

Clarion University-Internal Program or Event-Program list of Authorized Adults

Definition: **Authorized Adults or Program Staff:** Individuals, paid or unpaid, who may have direct contact, interact with, treat, supervise, chaperone, or otherwise oversee minors. This includes, but is not limited to faculty, staff, volunteers, managers, coaches, undergraduates or graduate students, interns, employees of temporary employment agencies, and independent contractors. Roles of authorized adults or program staff include, but are not limited to, positions of counselors, chaperones, coaches, instructors, health care providers, and outside providers running programs in leased facilities. This definition does not include temporary guest speakers, presenters, or other individuals who have no direct contact with program participants other than short-term activities supervised by program staff; excluded are fellow students whose only role is as a participant in the education, services, or program offered. All members of the university community are considered to be mandated reporters as defined by Child protective Services Law, 23 Pa C.S. 6311(a) and are required to report suspected child abuse to the Department of Human Services (DHS) and the Clarion University Chief of Police.

Program Name: _____

Event Dates: _____

Sponsoring Department: _____

Contact Email: _____

Contact Phone Number: _____

Program Director: _____

	Name	Contact Phone	Clearances-dates obtained			Check <i>ONLY</i> if completed		Additional Comments
			PA Criminal	PA Child Abuse	FBI	Mandated reporter	Code of Conduct	
1						<input type="checkbox"/>	<input type="checkbox"/>	
2						<input type="checkbox"/>	<input type="checkbox"/>	
3						<input type="checkbox"/>	<input type="checkbox"/>	
4						<input type="checkbox"/>	<input type="checkbox"/>	
5						<input type="checkbox"/>	<input type="checkbox"/>	
6						<input type="checkbox"/>	<input type="checkbox"/>	
7						<input type="checkbox"/>	<input type="checkbox"/>	
8						<input type="checkbox"/>	<input type="checkbox"/>	
9						<input type="checkbox"/>	<input type="checkbox"/>	
10						<input type="checkbox"/>	<input type="checkbox"/>	
11						<input type="checkbox"/>	<input type="checkbox"/>	
12						<input type="checkbox"/>	<input type="checkbox"/>	
13						<input type="checkbox"/>	<input type="checkbox"/>	
14						<input type="checkbox"/>	<input type="checkbox"/>	
15						<input type="checkbox"/>	<input type="checkbox"/>	

I verify that I have read and agree to follow the Clarion University Protection of Minors Policy including all trainings and the supervision ratio.

Program Administrator Signature

Date

Clarion University Authorized Adults or Program Staff Code of Conduct

Authorized Adults or Program Staff Code of Conduct Authorized adults or program staff should be positive role models for minors and act in a responsible manner that is consistent with the mission of Clarion University. Authorized adults or program staff are required to comply with all applicable laws and PASSHE Board of Governors' and university policies.

Authorized adults or program staff working in programs covered by this policy must follow these expectations:

- a. Do not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material with minors or assist in any way to provide access to such material to minors.
- b. Do not engage or allow minors to engage you in romantic or sexual conversations or related matters. Similarly, do not treat minors as confidantes; refrain from sharing sensitive personal information about yourself. Examples of sensitive personal information that should not be shared with minors are information about financial challenges, workplace challenges, drug or alcohol use, and romantic relationships.
- c. Do not touch minors in a manner that a reasonable person could interpret as inappropriate. All personal contact should generally only be in the open, and in response to the minor's needs, for a purpose that is consistent with the program's mission and culture, or for a clear educational, developmental, or health-related purpose (e.g., treatment of an injury). Any refusal or resistance from the minor should be respected.
- d. Do not use harassing language that would violate Board of Governors' Policy 2009-03: Social Equity, or university harassment policies. The Board of Governors' policies are accessible at (<http://www.passhe.edu/inside/policies/Pages/Board-ofGovernors-Policies.aspx>).
- e. Do not be alone with a minor. If one-on-one contact is required, meet in open, well illuminated spaces or rooms with windows observable by other authorized adults or program staff, unless the one-on-one contact is expressly authorized by the program administrator or is being undertaken for medical care.
- f. Do not meet with minors outside of established times for program activities. Any exceptions require written parental authorization and must include more than one authorized adult or program staff.
- g. Do not invite individual minors to your home or other private locations. Any exceptions require authorization by the program administrator and written authorization by a parent/guardian.
- h. Do not provide gifts to minors or their families independent of items provided by the program.
- i. Do not engage or communicate with minors except for an educational or programmatic purpose; the content of the communication must be consistent with the mission of the program and the university.
- j. Do not engage in any abusive conduct of any kind toward, or in the presence of, a minor, including, but not limited to, verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a minor or other minors from harm, all incidents must be documented and disclosed to the program administrator and the minor's parent/guardian.
- k. Do not use, possess, or be under the influence of alcohol or illegal drugs while on duty, or in the presence of minors involved in a program, or when responsible for a minor's welfare.
- l. Do not provide alcohol or illegal substances to a minor.
- m. Do not provide medication to a minor unless authorized by the program's medication management guidelines.

n. When transporting minors, more than one authorized adult or program staff from the program must be present in the vehicle, except when multiple minors will be in the vehicle at all times through the transportation. Avoid using personal vehicles if possible and comply with the program's transportation guidelines.

o. Under most circumstances, a minimum of two adults must be present during all interactions with minors. Whenever feasible, follow the two deep rule: two (or more) adults should be present whenever children are involved in activities.

p. With the residence halls, adults should not enter a child's room alone or invite children into their room alone. Do not share a room with a child.

q. Do not shower with a minor.

In cases where there is reason or cause to suspect a violation of this policy or child abuse, an immediate report shall be made in accordance with the procedure set forth under Section VI of this policy.

Provide narrative detailing trainings provided to the individuals that are listed as Authorized Adults for your event.

A. Detecting and reporting abuse or neglect

(<https://www.childwelfare.gov/pubPDFs/whatiscan.pdf>) (Ex: has been reviewed with student/staff and documented when training or handout was given out.)

B. First aid/CPR and medication management (All individuals may not have to have first aid, CPR, and medication management as long as there is someone who is trained with the minors at all times. Please list all individuals who are certified and aware of responsibility.)

C. Participant conduct management and disciplinary procedures (What are your expectations of your participants and how will you manage behavior) (Ex: All participants will be expected to act with professionalism and will be cautioned concerning the solicitation with minor participants.)

D. Authorized adult or program staff code of conduct (What is your organization's code of conduct, i.e. Clarion University's Code of Conduct is included in the Facilities Usage Request Form, Facilities Usage Agreement, and can be found on pg. 5 of policy at : <http://www.clarion.edu/about-clarion/offices-and-administration/university-support-and-business/office-of-social-equity/policies-and-compliance/pom-policy-052015.pdf> . Please review with your student/staff and document when training or handout was given out.)

E. Sexual and other unlawful harassment (What is your organization's training on harassment or what trainings have individuals received? Ex: Completed university sexual harassment training online.)

F. Safety and security protocols (What is your organization's training on safety and security or what trainings have individuals received? Ex. All staff and students have received a safety training and procedure of what to do in an emergency.)

G. Crime reporting procedures/Mandated reporter (Link to mandated reporter training - https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_group_id=21 Ex: See attached mandated reporter certificates.)

H. A statement regarding the supervision ratio for the program.

I. A statement regarding safety and security planning for the program.

J. A certification that parents or legal guardians of minors have submitted or will submit the appropriate participation requirement forms. (These forms may include, but are not limited to a participation agreement, health form, emergency contact form and proof of medical insurance, photo and recording release, and participant code of conduct.)

K. A description of the transportation associated with the program, if applicable.

L. A description of the housing associated with the program, if applicable.

M. Response protocols when an authorized adult or program staff is accused of misconduct.

N. Response protocols when a participant is accused of misconduct.

O. Program orientation or information for minors and parents.

P. Insurance requirements as detailed in Section V of Protection and Supervision of Minors policy.

Q. Record retention.