

## **SCRIPT FOR MINORS POLICY TRAINING**

Welcome to the training component of the University of Dayton's "Children on Campus and Working with Minors Policy," often referred to, simply, as the "Minors Policy."

Child sexual abuse, by its very nature, is secretive. That means that the problem of child sexual abuse is actually much larger than what the various media reports suggest. The statistics are grim. According to a survey by the Centers for Disease Control of adults age 19 and older,

1 in 4 girls have been sexually abused by the age of 18. According to that same survey, 1 in 6 boys have been sexually abused before the age of 18. This is a staggering number – a total of about 40 million adult survivors of child sexual abuse in the United States.

Against this sobering backdrop is the University of Dayton's commitment to the dignity of every human being. Specifically, the University's statement on dignity says:

A primary assertion of both our religious and civil traditions is the inviolable dignity of each person. Recognition of and respect for the person are central to our life as a Christian and educational community and are what allow us to pursue our common mission while being many diverse persons.

That is, *everyone* in the community matters – everyone has dignity – everyone in our community is worthy of safety and protection. And this includes children.

Here are just a few examples of how children might be on the University of Dayton campus or involved in a University program.

- They could be working in a lab.
- They might be part of a School of Engineering program for high school students.
- They might be here for a music workshop.

- A special event at the holidays.
- Or a sports camp.
- They could be here for tutoring...or, maybe, they're at their own school where UD students go to tutor or student-teach.
- They could be here for a swimming day-camp during the summer at the RecPlex.
- Or part of an outdoor adventure program put on by a student organization.

So – who on campus might come in contact with the children on campus? Who is covered by this Policy? Here are some general categories of people covered.

- Program coordinators who plan a UD program involving children
- UD employees who are not in charge of the program but are helping with it – they are involved with the children and thus covered by this Policy.
- Coaches and their assistants who are interacting with children at a camp that takes place on campus.
- Third parties might be involved. For example, a scout troop might want to use UD facilities for a scout event.
- And, UD students might be interacting with children – through a student organization's volunteer outreach, through an event on campus, and many other ways too.

The University's Minors Policy is meant to protect children who are at UD for any reason – they're to be protected from harm while they're part of the UD community.

The programs covered by the Policy are:

- University-sponsored programs. These might be on campus or off campus.
- And non-University sponsored programs that are held on the University's campus are covered by the Policy.

Just to be clear, the University's Minors Policy applies to University activities and programs in which minors will be present and participating. It applies to visitors

and guests who use University facilities for events involving children. It applies to anyone involved with third-party programs held on University property. That is, if a UD student helps out at an event held by Daybreak in Kennedy Union, then that program must comply with this Policy, as well as anyone helping with that program – the UD student included.

Who is considered a “minor” covered by the University’s Policy? Minors are all persons under the age of 18 who are not enrolled or accepted for enrollment at the University as a student. Under the University’s Minors Policy, minors who visit campus (but are not part of a formal UD program targeting children) are split into two distinct age groups, which have slightly different expectations.

Pre-high-school aged children, age 13 or younger, who visit campus must be escorted or supervised at all times by a parent, guardian or an “authorized adult” – that is, adults who’ve taken this training. (Your specific obligations as an “authorized adult” are spelled out later.)

The second group of minors is High School age children – that is, children aged 14-17. If high school age children come to the University for a campus tour or as a prospective student-athlete on an official visit, they are *not* required to be escorted by a parent, guardian or authorized adult. But they are expected to meet the standards of our student Code of Conduct.

Certain children though – even though they’re high-school aged or younger – are not considered “minors” covered by this Policy. Enrolled students at the University, regardless of age, are not covered by this Policy. We might have first-year students who are 17. While not “minors” covered by this Policy, those under-aged students must abide by the conduct requirements in the Student Handbook. If the University is hosting an event that’s open to the general public, and parents are invited too, the parents are expected to supervise their children. And finally, children who are enrolled at the Bombeck Family Learning Center are not

encompassed by this Policy. The Bombeck Center – because it is an early childhood education center – is subject to more extensive regulations.

Where most requirements come into play is when there is a “UD Program” involving minors; that is, a specific UD event, program or offering designed for participation by children. There are certain requirements and expectations of all minors -- and their parents -- prior to participating in a UD program. First, children participating in University programs must provide a completed waiver or release form, signed by a parent or guardian. They must provide a completed medical treatment authorization form. They must be supervised by an authorized adult – typically two authorized adults -- at all times unless otherwise specified. And they must stay within the general use facilities, that is, they need to stay on the part of campus where their program is. No minor is allowed in restricted areas of campus or to use certain equipment.

What do program coordinators – individuals who plan a UD program involving children – have to do?

- They must maintain up-to-date lists of all participants, authorized adults, program times and dates, locations, and attendance information;
- They must provide parents with program contact information and a notification procedure in case of emergency;
- They need to ensure that minors are supervised by at least two or more authorized adults or their parent or guardian.

Program Coordinators must establish a pick-up drop-off procedure for participants and communicate these to parents. Prior to the start of the program, coordinators should obtain written permission for non-parental pickups (that is, authorized pickups by babysitters, caregivers, family friends, or other relatives). Authorized adults should be assigned to remain on-site until all children have been picked up. They need to make sure all the necessary paperwork is collected from minors and their

parents, such as those release forms mentioned previously. Program coordinators need to make sure authorized adults have completed this **mandatory training**. Finally, if the program has an overnight stay component, the Program Coordinator needs to make sure that the authorized adults who are taking part in the overnight component have successfully completed a background check **prior to** any work involving an overnight stay with minors.

Taking this training makes you an “authorized adult.” Authorized adults play an important role under the University’s Minors Policy. This training is meant to instill in you the behaviors that are appropriate around children – to keep them safe – and also show you what to watch for. The list of expected behaviors and prohibited behaviors are based on the University’s policy and also best practices for dealing with children. “Authorized adults” are adults who have authority, under the University’s Policy, to interact with, supervise, chaperone or otherwise work with minors. Authorized adults can be faculty, employees, student employees, staff, volunteers, graduate and undergraduate students, interns, employees provided by temporary agencies, and independent contractors or consultants. Requirements to be an adult authorized to work with children under the University’s Policy are:

- You must be at least age 18.
- And you must take this training.

These are the two basic requirements. An added requirement for anyone present for the overnight portion of any program involving minors is that you must also undergo a background check consistent with the University’s Background Check Policy.

As an authorized adult, there are certain general conduct requirements that must be observed, regardless of the program you are involved with. Authorized adults should:

- Engage with the minors by showing interest when they speak. Communicate understanding, empathize and listen “actively.”

- create a safe and fun environment for program participants.
- be polite and positive. Positive reinforcement should be used for good work or behavior.
- set boundaries. This means establishing and maintaining appropriate emotional boundaries and setting limits on outside communications.
- authorized adults must report incidents of known or suspected child abuse or inappropriate conduct. Those reporting requirements will be addressed in more detail later.

The list of prohibited conduct is much more serious and extensive.

First, do not engage in any abusive conduct of any kind, either toward a minor, or in the presence of a minor. This means:

- No striking.
- No hitting, no slapping, no patting on the buttocks.
- No corporal punishment of any kind.

No inappropriate touching is permitted. This means:

- Do not touch the child beyond what is necessary for the program activity. For example, if you're helping the child learn how to sketch with charcoal, you might guide his or her hand. But there's no reason to carry the child in your arms.
- Don't apply sunscreen to a minor.
- Do not dress or undress a minor. But helping with an exterior accessory – like mittens or a hat – would be okay.
- Do not kiss a child.
- Do not let a minor sit on your lap.
- Do not put your hands in the pocket of a minor.
- Do not be alone with a minor in an isolated area. Stay in public, open, visible areas at all times. Make sure another authorized adult is with you.

- Do not provide transportation to a minor unless a parent or guardian has signed off on that transportation, in writing.
- Do not use or be under the influence of alcohol or illegal drugs during a minors program or activity.
- Do not offer drugs, cigarettes or alcohol to a minor.

At the program, do not have any of the following materials:

- Fireworks
- Firearms
- Knives (this does *not* mean utensils for meals –table or plastic knives are okay)
- Don't have any other weapons either

The exception to this list of prohibitions is if one of these items is necessary for the program, and it's approved. For example, if the program is an archery course for high schoolers, a bow and arrow conceivably would be approved for the program.

Do not have within reach – and don't share – any of the following with a minor:

- Sexually-oriented or morally-inappropriate materials in any form  
The exception to this would be *if* the program is a sexual education program and only if the child's parent or guardian has given written consent to that program
- Avoid making comments or compliments relating to a child's physique, build or body development
- Do not meet alone outside of the UD event or program unless the parent or guardian gives written consent.
- Do not call, email, text, befriend or follow on social media any of the children in the program. That is, beyond the communication that's needed for the program.
- Do not take photos of minors – unless you're the photographer for the program and photographs are allowed – and do not post the photos to social media.

- Do not take part in conversations of a sexual nature.

A couple of these prohibited items – meeting alone and calling or texting – are not *strictly* prohibited if you're a UD student and you're already friends with the "minor" who's close to you in age, or if you otherwise form an appropriate friendship with the minor.

- Do not speak to minors in a way that could be construed as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Any criticism should be constructive and appropriately tailored to the situation and the child's age.
- Do not swear or curse.
- Do not behave rudely in front of a minor.
- Do not engage in any behavior the University deems inappropriate.

If you're one of the individuals involved in the overnight stay component of an overnight minors program, do not go into the minor's room, bathroom facility or similar area alone. Make sure another authorized adult is with you.

If you've been alleged of inappropriate conduct, you need to stop participating in the program until the matter is resolved.

Here's the bottom line: At all times, use good judgment in your interactions with minors, and err on the side of caution. Consider how your actions would appear to an outside observer. If your behavior has the potential to raise red flags, avoid that conduct regardless of your intentions.

The next section is going to address one of the most important requirements of authorized adults: Reporting known or suspected child abuse.

There are several types of abuse you need to be aware of.

- First, physical abuse. That includes non-accidental trauma or physical injury caused by punching, beating, kicking, biting, burning or otherwise harming a child.

- The next form of child abuse is sexual abuse. This includes rape, sexual assault, molestation, incest, indecent exposure, sexual exploitation, certain touching, sexual victimization of a child through child pornography or sexualized messages over the internet.
- Next is emotional or mental abuse. Mental abuse refers to a pattern of behavior that can seriously interfere with a child's cognitive, emotional, psychological or social development, and is typically evidenced by ignoring, rejecting, isolation, exploiting, corrupting, verbally assaulting, and terrorizing.
- Finally is neglect. Neglect can be physical, emotional, psychological, or medical. It results from the ongoing failure by a caregiver to provide necessary, age-appropriate care.

There are several signs of abuse. Be on the look-out for:

- Malnourishment
- Inadequate health care or hygiene
- Denied access to medical treatment
- Use of alcohol provided by an adult (such as a parent or guardian)
- Injuries that aren't explained or do not seem accidental
- Behavior that's particularly scared, anxious, depressed, withdrawn or suddenly more aggressive
- Overly sexualized behavior or language, considering the child's age
- Or an extreme fear of going home

As an authorized adult under the University's Policy, what are your reporting requirements?

If you know of child abuse, or you suspect child abuse, or you know or suspect the threat of child abuse, or you witness the University's Minors Policy being violated, then you need to report it in two ways.

- First, you need to report it to appropriate authorities.

- Second, you need to report it to the person in charge of the program involving minors.

With respect to the first step of reporting, –who are the appropriate authorities? It depends... If the program involving minors is *on* campus, then report the incident of child abuse to UD’s Office of Public Safety. If the UD program is *off* campus and the facility where the program is located does *not* have a protocol for handling such incidents, then report the incident to UD’s Public Safety. Finally, if the UD program involving minors is off campus and the facility where the program is located *does* have a standard of practice in place for handling such incidents, then report the incident to the appropriate authorities for that location.

Reporting Step 2: Who’s the person in charge of the program to whom you must report? Typically that person is a UD employee who organized the program. It’s a little more complicated if there’s no clear person in charge of the program, or if a UD student organized the minors program. If it’s a student-run program, report the incident to the Executive Director of the Center for Student Involvement at 937-229-3333. Or report it to the head of the University department or unit under which the program falls. Or report it to the University’s Office of Legal Affairs at 937-229-4333 or by email at [legallaffairs@udayton.edu](mailto:legallaffairs@udayton.edu).

We just addressed the two reporting requirements for everyone taking this training. But certain types of individuals have additional reporting requirements. And that’s because, under Ohio law, individuals such as lawyers, doctors, nurses, certain other healthcare workers, school teachers, social workers, counselors, certain day-camp workers and psychologists have certain obligations by law. If you fit one of these categories or something similar, then you must also report the known or suspected child abuse to the local children’s services or the city police. This is in addition to the two reporting obligations already mentioned.

The bottom line in all of this? Child abuse needs to be reported! Fulfilling your role in reporting abuse helps put a stop to that abuse.

Additional information about the University's Minors Policy is available on the policy webpage. You can get there by clicking on the "Policies" link that's in the footer of every University of Dayton webpage. From the policies page, click on "Legal Affairs Polices," and then click on the "Children on Campus and Working with Minors Policy" link. Not only is the policy there, but also a "Minors Policy Toolkit" which includes sample release forms, planning tools, frequently asked questions and other useful information.

And if you ever have a question about the Minors Policy, please feel free to contact the Office of Legal Affairs.

Here is some contact information that might be useful to you:

- UD Department of Public Safety – for reporting known or suspected abuse on campus or at a UD program off campus when the facility does not have a protocol for handling incidents. Their number is 937.229.2121, or 9-1-1 from any campus phone.
- City of Dayton Police -Their emergency number is 9-1-1. Their non-emergency number is 937.333.2677.
- Dayton Children's Services' number is 937.224.5437.
- The University's Office of Legal Affairs oversees the Minors Policy. Our number is 937.229.4333, or you can email us at [legalaffairs@udayton.edu](mailto:legalaffairs@udayton.edu).

Thank you for your commitment to keeping children who are part of the University of Dayton community safe.