

## Working with Minors: Certification and Training Guide

*All College employees, students, independent contractors, and volunteers acting as **Authorized Adults**, responsible for the direct supervision of minors, must satisfy the certification and training requirements outlined in this packet prior to their participation in College-sponsored programs/events involving minors.*

The certification and training requirements include:

- 1) Complete the necessary background checks, including:
  - State Criminal History Check
  - Child Abuse Clearance History
  - FBI Fingerprint Criminal History Clearance
  
- 2) Complete the online training module through United Educators, [\*\*Protecting Children: Identifying and Reporting Sexual Misconduct\*\*](#). This online training module reviews methods for protecting minors from abuse and neglect through *Awareness, Boundaries, Codes of Conduct, and Reporting*.
  
- 3) Review the information in this packet, sign the acknowledgement form and return it to Human Resources.

Information in this packet includes:

- Recognizing the Signs of Child Abuse and Neglect
- Reporting Procedures for Suspected Abuse of Minors
- General Rules of Conduct for Program Participants
- Acknowledgement Form

## Recognizing the Signs of Child Abuse and Neglect

The information in this Section, *Recognizing the Signs of Child Abuse and Neglect*, is provided by the Child Welfare Information Gateway, <https://www.childwelfare.gov/pubs/factsheets/whatiscan.cfm>.

The following signs may signal the presence of child abuse or neglect.

### Signs of Abuse and Neglect

#### ***The Child:***

- Shows sudden changes in behavior or school performance
- Has not received help for physical or medical problems brought to the parents' attention
- Has learning problems (or difficulty concentrating) that cannot be attributed to specific physical or psychological causes
- Is always watchful, as though preparing for something bad to happen
- Lacks adult supervision
- Is overly compliant, passive, or withdrawn
- Comes to school or other activities early, stays late, and does not want to go home
- Is reluctant to be around a particular person
- Discloses maltreatment

#### ***The Parent:***

- Denies the existence of—or blames the child for—the child's problems in school or at home
- Asks teachers or other caregivers to use harsh physical discipline if the child misbehaves
- Sees the child as entirely bad, worthless, or burdensome
- Demands a level of physical or academic performance the child cannot achieve
- Looks primarily to the child for care, attention, and satisfaction of the parent's emotional needs
- Shows little concern for the child

#### ***The Parent and Child:***

- Rarely touch or look at each other
- Consider their relationship entirely negative
- State that they do not like each other

### Signs of Physical Abuse

*Consider the possibility of physical abuse when the **child**:*

- Has unexplained burns, bites, bruises, broken bones, or black eyes
- Has fading bruises or other marks noticeable after an absence from school
- Seems frightened of the parents and protests or cries when it is time to go home
- Shrinks at the approach of adults
- Reports injury by a parent or another adult caregiver
- Abuses animals or pets

*Consider the possibility of physical abuse when the **parent or other adult caregiver**:*

- Offers conflicting, unconvincing, or no explanation for the child's injury, or provides an explanation that is not consistent with the injury
- Describes the child as "evil" or in some other very negative way
- Uses harsh physical discipline with the child
- Has a history of abuse as a child
- Has a history of abusing animals or pets

### Signs of Neglect

*Consider the possibility of neglect when the **child**:*

- Is frequently absent from school
- Begs or steals food or money
- Lacks needed medical or dental care, immunizations, or glasses
- Is consistently dirty and has severe body odor
- Lacks sufficient clothing for the weather
- Abuses alcohol or other drugs
- States that there is no one at home to provide care

*Consider the possibility of neglect when the **parent or other adult caregiver**:*

- Appears to be indifferent to the child
- Seems apathetic or depressed
- Behaves irrationally or in a bizarre manner
- Is abusing alcohol or other drugs

### Signs of Sexual Abuse

Consider the possibility of sexual abuse when the **child**:

- Has difficulty walking or sitting
- Suddenly refuses to change for gym or to participate in physical activities
- Reports nightmares or bedwetting
- Experiences a sudden change in appetite
- Demonstrates bizarre, sophisticated, or unusual sexual knowledge or behavior
- Becomes pregnant or contracts a venereal disease, particularly if under age 14
- Runs away
- Reports sexual abuse by a parent or another adult caregiver
- Attaches very quickly to strangers or new adults in their environment

Consider the possibility of sexual abuse when the **parent or other adult caregiver**:

- Is unduly protective of the child or severely limits the child's contact with other children, especially of the opposite sex
- Is secretive and isolated
- Is jealous or controlling with family members

### Signs of Emotional Maltreatment

Consider the possibility of emotional maltreatment when the **child**:

- Shows extremes in behavior, such as overly compliant or demanding behavior, extreme passivity, or aggression
- Is either inappropriately adult (parenting other children, for example) or inappropriately infantile (frequently rocking or head-banging, for example)
- Is delayed in physical or emotional development
- Has attempted suicide
- Reports a lack of attachment to the parent

Consider the possibility of emotional maltreatment when the **parent or other adult caregiver**:

- Constantly blames, belittles, or berates the child
- Is unconcerned about the child and refuses to consider offers of help for the child's problems
- Overtly rejects the child

## Reporting Procedures for Suspected Abuse of Minors

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.

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. In such cases, the suspected abuse should be reported immediately to Campus Security at 717-361-1111.

Alternative methods for reporting include:

- Local law enforcement (911)
- Department of Public Welfare ChildLine (800-932-0313)
- Elizabethtown College’s EC Hotline\*

*\*The College’s ECTipline number (855-696-1899) and the ECTipline secure website are supported by [The Network](#), providing employees and students with an additional reporting process to remain anonymous. The Network information will be relayed to the College for immediate investigation. At no point will the reporting employee’s identity be shared with the College, unless the employee provides his or her name. Please click the following link to view all reporting options: <http://www.etown.edu/offices/human-resources/echotline/index.aspx>*

All persons reporting suspected child abuse on campus are presumed to be acting in good faith. Retaliation is strictly prohibited against anyone who makes a good faith report of suspected child abuse on campus or who participates in a related investigation.

## General Rules of Conduct for Program Participants

### Do's

- Exercise a high degree of personal responsibility and sound judgment when interacting with minors.
- Respect the rights of others and conduct yourself in a professional manner at all times.
- Make every effort to restrict one-on-one interactions with minors to a public environment where you can be observed by others.
- If you must work with a minor in an unsupervised setting, make sure at least one other adult is present.
- Establish positive relationships with minors while maintaining appropriate boundaries.
- Treat all minors with dignity, respect, and fairness.
- Address inappropriate behavior by minors immediately and through the use of disciplinary action as needed.
- Be aware of how your own behavior may affect your interactions with minors.

### Dont's

- Don't tolerate discrimination, harassment or bullying of any kind towards minors or others.
- Don't unnecessarily touch or have any physical contact with a minor unless it has a clear educational or developmental purpose.
- Don't make sexually suggestive comments or use inappropriate language in the presence of minors.
- Don't supply or provide minors with access to tobacco, alcohol or drugs.
- Don't show or distribute sexual materials of any kind to minors.
- Don't exchange excessive gifts to minors or show favoritism to some minors over others.
- Don't develop personal friendships or share any private or intimate information with minors.
- Don't communicate with minors via email, text messages, social networking sites or other methods at any time except when there is a clear educational purpose.

## Acknowledgement

I hereby certify that I have read and understand the information in the foregoing ***Working with Minors: Certification and Training Guide***. I agree to meet all certification and training requirements prior to my participation in any program/event involving minors. I have had an opportunity to ask questions regarding these requirements and responsibilities and have done so if necessary.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Title/Role at the College: \_\_\_\_\_

Program(s)/Event(s) in which you are participating with minors: \_\_\_\_\_

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