



SAINT LOUIS UNIVERSITY

Policy for the Protection of Minors

Version Number: 1.0

Effective Date: January 17, 2013

Responsible University Office: All University departments and divisions that organize or who are responsible for the overall administration of a program as defined in the policy.

1.0 INTRODUCTION

Saint Louis University seeks to conduct its operations and maintain its campuses so as to provide an academic environment that is safe and supportive of the pursuits of its students, faculty, staff and visitors, and consistent with its mission.

As part of its mission, the University offers programs that serve or include minors. The following policy and procedures have been adopted by the University in order to protect minors, as vulnerable members of society, while they are on University premises or when participating in activities sponsored by the University.

2.0 POLICY

It is the policy of Saint Louis University that measures and procedures are implemented for the protection of minors participating in programs that are occurring on its campuses, and programs under the control or direction of the University regardless of location.

3.0 APPLICABILITY

This policy applies to members of the University faculty, staff, student body, volunteers and others engaged in activities and programs that serve or include minors taking place on-campus or University sponsored activities taking place off-campus. All such persons have an obligation to be alert to the possibility that a minor has been abused or may be at risk of abuse, and to immediately report this information to the Department of Public Safety and Emergency Preparedness (“DPSEP”) at (314)977-3000, or by contacting the police.

4.0 DEFINITIONS OF POLICY TERMS

4.1 The term “*minor*” includes all persons under the age of eighteen (18) years who are not enrolled as students at the University.

4.2 “*Abuse*” means the endangerment of a minor’s physical or mental health due to injury by act or omission, including sexual abuse. A minor is abused regardless of whether the activity

involves force or physical contact, whether or not it is initiated by the minor, whether or not the minor is aware of what is taking place, and whether or not there is a discernible harmful outcome.

4.3 “*Sexual abuse*” is an interaction between a minor and adult when the minor is an object of sexual gratification. Non-contact sexual abuse may include activities such as involving minors in viewing sexually explicit materials, or encouraging sexual behavior.

4.4 The term “*works with minors*” are used to describe persons who will or might have unmonitored access to minors, even for a limited period of time, at any time during a program.

4.5 “*External organizations*” are organizations or individuals from outside of the University community that use University facilities to conduct a program pursuant to an approved contract or other use agreement with the University.

4.6 “*Program*” for purposes of this policy means any activity which serves or includes minors, and is under the direction or control of the University, regardless of its location, or an activity under the direction or control of an External Organization using University facilities pursuant to an agreement with the University.

4.7 “*Program organizers*” are external organizations, University faculty and staff, recognized student organizations, and the University’s departments and divisions that organize or who are responsible for the overall administration of a program.

4.8 “*Personnel*” for the purposes of this policy means any person, including without limitation, University faculty and staff, students, and volunteers, and External Organizations’ employees, staff and volunteers who work with minors in conjunction with a program.

4.9 “*Divisions*” for purposes of this policy means schools, academic departments, administrative offices and other units in the University, as well as recognized student organizations.

5.0 POLICY EXCEPTIONS

Minors who are not accompanied by an adult or a student enrolled at the University are not permitted on University premises for University programs or external organization sponsored programs, except as provided in this policy, the Saint Louis University Policy on Minors in Laboratories or with the express approval of the appropriate Vice President.

5.1 Enrolled Students Participating in Campus Activities

This policy shall not apply to minors (1) enrolled in University undergraduate or graduate academic programs, or who participate in such programs by virtue of being enrolled in another college or university, or (2) who participate in student activities previously authorized by the appropriate University Vice President or Dean. This exception shall not apply if such programs

or activities include minors who are not enrolled students of the University or not enrolled in another college or university participating in such program or activity.

5.2 Campus Visits

This policy shall not apply to University students hosting high school students at least fourteen (14) years of age or older, who are on campus as part of a preadmission visit to the University, who are a registered guest of a residential student in accordance with established policies of the department of Housing and Residence Life.

5.3 Performances, Exhibits and Facilities Generally Open to the Public

Unaccompanied minors fourteen (14) years of age or older may attend University theater, performing arts and athletic events for which tickets are sold or made available to the public.

Unaccompanied minors fourteen (14) years of age or older may visit campus galleries, museums and other campus facilities which are open to the public.

5.4 University Libraries

Unaccompanied minors fourteen (14) years of age or older may visit University libraries.

5.5 Minors as Subjects in Research Studies

Unaccompanied minors who are subjects in research studies approved by a Saint Louis University Institutional Review Board are exempted from this policy.

6.0 PROGRAM REQUIREMENTS AND STANDARDS

6.1 Criminal Background Checks

Program organizers shall ensure that all personnel working with a minor have undergone criminal records checks within the past two (2) years. Criminal records checks shall include, at a minimum, finger print checks performed by the Missouri State Highway Patrol (or authorized law enforcement agency in the state in which the person resides) and the Federal Bureau of Investigation, and a check of the National Sex Offender Registry.

Program organizers shall not allow their personnel whose criminal records checks include a conviction, or pending charges, for a sex-related offense or crime against a minor, or who appear on the National Sex Offender Registry, to participate in any activity that is subject to this policy. The offenses that may serve to disqualify someone from working with minors are not limited to sex offenses and crimes against minors.

The Office of Clinical Education Compliance (OCEC) will provide program organizers from within the University with criminal records check information and request forms. A registry of University personnel and volunteers who have undergone criminal records checks is maintained by the OCEC.

6.2 Forms

Program organizers shall ensure that the parent or guardian of each minor has completed any and all required authorizations, releases, and other required forms prior to the start of a program.

6.3 Open Environment

Personnel working with minors shall take affirmative measures to avoid putting themselves in positions where an allegation of abuse could be made against them. All work with minors should be in an open environment, never behind closed doors or completely out of view of others, except where the purposes or nature of the interaction with the minor requires that degree of privacy. Unless required by the nature of the activity (for example, counseling or therapy sessions), at least two persons, one of whom meets the criminal records check requirements of this policy, should be present at all times during activities involving minors.

6.4 Minors Staying On Campus

Separate accommodations are required for adults and minors, unless the adult is a parent or guardian of the minor. Signed written permission from a parent or guardian is required for a minor to stay overnight on University premises. All in-room visits with program participants staying in University housing are restricted to persons of the same gender, except for visits by a parent or guardian. All guests and visitors of program participants staying in University housing are restricted to building lobby and lounge areas and only during the hours specified by the program organizer, which in no case shall be later than 12:00am.

6.5 Transportation

When the nature of a program so requires, University personnel may travel with, and transport minors to and from program activities with the prior written approval of the appropriate University Vice President or Dean. University programs must comply with University policies regarding drivers and vehicles.

6.6 Emergency Preparedness

Program organizers shall maintain an up-to-date list of program times and dates, location, attendance (age range and number of participants), and a program contact, so that in the event of an emergency, appropriate measures may be taken. A copy of this list should be provided at least ten days prior to the start of the program to the University division responsible for the facilities being used by the program and to the Department of Public Safety and Emergency Preparedness. Any subsequent amendments to the list shall be provided to the University division responsible for the facilities being used and the Department of Public Safety and Emergency Preparedness. Program organizers shall maintain a list of the names, ages, and contact information of all minors participating in the program.

6.7 Required Policies and Procedures

Program organizers shall provide a copy of this policy and any additional program-specific measures and required policies and procedures to all personnel.

Program organizers shall have specific policies and procedures addressing the following and will make them available to all participants and to the University upon request:

- Transporting minors during, before and after the program, including by parents and guardians.
- Weather emergencies: if the program is outside, designation of a suitable indoor facility that is prepared to be available if necessary.
- Appropriate levels of access to and supervision of minors.
- Appropriate behavior, including physical contact and communications which consider the age of minors and the nature of the program.
- Forms, specifically parental or guardian authorizations for participation, authorizations for medical treatment and dispensing medication, and emergency contact information.

If a program involves an overnight stay in University facilities, the program organizer shall have policies in place to address the following:

- Identification to be worn by personnel, and participants
- Curfew (Which in no case shall be later than 12:00 am)
- Code of conduct for participants
- Overnight supervision
- In-room visits by program participants, personnel and others

7.0 DISCRETE OR OCCASSIONAL PROGRAMS

Certain discrete or occasional programs for which a large number of one-time volunteers are essential may adopt reasonable measures and safeguards, other than criminal records checks for volunteers, to protect minors participating in such programs. Program organizers must submit a description of the measures and safeguards they will take to the Department of Public Safety and Emergency Preparedness for review at least forty-five (45) days prior to the start of the program. In addition to all other measures and safeguards to be taken, the following requirements must be met:

- Program organizers must compile a list of all volunteers' names and addresses and check the names against the National Sex Offender Registry.
- All volunteers who will have unsupervised access to minors as a part of their assigned duties must undergo a criminal records check.
- Volunteers who have not undergone a criminal records check may work with minors only in an environment open to public view; never alone.
- Program organizers must provide all volunteers with a copy of this policy and the additional measures and safeguards established for the program in advance of the program.
- Volunteers must sign in to the program with the program organizer or his or her designated representative before they may participate in the program. The process of signing in requires that volunteers present one of the following forms of photo-identification: valid state driver's license or state identification card; valid U.S. Passport; valid U.S. Military I.D.; or a valid college, university, or high school I.D. card with another form of identification bearing the student's name (e.g. credit or bank card, Social Security Card, voter identification card, utility bill) is required.

The form of identification presented by each volunteer shall be recorded by the program organizer.

- When signing in to the program, volunteers will be required to acknowledge by their signature that they have received copies of this policy and information about any additional measures and safeguards, and have read and fully understand this information. Additional copies of this policy and any additional measures and safeguards shall be made available at the time of sign-in.
- If requested by the University, program organizers must provide to the University proof of compliance with this policy.
- Upon signing in, each volunteer will be issued an identification badge bearing his or her name, the name of the program and program dates. Volunteers must display their identification badges while participating in any part of the program.

8.0 EXTERNAL ORGANIZATIONS

External organizations are solely responsible for informing their personnel and volunteers of the criminal records check requirements of this policy and ensuring that such requirements are met.

External organizations are responsible for reviewing the results of criminal records checks performed on their personnel and shall not allow their personnel whose criminal records checks include a conviction, or pending charges, for a sex-related offense or crime against a minor, or who appear on the National Sex Offender Registry to participate in any activity that is subject to this policy. The types of offenses that may serve to disqualify someone from working with minors are not limited to sex offenses and crimes against minors.

9.0 REPORTING ABUSE

9.1 Reporting

Anyone who has reason to believe that a minor has been abused, is at risk of abuse, or receives a report of alleged abuse that he or she has reason to believe to have been made in good faith, shall immediately report this to the Department of Public Safety and Emergency Preparedness by calling (314)977-3000 or by contacting the police. As an alternative, a reporting party may also contact the University's anonymous reporting line at 877-525-5669.

A reporting party need not have proof or evidence of abuse to make a report. If the individual has any uncertainty about whether to report suspected abuse, the person should decide in favor of making a report.

9.2 Do Not Investigate

Individuals who believe they have knowledge, or a reasonable suspicion, of abuse should not seek to investigate the suspected abuse. They should not question, or attempt to solicit information from, the alleged victims of abuse, or persons suspected of being responsible for the abuse.

9.3 False or Intentionally Misleading Reports

No action will be taken against a member of the University community who in good faith raises a legitimate concern of suspected minor abuse which, upon investigation proves to be unfounded. False, intentionally misleading, or malicious accusations of minor abuse will be cause for disciplinary action, and possible legal action by the University, as well as possible criminal prosecution.

10.0 CHANGES TO THIS POLICY

Changes to this policy may be necessary from time to time. At a minimum, the policy and all other program policies, procedures and guidelines will be reviewed on an annual basis.

11.0 RELATED POLICIES

Saint Louis University Policy on Minors in Laboratories

APPROVAL

This policy was approved by: President's Coordinator Council Date: January 17, 2013

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