

St. Olaf Policy for the Protection of Minors

Title:	Protection of Minors Policy
Effective Date:	04-01-15
Issuing Authority:	Vice President and Chief Financial Officer
Contact:	Janet Hanson at jhanson@stolaf.edu or 507-786-3018
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St. Olaf is committed to promoting the safety and well-being of students, youth and others who are entrusted to our care. The purpose of this policy is to describe requirements placed on administrators, faculty, staff, students, volunteers, and others working with minors—to promote their protection, to fulfill our obligations as mandated by law, and to provide the best possible experience for any minor visiting our campus or in college-related programs. A Child is a person under the age of thirteen (13); a Minor is a person under eighteen (18) years of age.

Policy Statement

It is the policy of St. Olaf College that the behavior of all faculty, staff and students is expected to align, at all times, with the college's mission and appropriate documents that guide our community life. Any St. Olaf events with minors involved must be pre-approved. One-on-one contact with minors is highly discouraged and will only be approved in special circumstances. Any employees or students participating in events with minors must complete Sexual Abuse Awareness Training. Any individuals with potential to have one-on-one contact with minors must successfully pass a background check performed by Human Resources prior to the event occurring. This policy does not apply to minors attending an event open to the public with their own parent or guardian that are not being left in the care of St. Olaf employees or students.

Procedures

All employees, students or departments must receive approval before hosting minors on campus or participating in a St. Olaf event off-campus with minors. The approval can be requested by submitting a [Request to Host Minors Form](#). Whenever possible, the request should be submitted at least two weeks prior to the event. If the event is approved, the following steps must be completed:

1. All employees or students participating in the event must complete the online Sexual Abuse Awareness Training prior to the event occurring.
2. Any individuals with potential to have one-on-one contact with minors must have a background check performed by Human Resources with satisfactory results prior to the event occurring. Cost of the background check must be paid for by the department hosting the event. Background checks should be completed every five years or re-checked if an employee separated employment for more than one year, unless they are working consecutive short-term or temporary assignments, in which case the five year rule applies.
3. The program director/instructor is responsible for collecting the [Parent Permission and Registration Form and Child Behavior Agreement](#) for every minor left in St. Olaf's care for their program. If the minors are coming from a group, such as a school, the [Group Guest Policies & Behavioral Expectation Agreement](#) should be completed by the group instead of filling out a form for each child. If the minors are attending an event and will be under the care of their parent or guardian, neither form needs to be completed. The complete forms should be turned in to the Office of Student Activities or the Finance Office.
4. An appropriate number of adult supervisors will be at each event based upon the activity. Whenever possible, allow for two individuals to be present for circumstances such as taking a minor to the restroom or taking a minor aside if they get hurt.

Outside groups holding events on campus are responsible and liable for ensuring the protection of minors. If a St. Olaf Department is waiving the facilities fee for an outside group, the department must submit a [Request to Waive Facilities Fee Form](#). If the waiver is approved, the outside group will be required to sign a contract assuming liability, and provide proof of insurance.

Residential Camps, Conferences and Events

- Residential staff must successfully complete an approved background check.
- Residential staff must fully complete online training for preventing sexual molestation.
- Staff with access to room keys must be in compliance with appropriate laws.
- Residences will be staffed at a ratio determined by St. Olaf College.
 - High school and middle school: 15 to 1
 - Elementary school and younger: 10 to 1
- Posted signs in each residential room will give clear direction on how to contact staff or Public Safety if a guest feels unsafe.
- Residence Hall bathrooms will be assigned by age, as well as gender. Staff will not use same bathrooms as youth guests.
- Campers and guests will be directed and expected to lock rooms at night.
- Residential areas will be off limits to anyone who is not a camper/guest or appropriate staff.
- Program leaders must include a safety session during their event orientation meeting.

Prospective Student Admissions Visits

- All overnight admissions visitors must adhere to and comply with the College's behavioral expectations and rules.
- All overnight admissions visitors must complete an emergency contact form.
- Guests will be given clear direction on how to contact staff or Public Safety if they feel unsafe.
- The Dean of Students Office must approve residential hosts, following a check of College records.
- All overnight admissions visitors will be hosted by residents occupying double or triple occupancy rooms.
- All residential hosts must have completed the online Sexual Abuse Awareness Training prior to serving as a residential host.

One-to-one Instruction or Tutoring of Minors on Campus

- All college employees or students who are giving lessons, instruction or tutoring to minors on campus must submit the Request to Host Minors Form for approval prior to starting lessons. If the lessons are approved, the Instructor must complete an approved background check and complete the online Sexual Abuse Awareness Training.
- Rooms or studios used for instruction or tutoring must have a window that allows unobstructed views into them. If no window is available, the door must remain open throughout the session.
- Tutoring should be conducted in a public area such as open library areas and should not be conducted in a dorm room, home, or other off-campus location.
- Parents or guardians will not be restricted from attending sessions with their minor children.

Locker Room Use for Residential Camps, Day Events and Private Instruction

- If youth are receiving private coaching/instruction, they must use private bathrooms unless accompanied by a parent.
- If a camp is using a locker room, no other group or individual may use it during their designated time of use.
- Appropriate background-checked staff must supervise the locker room while camps are using the facility.

Oversight

The Chief Financial Officer is the primary point of contact for this policy. The following individuals are responsible for oversight of minors on campus in their applicable areas:

- Director of Conferences: Any events with minors that run through the Conferences Office
- Vice President of Enrollment: Admissions events and prospective student visits
- TRiO and SSS Director: Any TRiO/SSS events with minors
- Associate Provost: Any academic department events with minors, including Education/Nursing departments
- Director of Student Activities: Any student organization or student athletic club event with minors
- Director of Athletics: Any events relating to varsity athletic teams unless it is run through the Conferences Office
- Vice President and Chief Financial Officer: All other St. Olaf events with minors that are not listed above

This oversight includes:

- Approving or denying Requests to Host Minors, unless the department itself is pre-approved to host
- Making sure that online training is complete for all required individuals.
- Making sure any necessary background checks are completed and approved through Human Resources.
- Notifying Public Safety, Facilities and the Room Scheduler of the event.
- Retaining all documents according to the College's Record Retention/Destruction Policy

Departments pre-approved to host without submitting the Request to Host Minors Form are the Conferences Office, TRiO and SSS, and Enrollment/Athletics for prospective student visits.

Reporting of Sexual Abuse, Neglect or Misconduct

Immediately report any signs of physical abuse, sexual abuse or neglect of a minor if you become knowledgeable of an incident or have reason to believe or suspect that a minor has been abused or neglected within the preceding three years. An oral report must be made immediately (no longer than 24 hours), followed by a written report within 72 hours to the local child welfare agency or law enforcement. For more information on reporting requirements or definitions of physical abuse, sexual abuse or neglect, please see the Minnesota Department of Human Services website:

http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=id_000152