



## 1.0 Purpose and Scope

Aquinas College seeks to conduct its operations and maintain its campus so as to provide an environment that is safe and supportive of the pursuits of its students, faculty, staff and visitors, and consistent with its mission.

As part of its mission, the College offers programs that serve or include minors. The following GUIDELINES and procedures have been adopted by the College in order to protect minors while they are on College premises or when participating in activities sponsored by the College.

## 2.0 GUIDELINES

It is the Guideline of Aquinas College that measures and procedures are implemented for the protection of minors participating in programs that are occurring on its campus, and programs under the control or direction of the College regardless of location.

## 3.0 APPLICABILITY

These Guidelines applies to members of the College faculty, staff, student body, volunteers and others engaged in activities and programs that serve or include minors taking place on-campus or College sponsored activities taking place off-campus.

## 4.0 DEFINITIONS OF GUIDELINES TERMS

4.1 The term “minor” includes all persons Seventeen (17) years and under who are not enrolled as students at the College.

4.2 The term “works with minors” are used to describe persons who will or might have unmonitored access to minors, have been or will be in a position of authority even for a limited period of time, at any time during a program.

4.3 “External organizations” are organizations or individuals from outside of the College community that use College facilities to conduct a program pursuant to an approved contract or other use agreement with the College.

4.4 “Program” for purposes of these Guidelines means any activity which serves or includes minors, and is under the direction or control of the College, regardless of its location, or an activity under the direction or control of an External Organization using College facilities pursuant to an agreement with the College.

4.5 “Program organizers” are external organizations, College faculty and staff, recognized student organizations, and the College’s departments that organize or who are responsible for the overall administration of a program.



4.6 "Personnel" for the purposes of these Guidelines means any person, including without limitation, College faculty and staff, students, and volunteers, and External Organizations' employees, staff and volunteers who work with minors in conjunction with a program.

4.7 "Institutional Review Board (IRB)" Aquinas College supports the use of research to advance knowledge. When research requires the use of human subjects, researchers must take efforts to protect their subjects. To ensure that this occurs, the College has established policy, and an [Institutional Review Board \(IRB\)](#) to oversee this process for all research under the auspices of Aquinas College that includes human participants.

4.8 "Creative Dining Service (CDS) provides transparent hospitality services for Aquinas College. The services include dining management.

## 5.0 GUIDELINES

5.1 Unaccompanied minors are not permitted on college premises unless listed below.

5.2 Minors must be accompanied by an adult or accompanied by a student enrolled at Aquinas College. Those minors that are not here for college programs or external organization sponsored programs are also subject to these guidelines.

5.3 Programs conducted by Departments of Aquinas College (Internal Programs) will be governed by Appendix 1 of this document.

### 5.4 Enrolled Students Participating in Campus Activities

These Guidelines shall not apply to minors enrolled in College undergraduate or graduate academic programs, or who participate in such programs by virtue of being enrolled in another college or high school.

### 5.5 Campus Visits

These Guidelines shall not apply to College students hosting high school students who are on campus as part of a preadmission visit to the College, who are a registered guest of a residential student in accordance with established policies of the departments of Admissions and Residence Life.

### 5.6 Ticketed / Athletic Events

These guidelines shall not apply to unaccompanied minors twelve (12) years of age or older that may be attending College Theater, performing arts and athletic events for which tickets are sold or made available to the public.



These guidelines shall not apply to unaccompanied minors twelve (12) years of age or older who may be visiting the College library.

#### 5.8 Minors as Subjects in Research Studies

Unaccompanied minors who are subjects in research studies approved by the Aquinas College IRB are exempted from These Guidelines.

### 6.0 PROGRAM REQUIREMENTS AND STANDARDS

#### 6.1 Criminal Background Checks

Program organizers shall ensure that all personnel working with a minor have undergone criminal records checks within the past two (2) years. For those individuals who have not resided in the State of Michigan for 2 years a criminal record check will be completed by the Federal Bureau of Investigations. Criminal records checks shall include at a minimum, finger print checks performed by an accredited Law Enforcement Agency.

Program organizers shall not allow their personnel whose criminal records checks include a conviction, or pending charges, for a sex-related offense or crime against a minor, or who appear on the Michigan or National Sex Offender Registry, to participate in any activity that is subject to these Guidelines. The offenses that may serve to disqualify someone from working with minors are not limited to sex offenses and crimes against minors.

The Office of Human Resources will provide program organizers from within the College with criminal records check information and request forms. A registry of College personnel and volunteers who have undergone criminal records checks is maintained with the personnel records located at the department of Human Resources.

#### 6.2 Forms

Program organizers shall ensure that the parent or guardian of each minor has completed any and all required authorizations, releases, and other required forms prior to the start of a program.

#### 6.3 Open Environment

Personnel working with minors shall take affirmative measures to avoid putting themselves in positions where an allegation of abuse could be made against them. All work with minors should be in an open environment, never behind closed doors or completely out of view of others, except where the purposes or nature of the interaction with the minor requires that degree of privacy. Unless required by the nature of the activity (for example, counseling or therapy sessions) at least two persons should be present at all times during activities involving minors.



#### 6.4 Minors Staying Overnight

Separate rooms are required for adults and minors, unless the adult is a parent or guardian of the minor. Signed written permission from a parent or guardian is required for a minor to stay overnight on College premises. All in-room visits with program participants staying in College housing are restricted to persons of the same gender, except for visits by a parent or guardian. All guests and visitors of program participants staying in College housing are restricted to building lobby and lounge areas and only during the hours specified by the program organizer.

- a. For the purpose of Junior Saints Weekend this policy will be amended to allow minors from the ages of 5 through 12 to reside with their sibling student.
- b. Sibling over the age of 13 must stay with a student of the same gender, they will not be permitted to stay with a sibling student of a different gender.

#### 6.5 Transportation

When the nature of a program so requires, College personnel with parent/guardian approval may travel with, and transport minors to and from program activities with the prior written approval of the appropriate College Vice President or Dean. College programs must comply with College policies regarding drivers and vehicles. Outside program organizers are required to provide their own policies regarding transportation to and from campus events.

#### 6.6 Emergency Preparedness

Program organizers shall maintain an up-to-date list of program times and dates, location, attendance (age range and number of participants), and a program contact, so that in the event of an emergency, appropriate measures may be taken. A copy of this list shall be provided at least ten days prior to the start of the program to the Department of Campus Safety. Any subsequent amendments to the list shall be provided to the Department of Campus Safety. Program organizers shall maintain a list of the names, ages, and contact information of all minors participating in the program.

6.7 Program organizers shall provide a copy of these Guidelines and any additional program-specific measures and required policies and procedures to all personnel.

6.8 Program organizers shall have specific policies and procedures addressing the following and will make them available to all participants and to the College upon request:

- a. DAY EVENTS
  - Transporting minors during, before and after the program, including by parents and guardians.
  - Weather emergencies: if the program is outside, designation of a suitable indoor facility that is prepared to be available if necessary.
  - Appropriate levels of access to and supervision of minors.
  - Appropriate behavior, including physical contact and communications which consider the age of minors and the nature of the program.
  - Forms, specifically parental or guardian authorizations for participation, authorizations for medical treatment and dispensing medication, and emergency contact information.



b. OVERNIGHT EVENTS

- Transporting minors during, before and after the program, including by parents and guardians.
- Weather emergencies: if the program is outside, designation of a suitable indoor facility that is prepared to be available if necessary.
- Appropriate levels of access to and supervision of minors.
- Appropriate behavior, including physical contact and communications which consider the age of minors and the nature of the program.
- Forms, specifically parental or guardian authorizations for participation, authorizations for medical treatment and dispensing medication, and emergency contact information.
- If a program involves an overnight stay in College facilities, the program organizer shall have policies in place to address the following:
  - Identification to be worn by personnel, and participants
  - Curfew (Which in no case shall be later than 10:30 pm)
  - Code of conduct for participants
  - Overnight supervision
  - In-room visits by program participants, personnel and others
  - Appropriate guidelines based on age, gender and any other appropriate consideration for room/sleeping assignments.

## 7.0 DISCRETE OR OCCASSIONAL PROGRAMS

Certain discrete or occasional programs for which a large number of one-time volunteers are essential may adopt reasonable measures and safeguards, in addition to criminal records checks for volunteers, to protect minors participating in such programs. Program organizers must submit a description of the measures and safeguards they will take to the Department of Campus Safety for review prior to the start of the program. In addition to all other measures and safeguards to be taken, the following requirements must be met:

- Program organizers must compile a list of all volunteers' names and addresses and check the names against the National and Michigan Sex Offender Registry.
- All volunteers who will have unsupervised access to minors as a part of their assigned duties must undergo a criminal records check.
- Program organizers must provide all volunteers with a copy of these guidelines and the additional measures and safeguards established for the program in advance of the program.
- Volunteers must sign in to the program with the program organizer or his or her designated representative before they may participate in the program. The process of signing in requires that volunteers present one of the following forms of photo-identification: valid state driver's license or state identification card; valid U.S. Passport; valid U.S. Military I.D.; or a valid college, College, or high school I.D. card with another form of identification bearing the student's name (e.g. credit or bank card, Social Security Card, voter identification card, utility bill) is required. The form of identification presented by each volunteer shall be recorded by the program organizer.
- When signing in to the program, volunteers will be required to acknowledge by their signature that they have received copies of these guidelines and information about any additional measures and safeguards, and have read and fully understand this information. Additional



copies of these Guidelines and any additional measures and safeguards shall be made available at the time of sign-in.

- If requested by the College, program organizers must provide to the College proof of compliance with these Guidelines.
- Upon signing in, each volunteer will be issued an identification badge bearing his or her name, the name of the program and program dates. Volunteers must display their identification badges while participating in any part of the program.

## 8.0 EXTERNAL ORGANIZATIONS

External organizations are solely responsible for informing their personnel and volunteers of the criminal records check requirements of this GUIDELINES and ensuring that such requirements are met.

External organizations are responsible for reviewing the results of criminal records checks performed on their personnel and shall not allow their personnel whose criminal records checks include a conviction, or pending charges, for a sex-related offense or crime against a minor, or who appear on the Michigan or National Sex Offender Registry to participate in any activity that is subject to this GUIDELINES. The types of offenses that may serve to disqualify someone from working with minors are not limited to sex offenses and crimes against minors.

## 9.0 REPORTING ABUSE

- Aquinas College will comply with Michigan Child Protection Act provisions as stated MCL 722.621-638.
- Any sponsored program occurring outside of Michigan will be subject to the Mandatory Reporting and Child Protection laws of the jurisdiction(s) where the program occurs.

### 9.1 Reporting

Any individual having contact with a minor has an obligation to be alert to the possibility that a minor has been abused or may be at risk of abuse, and to immediately report this information to the Department of Campus Safety at (616) 632-2462 or Ext 3333, who in turn will contact Grand Rapids Police Department as necessary. Mandatory reporters, as designated by State law must also contact Child Protective Services and meet all other requirements placed on them by law.

Anyone who has reason to believe that a minor has been abused, is at risk of abuse, or receives a report of alleged abuse that he or she has reason to believe to have been made in good faith, shall immediately report this to the Department of Campus Safety by calling (616) 632-2462 or Ext 3333, who in turn will contact Grand Rapids Police Department as necessary.

A reporting party need not have proof or evidence of abuse to make a report. If the individual has any uncertainty about whether to report suspected abuse, the person should decide in favor of making a report.



#### 9.5 Do Not Investigate

Individuals who believe they have knowledge, or a reasonable suspicion, of abuse should not seek to investigate the suspected abuse. They should not question, or attempt to solicit information from, the alleged victims of abuse, or persons suspected of being responsible for the abuse. Individuals will immediately report their reasonable suspicion or knowledge to the Department of Campus Safety who in turn will contact Grand Rapids Police Department as necessary.

#### 9.6 False or Intentionally Misleading Reports

No action will be taken against a member of the College community who in good faith raises a legitimate concern of suspected minor abuse which, upon investigation proves to be unfounded. False, intentionally misleading, or malicious accusations of minor abuse will be cause for disciplinary action, and possible legal action by the College, as well as possible criminal prosecution.

#### 9.7 Emergency Contact Information

External organizations utilizing Aquinas College facilities are responsible for providing emergency contact numbers to participants in their event.

The Aquinas College Emergency contact number for all organizations utilizing college facilities will be the 24 hour monitored dispatch line: (616) 632-2462.

#### 10.0 CHANGES TO THESE GUIDELINES

Changes to these Guidelines may be necessary from time to time. At a minimum, the Guidelines and all other program policies, procedures and guidelines will be reviewed on an annual basis.

#### APPROVAL

These Guidelines were approved by: \_\_\_\_\_ Date: \_\_\_\_\_