

**A. POLICY STATEMENT**

Stephens College is committed to providing a safe and positive environment for participants in college-affiliated youth programs and activities. Faculty, staff, students, student employees, and volunteers are expected to hold themselves to the highest standards of conduct when interacting with minors.

**B. PURPOSE**

To outline responsibilities related to the protection of minors on campus.

**C. SCOPE**

This policy and accompanying procedures applies to all employees and volunteers involved with college-affiliated youth programs including, but not limited to, the Stephens College Children's School, youth theatre, day camps, overnight camps, clinics, laboratories, instructional programs, workshops, and sports camps.

By contractual agreement, all on-campus vendors will follow this policy.

**D. PROCEDURES**

- I. Mandatory Reporting: Pursuant to Missouri law 210.115, all college employees have a duty to make a report of known or suspected child abuse or neglect to the Missouri Department of Social Services Children's Division at (800) 392-3728 or online at <https://apps.dss.mo.gov/OnlineCanReporting/default.aspx>.

Employees can call the Boone County Children's Division Office at (573) 441-5952 to discuss concerns about reporting. They can advise individuals about whether or not to call the hotline or make a report online.

College policy is to err on the side of over-reporting. If you have the thought, "Should I call?" – DO! If there is a threat of immediate danger, call 911.

- II. Criminal Background Checks: Prior to contact with minors and at least every (5) years thereafter, every authorized adult in a youth program must complete a criminal background check. A decision not to permit an individual to participate in a youth program based on the results of a criminal background check will be made by the Director of Human Resources in consultation with the appropriate dean or division head.
- III. Supervision: Minors must be supervised at all times by an authorized adult while on campus or participating in a College-sponsored off-campus activity.
- IV. Conduct Requirements:
  - a) When working in youth programs, individuals shall:
    - Conduct themselves in a courteous and respectful manner and be a positive role model for minors.
    - Respect, adhere to, and enforce the rules, policies and guidelines established by the youth program, this policy and the College.

- Provide a safe and healthy experience for all participants.
  - Comply with all applicable civil rights laws and policies, including, but not limited to equal opportunity and nondiscrimination policies.
- b) When working in youth programs, individuals shall not:
- Have private one-on-one contact with a minor; in general it is expected that activities where minors are present will involve two or more authorized adults.
  - Engage in criminal activity.
  - Engage in the use of, or be under the influence of, alcohol or illegal drugs, during such programs and activities.
  - Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any minor.
  - Make comments of a sexual nature in the presence of a minor or make sexually explicit materials available to a minor.
  - Physically, sexually, verbally, or emotionally abuse or fail to provide the basic necessities of care and protection applicable to the youth program participants.
- c) Supervision of minors:
- Youth programs shall establish a safety procedure with parents and legal guardians for checking minors in and out of the program. Minors who are school age (K-12) may be checked out in an alternative way (e.g. transport by bus or walking home) if the minor has written permission of the parent or legal guardian to check out in the manner described in writing.

V. Training:

- a) Youth program administrators and sponsoring departments are responsible for confirming that authorized adults working in their youth programs will have training on the following topics:
- Child abuse awareness and prevention
  - Reporting suspected child abuse and neglect
  - All requirements of this policy and these procedures
- b) Human Resources and partner departments will provide resources to youth program administrators and sponsoring departments to facilitate completion of the training requirements.

**E. DEFINITIONS**

- a) Youth Program: all operations, events, endeavors, or activities designed for participation by minors and organized by Stephens College in which college employees or volunteers are responsible for the care, custody, or control of minors. Youth programs include, but are not limited to, the Stephens College Children's School, youth theatre, day camps, overnight camps, clinics, laboratories, instructional programs, workshops, and sports camps. Youth programs do not include:
- Undergraduate or graduate academic programs, classes or activities in which individuals under the age of 18 are enrolled students.
  - Events open to the public that minors may attend, but where the college is not accepting care, custody, or control for the minor(s).

- b) Sponsoring Department: the academic or administrative unit of the College who offers a youth program.
- c) Authorized Adult: the individual(s) who is(are) paid or unpaid who interacts with, supervises, chaperones, accompanies or otherwise oversees minors in youth program activities, instruction, recreation, and/or residential facilities. This includes, but is not limited to, faculty, staff, administrators, volunteers, students, interns and independent contractors.
- d) Minor: a person under the age of 18 years.
- e) Care, custody, or control of minors: when an adult is present and has primary responsibility for supervision of minors as part of the youth program. At least one adult must have care, custody, or control of minors at all times during the youth program.
- f) Abuse: the infliction of physical, sexual, or mental injury against a child by any person eighteen years of age or older.
- g) Neglect: the failure to provide, by those responsible for the care, custody, or control of a child under the age of eighteen years, the care reasonable and necessary to maintain the physical and mental health of the child.
- h) Private one-on-one interactions: An intentional or purposeful interaction where one individual to whom the policy applies is alone with one minor.

#### F. CONTACT

- VI. Reports of known or suspected abuse or neglect of minors should be reported immediately to the Missouri Department of Social Services Children's Division at (800) 392-3728 or online at <https://apps.dss.mo.gov/OnlineCanReporting/default.aspx>.

Inquiries related to this policy and procedures may be referred to:

- Kim Schellenberger, Director of Human Resources (573) 876-7172, [kschellenberger@stephens.edu](mailto:kschellenberger@stephens.edu), Visitors Center, Campus Box 2036
- Shannon Walls, Title IX Coordinator (573) 876-7250, [sbwalls@stephens.edu](mailto:sbwalls@stephens.edu), LRW 342, Campus Box 2001
- Safety and Security Office at (573) 876-7299, [security@stephens.edu](mailto:security@stephens.edu), Tower Hall, Campus Box 2091