and vehicles.
- **Campus Visit** means a Minor's temporary presence on Campus as part of a College recruitment event or community outreach activity. Examples include visits by prospective students, student athletes, and school field trips.
- **Minor** means an individual who is under the age of 18 who is not a matriculated College student.
- **Program** means a College sanctioned event or activity that provides educational/instructional, recreational, cultural or athletic activities primarily developed to serve Minors, such as but not limited to camps. Programs may be limited to daily activities or may involve overnight housing. Programs may be organized or sponsored by the College or by external entities. The term "Program" does not include:
 - A College sponsored event or activity that requires a Minor to be accompanied by a parent or guardian;
 - A College sponsored event or activity that is open to the general public and which Minors attend at the sole discretion of their parents or guardians;
 - A Campus Visit; or
 - An event or activity that is exempted from these requirements by the College on a case by case determination.

III. Reporting Abuse or Neglect

Every member of the College community or any individual participating in a Program that knows or suspects that a Minor has been abused or neglected, or who has other concerns about the safety of Minors must report that information to the College

A. Where to Report

- **On-Campus:** Reports should be made to a Campus Safety officer, to the Office of Campus Safety in the Eisner Administration Building, or by calling (617) 735-9888.
- **Off Campus:** Reports should be made to Boston Police (BPD) at 617-343-4633. After notifying local police, immediately notify Campus Safety and the Program sponsor, if any.
- **Mandatory Reporting to Law Enforcement**
Please consult with the Office of Campus Safety to determine if it is required by law to report an incident to the Boston Police or any other city, state or federal agency.

IV. General Requirements

- A. The College reserves the right, at its discretion, to condition, restrict or deny access by Minors to Campus or a Program. Minors are subject to all College policies, must follow directions from authorized College personnel, and may be asked to leave Campus or the event or activity if they are unable or unwilling to comply with such directions.

Parents or guardians are responsible for understanding the risks associated with allowing a Minor onto Campus or permitting a Minor to participate in a Program. The College is not responsible for unsupervised Minors.

B. Supervision

Unless a Minor is participating in a Program, Campus Visit, the Minor's parent(s), or guardian(s), (along with the individuals(s) that brought the Minor to Campus, if different) are responsible for supervision of the Minor. Those individuals are responsible for the safety, security, and well-being of the Minor, and are responsible for any injuries to persons or damage to College property caused by the Minor.

C. Prohibited Areas

Minors are prohibited from the following areas unless part of a College-sponsored event or activity and are accompanied by a College employee:

- Laboratories, laboratory preparation areas, and scientific work areas
- Workshops, maintenance areas, and technical work areas
- Fitness facilities (e.g. locker rooms and weight rooms)
- Residence Halls (unless the Minor lives in a Residence Hall with a parent or guardian)
- Construction Sites

D. Minors in the Workplace

College employees may bring Minor(s) to work in the following limited situations:

- College-sanctioned event or activity in which the presence of Minors is welcomed, provided that the employee retains supervision of the Minor(s) at all times;
- If the employee is a campus resident;
- Brief visits that do not interfere with the employee or his or her colleagues' work, provided that the employee's supervisor approves this visit and the employee supervises the Minor(s) at all times;
- In the event of an emergency, and if there are no other alternatives, provided that the employee's supervisor approves, the employee supervises the Minor(s) at all times, and the Minor(s) do not interfere with the employee or his or her colleagues' work.

E. Minors in the Classroom

In an occasional emergency situation, a Minor child may be brought to class provided that the situation does not interfere with students' educational experiences and only with permission of the instructor (in the case of a student bringing a Minor to class) or Dean (in the event of the instructor bringing a Minor to class). If permission is not granted or if the Minor interferes with the educational experience of College students, the parent or guardian must remove the Minor child.

F. Alcohol

All individuals on Campus or participating in a Program must adhere to the College's alcohol policies: both the policy for students and the Drug and Alcohol Abuse Policy (staff and faculty).

G. Additional Requirements for Programs

The College is committed to the safety and well-being of all Minors who participate in Programs. Accordingly, additional requirements regarding background investigations, trainings, and supervision and interaction with Minors are imposed as set forth below.

H. Forms

- College-Sponsored or Organized Programs: The Minors and their parents or guardians must submit any required College forms before Minors are allowed to participate in a College organized or sponsored Program.
- Externally-Sponsored or Organized Programs: External organizers or sponsors of Programs must sign and return a College-approved Agreement before the start of any Program involving Minors.

V. Background Checks

A. College-Sponsored or Organized Programs: Individuals who are responsible for the supervision or care of Minors, or whose duties would require close contact with Minors must successfully complete a criminal background check prior to working with Minors. Background investigations are coordinated through the Office of Human Resources in accordance with the College's policy.

- Individuals with unsatisfactory background check results may be excluded from participation in the Program at the College's discretion.
- Externally-Sponsored or Organized Programs: External organizers or sponsors must conduct criminal background checks for their personnel who are responsible for the supervision or care of Minors, or whose duties would require close contact with

Minors, and must determine that those individuals have satisfactorily completed a criminal background check before the start of the Program.

- Individuals with unsatisfactory background check results must be reported to the College. Those individuals may be excluded from participation in any Program at the College's discretion.

B. Training

- College-Sponsored or Organized Programs: Individuals who are responsible for the supervision or care of Minors, or whose duties would require close contact with Minors must complete any trainings deemed necessary by the College to participate in programs involving Minors.
- Externally Sponsored or Organized Programs: External organizers or sponsors are responsible for abiding by best practices when selecting and training personnel who will be interacting with or supervising Minors.

C. Supervision and Interaction with Minors

- College-Sponsored or Organized Programs: When interacting with Minors, all employees and students must adhere to the College's Standards of Conduct for Interacting with Minors and provide sufficient adult supervision for all Minor participants.
- Externally-Sponsored or Organized Programs: External organizers or sponsors are required to provide sufficient adult supervision for all Minor participants. Such personnel must:
 - Serve as a liaison between College staff and the Minor participants in the event of discipline, noise and/or destructive behavior;
 - Accompany and supervise Minor participants at all times as they travel from area to area on campus or off Campus;
 - Be responsible for the behavior of Minors, and actively enforce University policy governing behavior in residence halls; and
 - Respond to any and all emergencies.
- Personnel interacting with Minors must abide by best practices when interacting with Minors.
- External organizers or sponsors should use adults in ratios that at a minimum meet a chaperone-to-Minor ratio as recommended by the American Camp Association standards, or in accordance with a successor organization or regulatory body.

VI. ENFORCEMENT OF POLICY

- A. Failure to follow the guidelines outlined in this policy, may result in revocation of privileges to conduct programs or activities on campus, or participate in programs where minors will be present. Additionally, College employees may be subject to disciplinary action up to and including termination of employment.