



POLICY REGARDING MINORS ON CAMPUS

FAQs

GENERAL

Why has the College implemented this policy?

Elizabethtown College is committed to protecting the health and well-being of minors on campus at all times. This policy is intended to protect minors from child abuse (including physical abuse, neglect, or sexual abuse) while on Elizabethtown College campus. This policy establishes guidelines and procedures to prevent, report, investigate, and respond to suspected instances of abuse, neglect, or sexual abuse involving a minor.

Who does this policy apply to?

This College-wide policy applies to College-sponsored activities involving minors and programs for minors sponsored by non-College organizations that use College facilities. Also, this policy applies to employees, students, volunteers, and contractors when interacting with minors during such programs and activities. *This policy does not apply to general public events in College facilities where parents or guardians are invited and expected to provide appropriate supervision of minors.*

How do I notify the College of a program/event I am planning involving minors?

On-campus departments, organizations, sponsors or organizers of a Program that will involve the participation of Minors must complete a **Registration of Minors on Campus Form**. Registration forms are included as part of the [Working with Minors Packet](#) found on the Human Resources website. The form must be submitted to and approved by the Associate Vice President for Human Resources or an appropriate Human Resources official no later than thirty (30) days prior to the program or event. This form will ask for specific information involving the Program in which Minors are expected to participate.

TRAINING REQUIREMENTS

What are the training requirements for participating in a program involving minors?

Awareness Training will consist of information and instruction to assure all training participants clearly understand there is a duty to protect Minors on campus and a required responsibility to report suspected abuse of Minors on campus. **Awareness Training** is required for every new employee during New Employee Orientation via either in-person or on-line learning. **Awareness Training** is required for current employees every three years through on-line learning, in-person by request, or in-person during scheduled training sessions on campus.

Extended Training will consist of the State-mandated training every five years for three hours and will be provided through in-person and on-line learning. *Extended Training* will cover the following in depth:

- Recognition of the signs of sexual misconduct or abuse that fall under the purview and reporting requirements of the Child Protective Services Law.
- State requirements and procedures for reporting sexual misconduct or abuse of a Minor
- College policies and procedures for reporting sexual misconduct or abuse of a Minor
- Maintenance of professional and appropriate relationships with students.

Extended Training is required for every Authorized Adult, employee, student employee, volunteer, intern, or contractor of the College who will have **Direct Contact** with, or direct Programs involving, Minors on campus. The Human Resources Office will maintain all training records associated with compliance under this policy.

How do I access the online awareness training?

Online awareness training is offered through United Educators. Instructions for accessing the online training course **How Teachers and Other Educators Can Protect Our Children** can be found [here](#).

BACKGROUND CHECKS

Who is required to complete a criminal background check?

Any student, College employee, parent or legal guardian, independent contractor or other volunteer serving as an Authorized Adult must successfully complete a criminal background check prior to participation in any program or activity where there is direct contact with a minor.

Will a prior conviction disqualify an individual from working in a program or activity involving minors?

The College reserves the right to refuse employment or involvement of an individual based on the results of an unsuccessful background check. However, a prior conviction shall not automatically disqualify an applicant from a program or activity. If a criminal record is found, an individual assessment will be conducted. Taken into consideration will be the nature of the record found, time elapsed, employee's employment or academic history since the finding, and other relevant information as necessary. Results of all background searches will be kept confidential and will not be disclosed except to the extent necessary to administer and enforce this policy or pursuant to appropriate legal action.

REPORTING GUIDELINES

How do I make a report?

Any case of witnessed or suspected abuse should be reported immediately to Campus Security, the College's EC Hotline (toll free: 855-696-1899 or web-assisted: <https://www.reportlineweb.com/Welcome.aspx?Client=etown>), a Human Resources Official, the DPW ChildLine (1-800-932-0313), or local law enforcement by calling 911. Authorized Adults involved in Programs not sponsored by the College but using College facilities must meet the same reporting requirements.

Do I need to make a report if I'm not participating in a program involving minors?

Any member of the Elizabethtown College community, employee or student employee, who encounters a minor on campus or at an off-campus sponsored event, and suspects that the minor has been the victim of child abuse, must report the incident, irrespective of the seriousness of the incident.

How do I know if what I witness or suspect is considered child abuse?

Pennsylvania law defines any of the following as child abuse when it is committed upon a child less than 18 years of age:

- Any recent act or failure to act which causes non-accidental serious physical injury (defined as an injury that either causes the child "severe pain" or "significantly impairs the child's physical functioning, either temporarily or permanently");
- An act or failure to act which causes non-accidental serious mental injury or sexual abuse or sexual exploitation;
- Any recent act, failure to act or series of such acts which creates an imminent risk of serious physical injury, sexual abuse, or sexual exploitation;
- Serious physical neglect which endangers a child's life or development or impairs a child's functioning.