

Minors on Campus

POLICY No.:

Responsible Executive: VP, Finance

Responsible Office: Risk & Compliance

Effective: October 29, 2014

Revised: July 30, 2015

Minor – A person under the age of eighteen (18). This term shall not apply to:
A. Prospective students visiting a campus operated by the University; or
B. Matriculated students who are enrolled with the University.

Minor Supervision Ratio - In accordance with the American Camp Association, the ratio of program staff to program participants must reflect the gender distribution of the participants, and should, at a minimum, meet the following:

Standards for day program are:

- One Program Staff for every six minors ages 4 and 5
- One Program Staff for every eight minors ages 6 to 8
- One Program Staff for every ten minors ages 9 to 14
- One Program Staff for every twelve minors ages 15 to 17

Standards for resident (overnight) programs are:

- One Program Staff

a report if that person has reasonable cause to suspect that a child is an abused child. Wilkes University considers all employees, students, independent contractors and volunteers to be Mandated Reporters.

Routine interaction - Regular and repeated contact [with minors] that is integral to a person's

B. Criminal Background Check Requirement

Pennsylvania's Child Protective Services Act (Act 153 of 2014) requires all school employees and volunteers who have direct contact with minors be background screened every three (3) years. Effective December 31, 2014, all NEW employees are required to obtain three Pennsylvania clearances listed as follows:

- Pennsylvania State Police Criminal Record Check (PATCH);
- Pennsylvania Dept. of Human Services Child Abuse History Clearance; and
- FBI Federal Criminal History Record Information (Fingerprinting)

Additionally, all Program Staff who will stay overnight with minors must have a background

E. Staffing and Supervision

All programs involving minors (with the exception of academic classroom activities) will be

The following measures to address medical & emergency situations involving minors applies to all programs:

Program Directors must arrange for access to emergency medical services at all locations used by the program. Medical care appropriate for the nature of the events, expected attendance and other variables should be taken into consideration when arranging for emergency medical services. Consultation may be obtained from Wilkes University Health and Wellness Services.

Wilkes University employees MAY NOT administer or distribute medication to any minor participant.

Incident/Accident Report Forms should be completed as soon as possible after the occurrence and submitted to the Office of Risk & Compliance Management.

H. Rules and Disciplinary Measures

Program Director will make available to participants the rules and disciplinary measures applicable to all University programs. Program participants and staff must abide by all University rules and regulations and may be removed from the program for non-compliance with rules and regulations.

I. Missing Minors

The safety of minors is the highest priority at all times both on and off campus. Every attempt is made through carrying out the program procedures to ensure that the safety and security of children is maintained at all times. In the unlikely event of a child going missing, the following procedures shall be followed:

1. As soon as it is noticed that a child is missing the Program Director/designee shall alert the Department of Public Safety by calling (X4999) or 570-408-4999.
2. When responding to the report of a missing child, the Public Safety Officer(s) shall conduct a preliminary investigation and document the results on the initial report. The responding officer will:
 - a. Make personal contact with the complainant and immediately determine if:
 - i. The missing child has NOT been the subject of any prior missing (runaway) report.
 - ii. Determine if any special circumstances are involved that would increase the child's risk of being missing.
 - iii. The complainant has reason to believe that the missing child may have been

3. The program roster is checked by the Program Director to make sure no other child has also gone astray.
4. Once the child has been found, a full written report of the incident shall be prepared, and an investigation into the incident will be carried out by the Department of Public Safety. The incident report will detail:
 - a. The date and time of the incident.
 - b. Program staff/participants in the group where the missing child belonged.
 - c. When the missing child was last seen.
 - d. The estimated time that the child went missing.
 - e. Circumstances surrounding the child's disappearance – what was the child doing/saying prior to going missing.

Upon completion of the investigation, the incident report will be submitted to the Vice President, Finance and General Counsel.

J. Programs Involving Minors Operated by Outside Parties on Wilkes University Property

Any program involving minors operated by outside parties on Wilkes University property shall be operated consistent with the guidelines of this Policy. All contracts for the use of University facilities by outside parties for programs involving minors shall reference this requirement and this Policy.

Authorized personnel/signatories for non-University groups using University facilities must provide to the Sponsoring Unit satisfactory evidence of compliance with all of the requirements of this Policy at least forty five (45) days prior to the scheduled use of University facilities, and they must sign and approve the agreement for use of University facilities, if applicable.

Non-University groups must provide separate Abuse and Molestation insurance in the amount of \$1,000,000 each occurrence and \$2,000,000 general aggregate. A Certificate of Insurance must be provided prior to the event and name Wilkes University as an "additional insured." The certificate should be forwarded to Wilkes Compliance & Risk Management prior to the event.

Coverage can be provided either by endorsement to the Commercial General Liability (CGL) Policy or under a separate policy and must be specifically referenced on the Certificate of Insurance noted below. Coverage for such claims must not be subject to any exclusion, restriction, or sub-limit.

If coverage for abuse and molestation is not specifically included in the CGL coverage, a separate policy or rider shall be required as evidence of said insurance.

All insurance policies shall be on an occurrence basis only. Wilkes University must be named as an additional named insured on the policy.

