

SHIPPENSBURG UNIVERSITY

MINORS ON CAMPUS TRAINING, CODE OF CONDUCT AND REPORTING FOR AUTHORIZED ADULTS / PROGRAM STAFF

TRAINING

All authorized adults or program staff working with minors are required to be trained on policies and issues related to minor safety and security. The training will be offered and completed when needed and may vary based on the role of the authorized adult. Documentation of training completion is required to be maintained by the program administrator. Program administrators of non-University sponsored programs or non-University groups providing services to University-sponsored programs are required to certify that they have satisfactorily completed required training before being allowed to use University facilities. Training must include topics such as, but not limited to:

- Detecting and reporting child abuse.
- First aid/CPR and medication management.
- Participant conduct management and disciplinary procedures.
- Authorized adult or program staff code of conduct.
- Sexual and other unlawful harassment.
- Safety and security protocols.
- Crime reporting procedures.

CODE OF CONDUCT

Authorized adults / program staff should be positive role models for minors and act in a responsible manner consistent with the mission of Shippensburg University. Authorized adults or program staff are required to comply with all applicable laws and PASSHE Board of Governors' and University policies. Authorized adults / program staff working in programs covered by this policy must adhere to the following expectations:

1. Do not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material with minors or assist in any way to provide access to such material to minors.
2. Do not engage or allow minors to engage you in romantic or sexual conversations or related matters unless it is a direct part of your professional responsibilities. Examples of a direct part of professional responsibilities would include counselor/patient or medical professional/patient appointments.
3. Similarly, do not treat minors as confidantes; refrain from sharing sensitive personal information. Examples of sensitive personal information that should not be shared with minors are information about financial challenges, workplace challenges, drug or alcohol use, and romantic relationships.
4. Do not touch minors in a manner that a reasonable person could interpret as inappropriate. All personal physical contact should generally occur in the open, and in response to the minor's needs, for a purpose that is consistent with the program's

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mission and culture, or for a clear educational, developmental, or health-related purpose (e.g., treatment of an injury). Any refusal or resistance from the minor should be respected.

5. Do not use harassing language that would violate Board of Governors' Policy 2009-03: Social Equity, or University harassment policies.
6. Do not be alone with a minor. If one-on-one contact is required, meet in open, well-illuminated spaces or rooms with windows observable by other authorized adults or program staff, unless the one-on-one contact is expressly authorized by the program administrator or is being undertaken for medical care.
7. Do not meet with minors outside of established times for program activities, class activities, and office hours. Any exceptions require written parental authorization and must include more than one authorized adult or program staff.
8. Do not invite individual minors to your home or other private locations. Any exceptions require authorization by the program administrator and written authorization by a parent/guardian.
9. Do not provide gifts to minors or their families independent of items provided by the program.
10. Do not engage or communicate with minors except for an educational or programmatic purpose; the content of the communication must be consistent with the mission of the program and the University.
11. Do not engage in any abusive conduct of any kind toward, or in the presence of, a minor, including, but not limited to, verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a minor or other minors from harm, all incidents must be documented and disclosed to the program administrator and the minor's parent/guardian.
12. Do not use, possess, or be under the influence of alcohol or illegal drugs while on duty, or in the presence of minors involved in a program, or when responsible for a minor's welfare.
13. Do not provide alcohol or illegal substances to a minor.
14. Do not provide medication to a minor unless authorized by the program's medication management guidelines.
15. When transporting minors, more than one authorized adult or program staff from the program must be present in the vehicle, except when multiple minors will be in the vehicle at all times through the transportation. Avoid using personal vehicles if possible and comply with the program's transportation guidelines.

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MANDATORY REPORTING

In a situation of suspected child abuse, all members of the University community, University-related contractors and vendors, and volunteers are mandated reporters and must, accordingly, receive appropriate training.

All mandated reporters shall make an immediate report of suspected child abuse or cause a report to be made if they have reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:

1. The mandated reporter comes into contact with the child in the course of employment, occupation, and practice of a profession or through a regularly scheduled program, activity, or service.
2. The mandated reporter is directly responsible for the care, supervision, guidance, or training of the child, or is affiliated with an agency, institution, organization, school, regularly established church or religious organization, or other entity that is directly responsible for the care, supervision, guidance, or training of the child.
3. A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse.
4. An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.
5. The minor is not required to come before the mandated reporter in order for the mandated reporter to make a report of suspected child abuse. The mandated reporter does not need to determine the identity of the person responsible for the child abuse to make a report of suspected child abuse.
6. Mandated reporters must immediately make an oral report of suspected child abuse to the Shippensburg University Police (717-477-1444) and the Department of Human Services (DHS) at 800-932-0313. A written report to DHS using electronic technologies may be used when available. If an oral report is made, a written report shall also be made within 48 hours to DHS or the county agency assigned to the case as prescribed by DHS.
7. Immediately following the report to DHS, the mandatory reporter must notify the Vice President for Student Affairs and the Shippensburg University Police.