



Policy Owner:	Office of Safety and Security
Applicability:	University Faculty, Staff, Students, Volunteers, Vendors and Contractors
Effective Date:	June 1, 2020

Safety of Minors Policy

Policy Statement:

Salve Regina University is committed to creating a safe and welcoming environment for all members of the community, including Minors. This statement sets forth Salve Regina University's policy regarding children under the age of 18 (Minors) who participate in events, activities or programs (collectively, Programs) on campus, or off-campus but under the authority and direction of Salve Regina faculty, staff, students, volunteers, vendors, third-party organizations or contractors. Salve Regina expects all members of the University community to adhere to and act in accordance with this policy. Failure to comply with the requirements set forth in this policy may lead to disciplinary action and/or revocation of the opportunity to use Salve Regina's facilities and/or run Salve Regina-affiliated Programs.

Policy:

This policy will enhance and better integrate existing policies promoting the safety of our campus community. Members of the Salve community who interact with minors in any official capacity are expected to foster and maintain an appropriate and secure environment for Minors. Following the Safety of Minors Policy criteria will ensure the University continues to meet its legal obligations and establishes a minimum standard of conduct for interacting with Minors.

Applicability:

With the exception of Minors who are enrolled as full-time students at Salve Regina (to which the Student Handbook applies), this policy applies to **all** instances in which Minors are on campus or participating in Programs.

This includes **all types of Programs**, including without limitation:

- Athletic camps, academic camps, Jazz and Music camps, high school recruiting events, and other, similar activities; and
- Programs or events run by Salve Regina faculty, staff and students, as well as those run by others on campus or on Salve Regina's behalf.

This policy applies to **all members of the Salve Regina community**, including without limitation:

- Salve Regina faculty, staff, volunteers and students;
- Contractors and vendors working on campus or working for the university off-campus;

This policy applies at **all times**, including without limitation:

- Programs run before, during or after business hours, and overnight; and
- Programs that are for a single instance, over a period of time, or recurring.

Application of this Policy:

The following 7 requirements govern participation in Programs covered by this policy:

1. Register the Program

The Salve Regina staff member who oversees the Program (Program Director) must submit a Program Registration form to the applicable dean or director for review and signature followed by the vice president within sufficient time to meet the requirements of this policy. The Program Director is responsible for submitting the completed form to Johanna Mancivalano, Director of Conferences and Events, and distributing a copy of the Safety of Minors Policy to all Staff working with Minors.

2. Execute Appropriate Written Contract(s) for Third-Party Organizations

Third-party organizations, including vendors and/or contractors, must work directly with Johanna Mancivalano, Director of Conferences, to execute a written contract with Salve Regina if the Program will make use of any facilities, including but not limited to athletic, housing or dining facilities, in connection with a covered Program.

3. Obtain Waiver and Permission forms

In all covered Programs, the parent/guardian of each Minor must execute a Minor Waiver and Permission form prior to the start of the Program. The Program Director will be responsible for obtaining such documents and forwarding to the Director of Conferences and Events for filing. If the Program is run by a third-party organization, they will be responsible for obtaining all applicable waiver, release and/or permission forms.

4. Conduct Background Checks

The Program Director will be responsible for identifying and documenting all Staff who will be working directly with Minors (including faculty, staff, students, volunteers and vendors); and ensuring all (Staff) listed above have successfully completed a background check prior to working with Minors.

The Program Director will be responsible for providing the names and contact information of all Staff working with Minors in the Program to the Office of Human Resources. Human Resources will complete and review the background checks results. If a Staff member's background check results in anything other than clear, the Office of Human Resources will immediately notify the Program Director. The Program Director will be responsible for notifying the Staff member of the background check result and next steps.

All third-party organizations who will be participating in Programs that include Minors must conduct their own background checks on any employees who will be working with Minors during the Program. Background checks must meet state background check requirements.

Third-party organizations must also have molestation insurance.

Self-disclosure: after completion of an initial background check, all Staff working with Minors are expected to disclose any new convictions to their Program Director within 48 hours of the occurrence, and to cooperate in providing information necessary to evaluate the circumstances of the conviction.

5. Training for Staff Working with Minors

In recognition of the imperative of protecting Minors, Salve Regina **requires** that all adults working with Minors be trained regarding policies and issues relating to interactions with Minors. This training should include:

- Receipt of Salve Regina Safety of Minors policy. Policy includes information related to:
 - Use of background checks to screen adults working with Minors; including adults working for third-party organizations;
 - Execution of 3rd party contracts;
 - Obtainment of applicable Waiver and Permission forms;
 - Reporting requirements and procedures;
 - Behavioral expectations when working with Minors and
 - Consequences of conduct violations involving Minors.
- Training video provide by EduRisk (United Educators) covering the following topics:
 - Warning signs of sexual abuse by adults;
 - Specific locations to monitor and
 - Steps for reporting incidents or suspicion.

6. Establish Behavioral Expectations When Working with Minors

Adults should be positive role models for Minors, and act in a caring, honest, respectful and responsible manner that is consistent with the mission and guiding principles of the University. Adults working in Programs covered by this policy must follow these expectations to avoid behaviors that could cause harm or be misinterpreted:

- Do not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material (or assist in any way to provide access to such material) with Minors.
- Do not be alone with a single Minor. If one-on-one interaction is required, meet in open, well illuminated spaces or rooms with windows observable by other adults from the Program, unless the one-on-one interaction is expressly authorized by the Program Director, dean, department chair person or is being undertaken by a health care provider.
- Do not meet with Minors outside of established times for Program activities. Any exceptions require written parental authorization and must include more than one adult from the Program.

- Do not invite individual Minors to your home. Any exceptions require authorization by the Program Director and written authorization by a parent/guardian.
- Do not engage or allow Minors to engage you in romantic or sexual conversations, or related matters, unless required in the role of resident advisors, counselors, or health care providers.
- Do not engage or communicate with Minors through email, text messages, social networking websites, internet chat rooms, or other forms of social media at any time except and unless there is an educational or programmatic purpose and the content of the communication is consistent with the mission of the Program and the university.
- Do not touch Minors in a manner that a reasonable person could interpret as inappropriate. Touching should generally only be in the open and in response to the Minor's needs, for a purpose that is consistent with the Program's mission and culture, and/or for a clear educational, developmental, or health related (i.e., treatment of an injury) purpose. Any resistance from the Minor should be respected.
- Do not engage in any abusive conduct of any kind toward, or in the presence of, a Minor, including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a Minor or other Minors from harm, all incidents must be documented and disclosed to the Program Director and the Minor's parent/guardian.
- Do not use, possess or be under the influence of alcohol or illegal drugs while on duty or when responsible for a Minor's welfare.
- When transporting Minors in a Program, more than one adult from the Program must be present in the vehicle, except when multiple Minors will be in the vehicle at all times through the transportation. Avoid using personal vehicles, if possible.
- Possession of or use of any type of weapon or explosive device is prohibited.

7. Report Allegation(s) of Inappropriate Behavior

"If you see something, say something". Every member of the university community has an obligation to report immediately instances or suspected instances of the abuse of or inappropriate interactions with Minors. Rhode Island law requires that all persons report known or suspected cases of child abuse and/or neglect, meaning the physical or mental injury, sexual abuse or exploitation, negligent treatment or maltreatment of a child under the age of eighteen (18). If an employee (faculty or staff member) suspects or witnesses child sexual and/or neglect abuse on campus, the employee must report it to the Rhode Island Department of Children, Youth, and Families within 24 hours of becoming aware of such abuse/neglect. Call the DCYF hotline at 1-800-RI-CHILD (1-800-742-4453). **In emergency situations, call 911 first.**

Michael Caruolo, Director of the Office of Safety and Security has been designated as the person responsible for reviewing reports of sexual abuse of minors for trends, patterns, or repeat offenders on campus. Michael Caruolo can be contacted at michael.caruolo@salve.edu or 401-341-2334.

Members making a report in good faith will be protected from criminal and civil liability for making the report. Further, it is the policy of Salve Regina that no Member making a good faith report of suspected abuse or neglect will be retaliated against in the terms and conditions of employment or educational program.

Prohibited Areas:

Minors are prohibited from the following areas unless part of a University sponsored event, Program or activity and are accompanied by a University employee or Program Director (defined below).

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

Violations of Policy:

Any violation of this policy should be immediately reported to the Program Director and Michael Caruolo, Director of the Office of Safety and Security (ext. 2334).

Violations of this policy may lead to removal of a minor or suspected violator from campus or termination of the program, event or activity. Violations may also lead to University sanctions that will be forwarded to the Office of Human Resources (for staff), the Office of the Provost (for faculty) or the Office of the Dean of Students (for students), as applicable, for appropriate disciplinary action up to and including termination from the University.

Suspected violations of the law may be referred to law enforcement authorities.

Program Registration Form

The Program Registration form is designed to collect necessary information pertaining to programs and events hosted by Salve or on Salve property. The Program Registration form must be completed prior to initiating (on-site, off-site and 3rd party) programs including but not limited to camps, recruiting events and other similar activities. Completed forms must be submitted to Johanna Mancivalano, Director of Conferences and Events via email johanna.mancivalano@salve.edu.

Program Title: _____

Person in charge of the program (Program Director): _____

Program Director Email: _____

Program Director Contact Number: _____

Program Type: University event (on campus) University event (off-campus) 3rd party

Program Activity Type: Academic Program Athletic/Recreation Program Special Event

Service/Volunteer Program Other: _____

Date(s) of Program: _____

Location(s) of Program: _____

Program Accommodations: **Will minors be participating in the program?**

Campus Housing Yes No

Campus Dining **If so, approximately how many minors:** _____

Transportation of Minors

Other: _____

Program Director Signature: _____ **Date:** _____

Dean/Director Signature: _____ **Date:** _____

Vice President Signature: _____ **Date:** _____

Conference & Events Director Signature: _____ **Date:** _____

****Note: The Program Director will be required to submit a list of staff (Salve Regina employees and volunteers), who will be working in direct contact with minors during the program to the Office of Human Resources 30 days prior to the start of a program.