Appendix B: Behavioral Guidelines for the protection of minors

Employees who are Supervisors of minors:

A supervisor must do the following to comply with policy:

- Must have background check run annually prior to hire and once every four years.
- Must take the online training module through United Educators (SM 201 or SM 101-H)
- Must have signed and returned packet letter to HR confirming they have read and understood responsibilities.
- Must give names of all new employees, students or volunteers to HR so they can receive packet information.
- Must give the consent and disclosure forms to new employees, students or staff to fill out and return to HR.
- Must return all supervisees signed letters to HR.

Employees and volunteers who work with minors:

Employees/volunteers must do the following to comply with policy:

- Must have background check run prior to hire (fill out consent and disclosure form and return to HR)
- Must take the online training module through United Educators.
- Must have signed and returned packet letter to Supervisor confirming they have read and understood responsibilities.
- Filled out all HR paperwork and returned it to HR.

Students who work with minors:

Students must do the following to comply with policy:

- Must take the online training module through United Educators (SM 101-P) prior to the event.
- Must have signed and returned packet letter to Supervisor confirming they have read and understood responsibilities.

There should be at least a two week window between the time the person is hired and the time they start work on the campus. They must have completed all the requirements and have material turned in before they may start. If they do not complete the requirements, they are not permitted to work on the campus until they have fulfilled them.
Protection of Minors Policy- Saint Francis University

Training Requirements for Those Involved with Minors

Saint Francis University faculty, staff and students who are involved in University-run or affiliated programs or activities involving minors, as well as employees, volunteers and other representatives of non-University organizations or entities that operate programs or activities involving minors on campus, are required to satisfy specific training and certification requirements.

University-Run or Affiliated Programs or Activities

All individuals working with minors in University-run or affiliated programs or activities are required to review the guidelines for working with minors and sign the Certification contained in this article.

In addition, all individuals who are required to obtain a background check pursuant to this Policy, including program or activity directors, supervisors and individuals who work one on one, stay overnight, or are regularly alone with minors, must complete online training course regarding the protection of minors. The online training course is through United Educators and includes awareness, boundaries, codes of conduct, and reporting.

The training course is designed to assist, faculty, staff, students and volunteers who work with minors in establishing a comprehensive program for protecting children from sexual misconduct by addressing prevention strategies and reporting.

Non-University Programs or Activities on Campus

Employees, volunteers and representatives of non-University organizations or entities that operate programs and activities involving minors on campus are required to comply with training and certification requirements that apply to University-run or affiliated programs and activities. Non-College organizations or entities must also submit a certification of compliance with the training requirements described herein prior to the start of any program or activity involving minors on campus.
Working with Minors: Information for Those Participating in College-Run or Affiliated Programs or Activities Involving Minors

The Saint Francis University community has a strong interest in how our society cares for children and the most vulnerable among us and wants to do what it can to prevent the victimization of child and adolescent minors and promote their safety. To further this goal, this packet contains important information that individuals must review if they are participating in programs or activities involving minors that 1.) The University Operates; or 2.) That others operate in University facilities.

You are receiving this information because you have been identified as participating in a covered program or activity. You must review the information in this packet and return the attached attestation indicating that you have read the packet and agree to comply with the requirements it describes. You must also determine whether you may be a mandated reporter and agree to comply with either obligation imposed by law and by the University on mandated reporters.

This information packet contains the following:

1. Guidelines for working with minors that will help you maintain safe and positive interactions and reduce the risk of mistaken allegations;
2. Steps to take if you suspect that a minor has been abused or neglected or is otherwise unsafe, including information about how to report your suspicions or ask questions;
3. Advice on the signs of child abuse and neglect from the Pennsylvania Department of Public Welfare.
4. An acknowledgment form that you must sign to attest that you have read and understood and will comply with your obligations if you are a mandated reporter.
Guidelines for Working with Minors

Those associated with programs or activities involving minors should observe the following “dos” and “don’ts” in order to maintain a safe and positive experience for program participants, encourage parental confidence, and avoid mistaken allegations.

DO:

- Maintain the highest standards of personal behavior at all times when interacting with minors
- Whenever possible, try to have another adult present when you are working with minors in an unsupervised setting. Conduct necessary one-on-one interactions with minors in a public environment where you can be observed.
- Listen to and interact with minors and provide appropriate praise and positive reinforcement.
- Treat all minors in a group consistently and fairly, and with respect and dignity.
- Be friendly with minors within the context of the formal program or activity while maintaining appropriate boundaries.
- Maintain discipline and discourage inappropriate behavior by minors, consulting with your supervisors if you need help with misbehaving youth.
- Be aware of how your actions and intentions might be perceived and could be misinterpreted.
- Consult with other adult supervisors or colleagues when you feel uncertain about a situation.

DON’T:

- Don’t spend significant time alone with one minor away from the group or conduct private interactions with minors in enclosed spaces or behind closed doors.
- Don’t engage in inappropriate touching or have any physical contact with a minor in private locations,
- Don’t use inappropriate language, tell risqué jokes, or make sexually suggestive comments around minors, even if minors themselves are doing so.
- Don’t give personal gifts to, or do special favors for, a minor or do things that may be seen as favoring one minor over others.
- Don’t share information with minors about your private life or have informal or purely social contact with minor program participants outside of program activities.
- Don’t strike or hit a minor, or use corporal punishment or other punishment involving physical pain or discomfort.
- Don’t relate to minors as if they were peers, conduct private correspondence or take on the role of “confidant” (outside of a professional counseling relationship).
- Don’t date or become romantically or sexually involved with a minor. Don’t show pornography to minors or involve minors in pornographic activities.
- Don’t provide alcohol or drugs to minors or use them in the presence of minors.
Reporting: What to do if you suspect that a minor has been abused or neglected or is otherwise unsafe.

If you know, suspect, or receive information indicating that a minor has been abused or neglected, or if you have other concerns about a situation involving the safety of minors, follow the procedures described below:

**Emergencies:**

In case of an emergency, one should immediately dial 911. If using a cell phone, please clarify that you are on Saint Francis University Campus in Cambria County.

**All Other Reports of Known or Suspected Abuse or Neglect of Minors:**

Anyone participating in a University-Run or -Affiliated program or activity involving minors or a non-College program or activity operating on campus involving minors who knows, suspects or receives information indicating that a minor has been abused or neglected, or who has other concerns about the safety of the minors MUST inform the University Police by calling (814) 472-3360.

University Police shall be responsible for, and have the obligation to immediately make, a Report of the suspected child abuse to the Commonwealth of Pennsylvania’s ChildLine (800-932-0313).

University Police, with support from other appropriate offices as necessary, will help determine appropriate next steps.

In addition to complying with the expectations of this policy, nothing prohibits University faculty, staff, students and volunteers or any other individual from making a report directly to ChildLine(800-932-0310).

**Questions:**

If you have questions about your obligations or what you should do in a situation that makes you uncomfortable, contact the Director of Public Safety and Police.
In addition to the Mandated Reporter obligations for all SFU faculty and staff for the purposes of Title IX, Clery and Title VII, individuals who work with minors in a professional or official capacity are designated as “mandated” reporters who have additional obligations under Pennsylvania law.

If you are a “Mandated” Reporter:

Pennsylvania law designates individuals in certain occupations and professions as mandated reporters. Mandated reporters include, but are not limited to, physicians, medical examiners, dentists, optometrists, nurses, hospital personnel, members of the clergy, school administrators and teachers, social service workers, day-care workers, child care or foster care workers, mental health professionals, and law enforcement officials. University faculty, staff, students and volunteers who are working with minors in their professional or official capacity ad who have questions about whether they may be considered mandated reporters under Pennsylvania law should contact University Police.

Even those who are not mandated reporters must report known or reasonably suspected child abuse to University Police, ChildLine, or both.
Attestation

I hereby attest that I have read and understand the foregoing Information for Those Participating in University-Run or Affiliated Programs Involving Minors. I have had an opportunity to raise any questions I have about this information and have done so if necessary.

I agree to take any necessary further steps to determine whether I may be a mandated reporter. If I am a mandated reporter, I will complete required training and comply with all reporting and other obligations for mandated reporters under Pennsylvania law.

______________________________  __________________
Signature                      Date

______________________________
Printed Name

Program/Activity in which you are participating: