



University Administrative Policies  
 Policy Name: Children On Campus  
 Policy Number 13-003; Web Link:

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| <p><b>Responsible Office:</b> Student Life<br/> <b>Responsible Official:</b> Associate Vice President/Dean of Students</p> | <p><b>Originator of the Policy:</b> Executive Vice President<br/> <b>Origination Date:</b> January 1, 2014</p> | <p><b>Effective Date:</b> TBD<br/> <b>Revision History:</b> N/A</p> |
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**1. RATIONALE**

The Salem State University campus provides an environment conducive to academic and occupational activities performed by students and employees. In order to ensure the safety of any child that is on campus, and to assure the professional, efficient, performance of academic pursuits, operations, and services, the University cannot routinely accommodate unsupervised children in campus workplaces, classrooms, or any other venue or circumstance on campus.

The University, however, encourages safe, supervised campus visitations by children for the purposes of making decisions about their academic future; attending educational, cultural, and sporting events and camps; and authorized use of facilities, such as those found at the O’Keefe Athletic Complex and fields, in academic buildings, or the theater.

This policy, therefore, is intended to apply only to that population of children who are *not* enrolled as students at the University.

**2. STATEMENT OF POLICY**

**Establishment**

Salem State University hereby establishes this policy concerning children on campus who are not enrolled as students. The purposes of this policy are to:

- A. promote the safety of children on campus;
- B. report suspected or actual injury of a child to the Salem State University Police and/or the Title IX Coordinator – Beth Marshall, Assistant Vice President of Human Resources
- C. require that prior to their employment at the University, CORI and SORI checks will be completed for all employees who will be working directly with children as part of their

responsibilities, including including contract employees, student employees and volunteers working directly with children;

- D. require training of all employees, including contract employees, student employees and volunteers, working directly with children in their exact job duties and expectations;
- E. require all third parties bringing or hosting children on campus to sign an agreement in which they attest to certain safeguards, including CORI screening, of those employees and volunteers working with children on the the University’s campus; and
- F. to allow for a two year review of the policy to ensure all procedures are being followed.

**3. Scope**

This policy shall apply to all employees of the University, including faculty, staff, contract employees, student employees and volunteers who are working directly with children, as well as third party organizations or groups who seek to host children on the University’s campus, including its buildings, facilities, and athletic fields.

**4. FISCAL CONSIDERATIONS**

|                               | <b>Direct Costs / Savings / Revenue Generation</b>     | <b>Indirect Costs / Savings / Revenue Generation</b>                                   |
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| <b>Initial Implementation</b> | Training and materials/CORI/SORI checks                | None   |
| <b>Ongoing</b>                | Training/materials and any additional CORI/SORI checks | Storage of personnel files of those working with children will be done electronically. |

**5. DEFINITIONS**

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| Authorized Adult  | An authorized adult is any adult that has complied with the requirements to be present with children under this policy and who is responsible for either escorting or supervising the child or children while on campus or while participating in any programs. An authorized adult may also be a child’s parents or legal guardian.                     |
| Mandated Reporter | Any employee who, in the course of his/her employment interacts with children, defined as infant to 17 years of age, is a mandated reporter for purposes of this policy. Employees, for the purpose of this policy, are defined as full or part-time faculty, staff, contract employees, student employees or volunteers working directly with children. |
| Background Check  | Verification of credentials and other information about a candidate or employee.   |
| Employee          | Any full or part-time employee of the university, including consultants, graduate assistants, students, contract employees and volunteers.   |

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| Education and Training | All employees working with children must undergo training on recognizing abuse in children and best practices in keeping children safe. Training will include the protection of minors from abusive emotional and physical treatment, and on appropriate or required reporting of incidents of improper conduct including, but not limited to, appropriate law enforcement authorities and the Title IX Coordinator. |
| Child                  | Any individual under the age of 18 who is not enrolled as a student at the University.   |
| Title IX Coordinator   | The Title IX Coordinator is responsible for monitoring the overall implementation of Title IX for the University and coordinating compliance with Title IX in all areas covered by the implementing regulations. <i>Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)</i>   |

## 6. RESPONSIBILITIES

| <b>Responsible Party</b> | <b>List of Responsibilities</b>   |
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| Area Heads               | <ol style="list-style-type: none"> <li>1. Ensure that appropriate CORI/SORI checks are completed on full or part-time faculty, staff, contract employees or student employees working directly with children.</li> <li>2. Maintain training files for all of the above employees</li> <li>3. Understand who is a mandatory reporter of child abuse.</li> <li>4. Understand what must be reported.</li> <li>5. Understand to whom the reports must be made.</li> <li>6. Establish a training schedule for all those individuals working with children as part of their responsibilities.</li> </ol>  |
| University Police        | <ol style="list-style-type: none"> <li>1. Reports of suspected child abuse anywhere on the campus must be made to the Salem State University Police Department and the University's Title IX Coordinator.</li> <li>2. The University Police will investigate the report and inform the University President and the Title IX Coordinator about any such allegations.</li> <li>3. The University Police will assist with the notification to the Department of Children and Families in conformance to Mass. Gen. Laws Chapter 51A.</li> <li>4. The University Police will also notify the University's legal counsel, and keep this individual apprised of any further developments.</li> </ol> |
| Title IX Coordinator     | <ol style="list-style-type: none"> <li>1. Each institution of higher education receiving Federal financial assistance must designate at least one professional employee as the Title IX Coordinator to oversee compliance efforts and investigate any complaint of sex discrimination.</li> <li>2. The Title IX Coordinator is responsible for monitoring the overall implementation of Title IX for the University and coordinating compliance with Title IX in all areas covered by</li> </ol>  |

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|                              | <p>the implementing regulations. <i>Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)</i></p> <p>3. The Coordinator may work in concert with other University officials, including the Dean of Students and the Director of University Police. If the Title IX Coordinator does not conduct the investigation of complaints, the Coordinator should receive on-going information about the investigation.</p> <p>4. The Coordinator of Title IX for the University is Beth Marshall.</p> |
| Member, University Community | <p>No member of the University community who receives a complaint of child abuse may ignore it. The complaint should be immediately brought to the attention of the University Police and the Title IX Coordinator. No member of the University community who witnesses an action that he or she believes may constitute child abuse may ignore it. That person should immediately inform the University Police and the Title IX Coordinator of what he or she has witnessed.</p>   |

## 7. PROCEDURES

| <b>Task</b>  | <b>Procedure</b>  |
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| Reporting of physical or emotional injury in a child under the age of 18   | <ol style="list-style-type: none"> <li>1. Report any suspected abuse to the University Police and Title IX Coordinator.</li> <li>2. The University Police will notify those individuals noted above in #6 Responsibilities, University Police.</li> </ol>   |
| CORI/SORI checks of all full or part-time faculty, staff, contract employees, or student employees working directly with children. | <ol style="list-style-type: none"> <li>1. The employee's Area Head will ensure that such checks are completed prior to an employee being allowed to work with a minor.</li> </ol>   |
| Training for those working with children   | <ol style="list-style-type: none"> <li>1. It shall be the responsibility of the appropriate departmental manager/Area Head to ensure that training on recognizing abuse in children and best practices in keeping children safe is provided to all those individuals working with children as part of their responsibilities.</li> </ol>  |
| Rules for Outside Groups Using University Facilities   | <ol style="list-style-type: none"> <li>1. All outside groups using SSU facilities must sign a contract with the University agreeing to adhere to certain safeguards around working with children, including performing background checks on all employees or volunteers that will be working with children on the SSU campus.</li> <li>2. No outside group will be allowed to bring children onto campus unless the aforementioned agreement is executed in advance of their use of campus facilities.</li> </ol> |
| One-Time Events/Programs/Recruitment   | <ol style="list-style-type: none"> <li>1. Programs that are discrete, occasional events for which a large number of volunteers are essential, may elect or adopt measures and safeguards instead of background checks for</li> </ol>  |

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|  | <p>the one-time volunteers.</p> <ol style="list-style-type: none"> <li>2. The measures adopted must include a requirement that the volunteers be working in public places, not alone with children, and must be supervised by a person whose background has been checked.</li> <li>3. Programs must compile the names and addresses of the volunteers prior to the event and check the names against the sex offender registry.</li> <li>4. Volunteers must present photo identification to be checked at the event. Programs adopting this method must have the approval of the area vice president.</li> <li>5. Student volunteers participating in orientation or recruitment activities with older children will not be required to undergo a criminal background check or training. Children coming onto campus for recruitment purposes do not need to execute the release of liability form.</li> </ol> |
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### 8. POLICY ENFORCEMENT

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| Violation(s)           | <ol style="list-style-type: none"> <li>1. Reports of suspected child abuse anywhere on the campus must be made to the Salem State University Police Department as well as the University's Title IX Coordinator.</li> <li>2. The University Police will investigate the report and inform the University President and Title IX Coordinator about any such allegations. <ol style="list-style-type: none"> <li>a. The University Police will assist with the notification to the Department of Children and Families in conformance to Mass. Gen. Laws Chapter 51A.</li> <li>b. The University Police will also notify the University's legal counsel, and keep this individual apprised of any further developments.</li> </ol> </li> </ol> |
| Potential consequences | If a violation is confirmed, the sanction for the individual involved if an employee, can be termination from the University, in accordance with applicable collective bargaining agreements, and prosecution under applicable Federal and State laws.   |
| How to report          | Contact the University's Police Department or the Title IX Coordinator, Beth Marshall.   |

### 9. REFERENCE DOCUMENTS

| Policy or Document                      | Web Address   |
|---|---|
| Massachusetts General Laws, Chapter 51A | <a href="https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVII/Chapter119/Section51a">https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVII/Chapter119/Section51a</a> |
| Title IX of the                         | Title IX of the Education Amendments of 1972, and its implementing  |

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| <b>Education Amendments of 1972, and its implementing regulation</b> | <b>regulation at 34 C.F.R. Part 106 (Title IX)</b> |
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### 10. CONTACT(S)

| <b>Subject</b>       | <b>Office or Position</b>                       | <b>Telephone Number</b>      | <b>Email</b>  |
|----------------------|---|------------------------------|---|
| Policy Clarification | AVP Human Resources<br>Chief, University Police | 978.542.6022<br>978-542-6111 | bmarshall@salemstate.edu<br>glabonte@salemstate.edu |

### 11. APPROVALS/ENDORSEMENT/NOTICE REQUIRED

| <b>Level</b>                               | <b>Title &amp; Name</b>   | <b>Signature</b> | <b>Date</b> |
|--|---------------------------|------------------|-------------|
| Chair or Director of Department or Office  | Gene Labonte              |                  |             |
| Associate/Assistant Vice President or Dean | Beth Marshall             |                  |             |
| P.E.C. Initial Review                      | Yes                       |                  |             |
| P.E.C. Final Review                        | Yes                       |                  |             |
| All College Committee                      | N/A                       |                  |             |
| President                                  | Patricia Maguire Meservey |                  |             |
| Board of Trustees (notice)                 | N/A                       |                  |             |

### 12. EFFECTIVE DATE

Upon approval by the President

### 13. DISSEMINATION

Electronic to the Campus Community

### 14. REVIEW CYCLE

Two years from inception and every two years there after