

Chapter: Facilities Public Safety, Health, and Emergency ManagementMod No. 0042Subject: **Protection of Minors**

I. ~~In matters of child welfare, Montgomery College the College shall place the highest priority on the interests of the minor. Montgomery The College~~ is committed to providing a safe environment for minors who participate in College ~~-sponsored~~ programs and activities and/or programs held on College property. The College affirms its obligation endeavors to prevent harm, including to minors and to take prompt steps to address any harm that may occur. This obligation includes the protection of minors from all forms of abuse and or neglect, ~~including sexual abuse,~~ and requires timely prompt and effective responses to any suspicions ~~of,~~ or observations of such conduct. ~~abuse or neglect.~~

II. It is the policy of ~~Montgomery the~~ College that no employee, student, volunteer, or member of the community shall harm a minor; this prohibition applies to individuals and members of outside groups that may use College facilities, participate in College programs, or otherwise be present on ~~e~~College property. The College will hold accountable any individual within its authority who harms a minor. The College will cooperate with county, state, and federal authorities charged with the protection of minors.

~~III. Montgomery College expects parents and guardians accompanying minors to supervise minors at all times. College employees are expected to contact and involve government authorities in matters of child welfare through College Ssecurity or others as appropriate, except for situations of mandatory reporting of child abuse or neglect, in which reporting to government authorities is required and not optional.~~

III. The College complies with all state reporting requirements related to child abuse or neglect in Md. Code Regs. 07.02.07.04, including the provision that any individual who has reason to believe that a child has been abused or neglected shall immediately notify a local law enforcement agency or local department by any available means.

~~IV. The College will endeavor to protect minors by defining responsibilities of employees, students, volunteers, and those unaffiliated with the College who use College facilities or participate in College programs. Responsibilities may include the following: (i) meeting standards established for programs and activities that serve minors, (ii) participating in awareness training on child abuse and neglect, (iii) establishing effective protocols for dealing with unsupervised minors, (iv) screening, as determined to be appropriate, for employees, students, and volunteers who may have significant interaction with minors, and (v) meeting legal obligations for reporting child abuse and neglect.~~

IV. The Board of Trustees authorizes the president ~~is authorized and directed~~ to establish any procedures necessary to implement this policy.

Board Approval: April 28, 2014; DATE

PROCEDURE – Montgomery College

795005CP

Chapter: **Facilities** Public Safety, Health, and Emergency Management

Mod No. 0078

Subject: **Protection of Minors**

I. Introduction

~~In matters of child welfare, Montgomery College (College) places highest priority on the interests of the minor. The president has developed the following procedures to implement Policy 75005, "Protection of Minors," adopted by the Board of Trustees. These following procedures set minimum requirements for the protection of minors. However, some units of the College, including the Center for Early Education and Workforce Development and Continuing Education and educational programs, may implement additional protections to satisfy regulatory guidelines or good best practices specific to their situations.~~

II. The College is not responsible for unaccompanied minors who are not participating in a structured program or activity. If a minor on College premises appears to be unaccompanied and in need of supervision (for example, should an emergency arise), staff will contact the College Department Office of Public Safety, Health and Emergency Management. Public Safety staff will temporarily supervise the minor and may, in their discretion, contact law enforcement or child protection authorities.

III. The College is not responsible for injuries to children who are on College premises in violation of these procedural guidelines.

IV. The College may require vendors and contractors to meet requirements of this policy including, among others, reporting obligations, eCriminal historyBackground eChecks, training, and adherence to behavioral standards.

V. Students and employees who violate these procedures may be subject to disciplinary action and other appropriate sanctions by the College in accordance with normal processes.

~~II.~~ VI. Definitions

A. Authorized Adult: - aA n individualCollege employee who has satisfied the following: completed required Criminal bBackground Check screening as specified; completed child abuse coursethe Youth Protection course administrated by the Youth Protection Coordinator; and is listed on the Request for Program Registration form as an individual responsible for supervision.

B. Criminal Background Check: includes, but is not limited to, checks of countywide, federal criminal, and National Sex Offender lists, and additional screenings as appropriate to the position.

~~B.C.~~ Child Abuse¹:- Physical or mental injury of a child under circumstances that indicate that the child's health or welfare is harmed or at substantial risk of being harmed.

~~G.D.~~ Child Neglect²:- Failure to give proper care and attention to a child, including leaving the child unattended, under circumstances indicating: 1) that the child's health or welfare is harmed or placed at substantial risk of harm; or 2) mental injury to the child or a substantial risk of mental injury.

~~D.E.~~ Child Protective Services (CPS):- Maryland public agency responsible for protecting children from abuse and neglect. ~~Also known as CPS.~~

~~E.F.~~ Child Sexual Abuse³:- Any act that involves sexual molestation or exploitation of a child.

~~F.~~ ~~College~~ Montgomery College

~~G.~~ College Tours: Time-limited activities designed for minors in K-12 schools to explore pathways in higher education by engaging with the College. They are structured in a way to limit one-on-one interactions between a minor and Authorized Adult. Additionally, it is uncommon for a minor to attend a tour without the supervision of a Responsible Adult (defined below) or parent/guardian

~~F.H.~~ Custody or Supervision: exists when Authorized Adults or Responsible Adults have responsibility for the safety and well-being of minors.

~~G.~~ ~~GEducator~~ A teacher, professor, staff, or faculty member.

~~H.~~ ~~HHuman Service Worker~~ A counselor, social worker, caseworker, probation or parole officer.

~~I.~~ ~~IMandated Reporter~~ required Under Maryland law to file a report with CPS if they have, any adult who has reason to believe a child may have been subjected to abuse or neglect. Mandated Reporters include educators, health practitioners, human service workers.

~~I.~~ Student: a person currently matriculating, enrolled in or auditing credit or non-credit courses at the College, whether on or off campus, regardless of their physical location or enrollment status online, or on a part-time or full-time status.

¹ ~~Under Maryland law~~ Pursuant to MD Criminal Law Code § 3-601, an act constitutes child abuse, child neglect, or child sexual abuse only if committed by a parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member. An individual who harms a child may lack this type of relationship with the child. The harmful conduct may nonetheless be a crime, for example, assault or a sexual offense, and not subject to the mandatory reporting law; however such conduct should be reported to the college to evaluate the applicability of State reporting requirements.

² See footnote 1.

³ See footnote 1

J. Minor (~~A~~also Child or Youth) - A person under 18 years of age.

K. Request for Program Registration form: a required form used to request registration of any College or non-College sponsored event or program that involves the participation of minors on campus.

L. Rule of Three: youth protection guideline that requires two responsible adults to be present at all times and no individual to be alone with a minor.

M. Professional Employee: a person employed by Montgomery College as a part or full-time instructional or counseling faculty member, an administrator, a coach, or other employee who provides academic support or student services.

N. Responsible Adults (also called "Chaperones"): non-College individuals who have custody and supervision of minors.

O. Training: refers to the College's youth protection online training or its approved substitutable equivalent such as MCPS training. Completion of a substitution for the College's training must be verified by the Youth Protection Coordinator.

~~K.P.~~ Youth Protection Coordinator: College employee who has responsibility for coordinating compliance with this policy and its associated procedures. ~~ese procedures and the companion policy.~~

VII. Scope and Applicability

With the exception of the legal obligation to report child abuse or neglect outlined in section VIII, these procedures do not apply to: (1) minors who are matriculated Montgomery College students, (2) events on campus that are open to the general public and which minors attend at the sole discretion of their parents or guardians, or (3) private events where minors attend under the supervision of their parent, guardian or supervising adult.

~~III~~ VIII. Reporting Child Abuse or Neglect

All Maryland citizens have a general obligation to report suspected abuse or neglect to the local department of social services or to a local law enforcement agency.

Professional Employees, and anyone who suspects abuse or neglect that bears a connection to the College, have additional mandatory reporting requirements.

~~The most important factor in reporting is to act promptly. Reporting procedures vary depending on whether the problem is child abuse or child neglect. If the individual making the report is a health practitioner, police officer, educator, or human service worker, some added responsibilities apply.~~

~~This section explains legally required reporting to government authorities under Maryland law. It also explains internal reporting requirements within the College and how to obtain advice.~~

A. Protection for Individuals Making Reports

In accordance with 39003: Protection Against Retaliation ~~the~~ the College will not retaliate against any person for making a good-faith report of child abuse or neglect. In addition, Maryland law provides immunity to anyone making a good-faith report of child abuse or neglect, so the alleged wrongdoer cannot recover damages from the reporter for making the report.

B. Who Must Make a Report

Anyone who has reason to believe a child has been subjected to abuse or neglect must make a report to government authorities. This includes College employees, students, volunteers, visitors, and individuals or groups using College facilities for any purpose.

C. Reporting Child Abuse or Neglect to Government Authorities

1. In an emergency, dial 911 or if on a College site, call the Department of Public Safety at 240-567-3333.
2. ~~Regardless of whether 911 is contacted, employees must give notice about the suspected child abuse if~~ Immediately after forming the a reasonable suspicion of child that abuse or neglect, individuals should report it to ~~occurred to~~ EITHER (a) the local social services department or (b) the to local law enforcement agency where the child lives or where the incident occurred. ~~Notice may be oral, except as provided in section E below. The relevant locality is where the child lives or where the abuse occurred. In Montgomery County, the appropriate social services agency is the~~ notice may be made to the Child Abuse and Neglect Hotline at 240-777-4417. ~~For the Montgomery County or~~ Department of Police, ~~the nonemergency number is at~~ 301-279-8000.

~~D. Reporting Child Neglect to Government Authorities~~

- ~~1. In an emergency, dial 911.~~
- ~~2. Regardless of whether 911 is contacted, employees must immediately after forming the suspicion that neglect occurred notify the local social services department for the area in which the child lives or in which the neglect occurred. In Montgomery County, contact the Child Abuse and Neglect Hotline at 240-777-4417.~~

~~E~~D. ~~Special Rules for Certain Professionals~~ Additional Reporting Requirements for Professional Employees

1. ~~Health practitioners, police officers, educators, or human service workers~~ Professional Employees, when acting in a professional capacity, who have reason to believe a child has been abused or neglected, acting in a professional capacity must follow an oral report with a written report to the relevant agency within 48 hours of the event that caused them to believe ~~after forming the belief~~ that the child may have been subjected to abuse or neglect.
2. ~~Report Contents. Insofar as is reasonably possible,~~ Professional Employees ~~an individual~~ who makes such a report shall include in the report the following information, to the extent it is known:
 - a. the name, age, and home address of the child;
 - b. the name and home address of the child's parent or other person who is responsible for the child's care;
 - c. the whereabouts of the child;
 - d. the nature and extent of the abuse or neglect of the child, including any evidence or information available to the reporter concerning possible previous instances of abuse or neglect; and
 - e. any other information that would help to identify the person responsible for or determine the cause of the abuse or neglect ~~determine:~~
 - i. ~~the cause of the suspected abuse or neglect; and~~
 - ii. ~~the identity of any individual responsible for the abuse or neglect.~~
3. A copy of the reports of Professional Employees must be provided to the College's ~~y~~Youth ~~p~~Protection ~~e~~Coordinator. The record is maintained in the event verification of fulfillment of mandatory reporting obligations is needed.

For minors enrolled in the Dual Enrollment Program the College has additional reporting obligations. In such cases, ~~the College's y~~Youth ~~p~~Protection ~~e~~Coordinator a College administrator responsible for overseeing Dual Enrollment will fulfill the College's obligation to share information with the student's ~~secondary~~ school of record in accordance with the ~~College's~~ appropriate memoranda of understanding and will also inform the College's Youth Protections Coordinator. ~~This includes cases involving dually enrolled MCPS students and students from other secondary school systems where a written report must also be submitted to the student's secondary school district.~~

~~F~~E. Internal Reporting of Harms to Children

1. If the suspected child abuse or neglect bears a connection to the College it is also subject to internal reporting requirements. Suspected abuse or neglect may bear a connection to the College because:

a. The incident took place at a College site or within Clery reportable geography;

b. It was committed by a current or former employee or volunteer of the College;

c. It occurred in connection with a College sponsored, recognized, or registered program or event, regardless of locations; and/or

d. The individual became aware of the abuse as part of their College responsibilities.

2. In such cases, After making the required oral or written reporting to the appropriate government authorities, the all reporting individuals, regardless of their professional role, must also make a report the matter to the College, if either the abuse bears a connection to the College or the individual became aware of the abuse as part of his or her College responsibilities.

Promptly notify the Department of Public Safety which, in turn, shall ~~should~~ notify the ~~y~~Youth ~~p~~Protection ~~e~~Coordinator. Report to the College only after any mandated reporting to the government.

The report may be a copy of VIII.E.2 if this is available or if not available should include the same information.

3. To ensure compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), Public Safety must disclose certain crimes in the daily crime log and yearly statistics that are published in the annual security report, depending on geographic location where the crime occurred.

Names and personally identifying information are not disclosed, only the report of the incident and the location it occurred.

4. If an individual is unsure about whether or how to make a report, promptly contact the ~~y~~Youth ~~p~~Protection ~~e~~Coordinator.

G.F. Disclosure by an Adult of Prior Abuse or Neglect as a Child

An adult may disclose that they were ~~he or she was~~ abused or neglected as a child. ~~Even if the event(s) occurred a long time ago,~~ Regardless of when the

[abuse or neglect occurred](#), employees are compelled by law to make a report. [There are no statute of limitations for reporting](#). If there are concerns, about reporting, please contact the [yYouth pProtection eCoordinator](#) (See Opinion of the Maryland Attorney General dated December 3, 1993, at 78 Op. Att'y Gen. 189).

[H.G.](#) How to Respond to [Aa](#) Disclosure of Child Abuse or Neglect

It is not the role of any College employee, contractor or volunteer to investigate to determine the validity of a report of suspected abuse or neglect. Detailed questioning should be avoided as it can cause trauma or compromise an investigation. ~~If a minor provides information pertaining to suspected abuse or neglect to a College employee, contractor or volunteer, that individual may ask limited follow-up questions to assist in obtaining a brief description of the incident and injuries, where they occurred, and the name or a description of the alleged offender. Individuals receiving reports of suspected abuse or neglect shall not interrogate or collect written statements from any alleged victim or witness nor shall they confront the alleged offender.~~

[JH.](#) InternalCollege Investigations

1. In cases of alleged abuse or neglect by a College employee, [or student](#), the College ~~shall~~ [may](#) conduct an [internal](#) investigation consistent with all applicable College policies and procedures and recommend appropriate discipline [in accordance with applicable College policies and procedures, including but not limited to 42001: Student Code of Conduct, 34002: Disciplinary Action and Suspension and 34003: Discharge of Administrators and Staff or, for bargaining unit members, the applicable procedures in the collective bargaining agreement.](#)
2. The College may conduct an [internal](#) investigation even when [CPWS screens out or](#) closes the case without acting because such cases may [still](#) involve violations of College policies. To the extent permitted by law, the College's investigations should make use of police reports, statements, and other information obtained by external investigators to avoid repetitive questioning of alleged victims and witnesses.
23. [Internal i](#)Investigations may focus on whether appropriate reporting of suspected abuse occurred as required by law and this procedure or whether an employee failed to meet their reporting obligations. ~~.~~

[WIX.](#) Criminal [Background History](#) Checks

~~Criminal history background checks can help screen employees, students, and volunteers for their suitability in working with children and other vulnerable populations. This section describes criminal history check requirements for employees and other individuals. The College evaluates criminal histories on an individualized basis rather than imposing an automatic disqualification.~~

All required Criminal history Background eChecks must be completed before an individual individual begins work or participates in College-sponsored activities. interacts with minors on behalf of the College.

Some College employees and students may be required to undergo eCriminal Background eChecks before participating under in College-sponsored activities in auspices in the other instructional Montgomery County Public Schools (MCPS) or other community settings. This section does not replace MCPS or other external eCriminal Background history eChecks and other requirements.

A. College Employees

1. All ~~newly-hired~~ College employees⁴ undergo a eCriminal history Background eChecks at the time of hire, which includes checks of county and federal criminal records. Subject to resource availability, the College intends to conduct criminal history checks on all College employees who have contact with minors. These checks are conducted pursuant to College Policy and Procedure 32101: Employment Practices and as determined by Human Resources and Strategic Talent Management (HRSTM).
2. Additional background screening shall be required when the nature of a position involves direct, unsupervised, or uncontrolled access to minors. The level and type of screening shall correspond to the specific risks and responsibilities of the position, the details of which are maintained by the Office of Human Resources and Strategic Talent Management (HRSTM).
2. ~~College employees working with students in credit and noncredit academic courses and programs specifically designed to be delivered to K-12 aged students will undergo Criminal Justice Information Services (CJIS) background screening. This includes the Achieving Collegiate Excellence & Success ACES and Dual Enrollment Programs. This applies equally to those courses being delivered on and off campus, including online.~~
3. ~~College employees whose primary duties involve working with minors will be required to undergo periodic background checks as determined by the College or applicable requirements.~~
3. College employees who are arrested and charged with a non-traffic offense during their employment must notify their supervisor and HRSTM.

⁴ Except employees hired before 2012 for positions that did not require fingerprinting as a condition of employment.

B. College Volunteers and Outside Groups1. Pursuant to College Policy and Procedure 39002: Volunteers and Interns:

~~For~~ College volunteers who have any contact with minors, ~~the yYouth pProtection eCoordinator will require the individual~~ are required to have a satisfactory eCriminal historyBackground eCheck based on a check of the aNational sSex eOffender public website, maintained by the United States Department of Justice, using the individual's name and current known place of residence and conducted by the Youth Protection Coordinator.

~~See www.nsopw.org. Subject to resource availability and bBased on the nature and duration of the volunteer assignment, the College may will conduct additional criminal historybackground checks and screening on volunteers who have contact with minors pursuant to College Policy and Procedure 39002: Volunteers and Interns.~~

2. As outlined in Section VIII discussed below under "Use of College Facilities by Outside Groups," (Section VIII below) external youth-serving groups using College facilities may be required to conduct implement their own eCriminal history Background checks for their employees and volunteers, to sign a certification that they have done so, and to submit supporting documentation upon request.VX. Program Registration and Approval Requirements

A. ~~Youth-serving programs exist in many parts of the College, including academic, recreational, and community outreach units. To facilitate compliance with this policy, a~~ Except as expressly exempted in Section XI, all programs that serve youth shall be required to must register in advance and adhere to all applicable satisfy other childyouth protection requirements.

B. The yYouth pProtection eCoordinator has the authority to disallowdecline to register any youth programs that do not meet the requirements stated in this procedure.

C. ~~College credit or noncredit classes where College registration is required are not subject to Program Registration requirements detailed in this section.~~

D. ~~To rRegistration eof youth-service programs serving youth ,program directors and event planners must should follow~~ shall be contingent upon compliance with the following guidelines:

1. A. Submit an online Request for Program Registration form for College-sponsored events to the Youth Protection Coordinator ~~Notify the~~

~~youth protection coordinator as soon as possible but no less than at least 360~~ calendar days before the ~~event or~~ program begins. ~~Use the online registration form or send an email to the youth protection coordinator.~~ Registration forms ~~submitted to the youth protection coordinator outlining proposed College-sponsored events~~ must include documentation that an administrator ~~with authority over~~ in the sponsoring unit has approved the proposed event.

2. ~~B.~~ Establish staffing ratios for the program or follow industry standard staffing ratios ~~already established~~ available from the Youth Protection Coordinator. Staffing ratios should account for factors including:

a. the type and length of the program;

b. the numbers, ages, and experience levels of the youth;

c. the ages and experience levels of the staff;

d. whether the program involves transportation, swimming, changing clothes, showering, or other special circumstances; and

e. how the program will function if a staff member is unavailable or attending to emergency needs of a single child rather than supervising the whole group.

3. ~~C.~~ Coordinate criminal history checks for current employees with ~~the youth protection coordinator~~ HRSTM. The ~~y~~ Youth ~~p~~ Protection ~~e~~ Coordinator will notify the program director or event planner whether or not the individual is authorized to have contact with minors. Until the program director or event planner receives this notification, the individual may not have contact with minors in the program.

~~2.4.~~ Receive notice from the Youth Protection Coordinator that the Request for Program Registration is complete, and the program may go forward.

~~D. Formal and informal youth mentoring programs, internships and job shadowing programs that include minors or interactions with minors must be registered with the youth protection coordinator~~

~~E. High school outreach and recruitment functions are exempt from the program registration requirement. Instead, as standard operating procedure, all Recruiters will comply with the following:~~

~~1. CJIS background screening as a condition of employment;~~

~~2. Completion of on-line and ongoing training on identifying and responding to child maltreatment, as defined by the youth protection coordinator;~~

~~3. Adhere to behavioral expectations including the Rule of 3;~~

~~4. Provide written notice to attendees that the College does not provide supervision at Recruitment events unless otherwise specifically indicated; and~~

~~5. Report immediately any irregular contact with a minor that might be construed as problematic or conflicting with the Protection of Minors Policy & Procedure.~~

~~In the event that a recruitment program or event includes providing care, control and custody of minors, the event will follow the normal program registration steps as indicated in the policy.~~

~~J. Public Events are exempt from the Program Registration Process. This applies to events open to the general public where minors are in the immediate care, control and custody of parents/guardians. Event organizers should consult with the youth protection coordinator if they are unsure about the applicability of this policy to their event.~~

E. Program Registration Exemptions

Certain activities involving minors are exempt from the program registration process. However, these activities still require adherence to background check, finger printing, and training protocols as appropriate as well as compliance with the College's youth protection standards, including following the Rule of Three.

Exempt activities are:

A. Any activity in which minors are accompanied by chaperones, such as College tours.

B. College credit or noncredit classes where College registration is required, except as required by MCPS for teachers assigned to teach in a school. ~~are not subject to program registration requirements detailed in this section.~~

C. Events open to the general public, including recruitment events.

~~VI~~XI. Behavioral Standards, Training, and Resources

A. Rule of Three

The College prohibits individuals ~~requires those~~ working with youth from not to being alone with a minor before, during, or after the program or activity. In accordance with the "Rule of Three," as it is known, calls at least for two responsible adults must ~~to~~ be present at all times when interacting with minors. Any exception to the ~~"Rule of Three"~~ must be requested ~~made~~, in advance, to the ~~by the supervisor or program director. The College will provide additional~~

guidance on behavioral standards through training, educational resources, and consultation facilitated by the Youth Protection Coordinator and will only be granted only in exceptional circumstances.

B. Electronic Communications and Social Media

Any ~~Electronic~~ communication with minors should comply with 22003: Public Information, Communications, and Marketing. ~~be open and transparent. This includes email, phone, social media, texts and direct messaging. In all cases, communication should~~ be conducted through College accounts, professional in nature and limited ~~constrained~~ to the educational program or activity. Any private electronic communication outside the scope of the activity or program between staff or volunteers and minors, including the use of personal social networking websites, is ~~strongly discouraged~~ prohibited.

1. Group messaging ~~texting~~ is ~~an acceptable,~~ convenient and quick means of communication. Best practice calls for the use of an a platform app that enables transparent and open messaging and allows for the personal information of minors to remain private. Minors should never be required to share their personal contact information with adults or peers.
2. Social media services may be used to engage with minors as long as the communication happens through a College associated account. At least two College employees should have access to the account and any use should comply with 42003: Student Social Media Privacy Protection.

~~This section does not apply limitations to electronic communications between faculty and staff with minors enrolled in credit or non-credit courses. The information contained in this section should be viewed as a best practice in such instances.~~

~~VII~~XII. Use of College Facilities by Outside Groups

- A. Many outside groups use College facilities for their own youth-serving programs. These organizations are responsible for complying with the following. ~~Outside groups must meet the following~~ requirements to ensure ~~for~~ the protection of minors:

1. Register the program at least 360 calendar days in advance under ~~s~~Section X.D.V., subsection A. above.
2. Structure the program to eliminate any one-on-one time between an adult and a minor in a private area not readily observable by others.
3. ~~3.~~ Distribute educational materials regarding the protection of minors provided by the College to the adults participating in the program and review the contents with adult participants.
4. Comply with any additional requirements set forth in the applicable facilities use agreement.

- B. For outside groups required to have commercial general liability insurance, the insurance must have appropriate limits and types of coverage as determined by the [College's Office of](#) General Counsel.
- C. For outside programs lasting more than one day (8 hours or more) or involving an overnight stay, conduct criminal history checks on all paid staff and volunteers. Outside programs must certify to the College that the outside group's staff and volunteers have satisfactory results from a completed criminal history check. No staff member or volunteer in an outside program lasting more than one day or including an overnight stay may work with youth on College premises until a satisfactory ~~e~~Criminal [Background history](#)~~e~~Check has been completed.
- Exemptions to the background screening requirement can be made at the discretion of the ~~y~~Youth ~~p~~Protection ~~e~~Coordinator, [in consultation with the Office of General Counsel](#). ~~One common exception will be for a single rehearsal and a single performance in one of the College's performing arts facilities, where the~~ [On addition of the rehearsal triggers the background screening requirement.](#)
- D. Comply with instructions from the ~~y~~Youth ~~p~~Protection ~~e~~Coordinator concerning program operations. The College may require an outside group to: (a) provide documentation showing satisfaction of all requirements in this section, and/or (b) permit the College to audit youth protection protocols and records upon request.

~~VIII~~[XIII. Miscellaneous Responsibilities—Children \[at College Locations in the Workplace and Classroom, Unaccompanied Minors, and Vendors\]\(#\)](#)

[The College seeks to create a sense of belonging for parenting students and employees while ensuring the safety of children and the operations of the College with the following guidelines:](#)

- A. [Children on a College location must be accompanied by a parent/guardian at all times except when the minor is a registered student or participant in a College-sponsored program, course, or activity that provides its own supervision such as the College's Youth Programs and Early Childhood Education lab school.](#)
- B. [The parent/guardian is responsible for the supervision, safety, security, and well-being of the child and is responsible for any injuries to persons or damage to property caused by the child.](#)
- C. Employees ~~may~~[should](#) not bring children to work except for occasional short periods of time [and provided this](#) ~~that~~ does not interfere with the employee or ~~his or her~~[their](#) colleagues devoting their full attention to College business. [The employee must first communicate with their supervisor who has the authority to deny the request if the environment would be unsafe or there is an operational reason to do so.](#) The employee retains full responsibility for supervision ~~of~~[ing](#) the child at all times. ~~Events such as "Bring Your Child to Work Day" or other activities especially designed to be suitable for children in the workplace may excuse personal supervision for the event.~~

- ~~B.D.~~ It is understood that ~~S~~students have complex lives and the College seeks to equitably support students. Understanding that students will ~~should~~ make childcare arrangements for periods when they will be on ~~site campus~~to attend class or participate in other academic requirements, the College recognizes ~~In an occasional~~ emergency situations, ~~may require a and only with permission of the instructor, a student may to~~ bring a child to class, ~~provided that the situation does not interfere with other students' educational experience.~~ The student must first communicate with ~~If~~ the instructor ~~who has the authority to deny the request if the environment of instruction would be unsafe or there is a compelling pedagogical reason to do so.~~ If the instructor does not grant permission for the child to be present, the student must remove the child from ~~College premises the classroom or environment of instruction.~~
1. Children are allowed in most buildings, including the library and student services centers.
 2. Children may accompany their parents/guardians to appointments at the College if necessary, including, but not limited to, advising and financial aid.
 3. Children may not accompany their parents/guardians to placement assessment testing, assessment centers, or classrooms during exams or other quizzes or tests.
- ~~-E.~~ ~~Supervised children accompanied by responsible adults may be invited to participate in public activities organized and sponsored by the College. Except for specially planned public activities and supervised youth activities, no minors are permitted in a College laboratory or any other area or activity posing special risks to minors. No e~~Except in cases of College-sponsored events, children, whether supervised or unsupervised, are not permitted in natural science laboratories, any classroom with mechanical equipment, machinery, or power tools, on construction sites, in maintenance facilities, in food preparation areas, or in other areas where their presence constitutes a danger to themselves or others.
- ~~D.~~ ~~The College is not responsible for unaccompanied minors who are not participating in a structured program or activity. If a minor on College premises appears to be unaccompanied and in need of supervision (for example should an emergency arise), staff will contact the College Department of Public Safety, and Emergency Management. Public Safety staff will temporarily supervise the minor and may, in their discretion, contact law enforcement or child protection authorities.~~
- ~~E.~~ ~~The College may require vendors and contractors to meet requirements of this policy including, among others, reporting obligations, criminal history checks, training, and adherence to behavioral standards.~~
- ~~F.~~ ~~The College is not responsible for injuries to children who are on College premises in violation of these procedural guidelines.~~

683 ~~G. Students and employees who violate these procedures may be subject to~~
684 ~~disciplinary action and other appropriate sanctions by the College in accordance~~
685 ~~with normal processes.~~

686 ~~IX~~XIV. Interpretations and Exemptions

687 ~~The yYouth pProtection eCoordinator is authorized to~~ advise on the application of these
688 procedures ~~interpret~~ and to grant specific exemptions ~~to the application of these~~
689 ~~procedures, in consultation with their supervisors and when appropriate College~~
690 leadership. The yYouth pProtection eCoordinator must maintain a record of any such
691 interpretations and exemptions, and ~~on a regular basis (monthly unless otherwise~~
692 ~~requested by the president)~~ upon request furnish a copy of this record to the president
693 and the Director of Chief Planning, Policy, and Governance Officer ~~Policy general~~
694 ~~counsel~~.

695

696 Administrative Approval: July 29, 2004; June 10, 2013, April 28, 2014 (administrative correction
697 only); February 23, 2015; November 27, 2017; October 18, 2019; February 22, 2023; DATE