Protection of Minors Policy - Appendix B:

Training Requirements for Those Involved with Minors

Franklin & Marshall College faculty, staff and students who are involved in College-run or -affiliated programs or activities involving minors, as well as employees, volunteers and other representatives of non-College organizations or entities that operate programs or activities involving minors on campus, are required to satisfy specific training and certification requirements.

College-Run or -Affiliated Programs or Activities
All individuals working with minors in College-run or -affiliated programs or activities are required to review the Working with Minors Guidelines ("Working with Minors: Information for Adults Participating in College-Run or -Affiliated Programs Involving Minors") and sign the Certification contained in this Appendix B.

In addition, all individuals who are required to obtain a background check pursuant to this Policy, including program or activity directors, supervisors and individuals who work one-on one, stay overnight, or are regularly alone with minors, must complete an online training course regarding the protection of minors. The online training course includes modules for (1) awareness, (2) boundaries, (3) codes of conduct, and (4) reporting. The training course is designed to assist faculty, staff, students and volunteers who work with minors in establishing a comprehensive program for protecting children from sexual misconduct by addressing prevention strategies and reporting.

Non-College Programs or Activities on Campus
Employees, volunteers and representatives of non-College organizations or entities that operate programs and activities involving minors on campus are required to comply with the training and certification requirements that apply to College-run or -affiliated programs and activities. Non-College organizations or entities must also submit a certification of compliance with the training requirements described herein prior to the start of any program or activity involving minors on campus.

Protection of Minors Policy - Appendix B: Training Requirements for Those Involved with Minors
Protection of Minors Policy: www.fandm.edu/college-policies/article/protection-of-minors-policy
Page 1 of 7
Working with Minors: Information for Those Participating in College-Run or -Affiliated Programs or Activities Involving Minors

The Franklin & Marshall College community has a strong interest in how our society cares for children and the most vulnerable among us and wants to do what it can to prevent the victimization of child and adolescent minors and promote their safety. To further this goal, this packet contains important information that individuals must review if they are participating in programs or activities involving minors that 1) the College operates; 2) that others operate in College facilities; or 3) that Franklin & Marshall College students, faculty or staff are involved in within the community.*

You are receiving this information because you have been identified as participating in a covered program or activity. You must review the information in this packet and return the attached attestation indicating that you have read the packet and agree to comply with the requirements it describes. You must also determine whether you may be a mandated reporter and agree to comply with the obligations imposed by law and by the College on mandated reporters. You may also be required to review additional materials that are germane to your specific situation.

This informational packet contains the following:

1) Guidelines for working with minors that will help you to maintain safe and positive interactions and reduce the risk of mistaken allegations;

2) Steps to take if you suspect that a minor has been abused or neglected or is otherwise unsafe, including information about how to report your suspicions or ask questions;

3) Advice on the signs of child abuse and neglect from the Pennsylvania Department of Public Welfare.

4) An acknowledgement form that you must sign to attest that you have read and understood the information and will comply with your obligations if you are a mandated reporter.

* This packet describes requirements applicable to Franklin & Marshall College undergraduate students, including those under the age of 18, who participate in programs involving minors.
Guidelines for Working with Minors

Those associated with programs or activities involving minors should observe the following "dos" and "don'ts" in order to maintain a safe and positive experience for program participants, encourage parental confidence, and avoid mistaken allegations.

**DO:**
- Maintain the highest standards of personal behavior at all times when interacting with minors.
- Whenever possible, try to have another adult present when you are working with minors in an unsupervised setting. Conduct necessary one-on-one interactions with minors in a public environment where you can be observed.
- Listen to and interact with minors and provide appropriate praise and positive reinforcement.
- Treat all minors in a group consistently and fairly, and with respect and dignity.
- Be friendly with minors within the context of the formal program or activity while maintaining appropriate boundaries.
- Maintain discipline and discourage inappropriate behavior by minors, consulting with your supervisors if you need help with misbehaving youth.
- Be aware of how your actions and intentions might be perceived and could be misinterpreted.
- Consult with other adult supervisors or colleagues when you feel uncertain about a situation.

**DON'T:**
- Don't spend significant time alone with one minor away from the group or conduct private interactions with minors in enclosed spaces or behind closed doors.
- Don't engage in inappropriate touching or have any physical contact with a minor in private locations.
- Don't use inappropriate language, tell risqué jokes, or make sexually suggestive comments around minors, even if minors themselves are doing so.
- Don't give personal gifts to, or do special favors for, a minor or do things that may be seen as favoring one minor over others.
- Don't share information with minors about your private life or have informal or purely social contact with minor program participants outside of program activities.
- Don't strike or hit a minor, or use corporal punishment or other punishment involving physical pain or discomfort.
- Don't relate to minors as if they were peers, conduct private correspondence or take on the role of "confidant" (outside of a professional counseling relationship).
- Don't date or become romantically or sexually involved with a minor. Don't show
• Don’t provide alcohol or drugs to minors or use them in the presence of minors.
Reporting: What to do if you suspect that a minor has been abused or neglected or is otherwise unsafe.

If you know, suspect, or receive information indicating that a minor has been abused or neglected, or if you have other concerns about a situation involving the safety of minors, follow the procedures described below:

**Emergencies:**

In case of an emergency, one should immediately call Franklin & Marshall College’s Department of Public Safety at (717-291-3939), or the Lancaster City Police Department at 911.

**All Other Reports of Known or Suspected Abuse or Neglect of Minors**

Anyone participating in a College-run or -affiliated program or activity involving minors or a non-College program or activity operating on campus involving minors who knows, suspects, or receives information indicating that a minor has been abused or neglected, or who has other concerns about the safety of minors MUST inform the Office of Public Safety by calling (717) 291-3939.

The Office of Public Safety shall be responsible for, and have the obligation to immediately make, a Report of the suspected child abuse to the Commonwealth of Pennsylvania’s ChildLine (800-932-0313).

The Office of Public Safety, with support from other appropriate offices as necessary, will help determine appropriate next steps.

In addition to complying with the expectations of this policy, nothing prohibits College faculty, staff, students and volunteers or any other individual from making a report directly to ChildLine (800-932-0313).

**Questions:**

If you have questions about your obligations or what you should do in a situation that makes you uncomfortable, contact the Vice President for Finance and Administration.
Reporting: Additional Obligations for Mandated Reporters

In addition to the Mandated Reporter obligations for all F&M faculty and staff for the purposes of Title IX, Clery and Title VII, individuals who work with minors in a professional or official capacity are designated as “mandated” reporters who have additional obligations under Pennsylvania law.

If you are a "Mandated" Reporter:

Pennsylvania law designates individuals in certain occupations and professions as mandated reporters. Mandated reporters include, but are not limited to, physicians, medical examiners, dentists, optometrists, nurses, hospital personnel, members of the clergy, school administrators and teachers, social service workers, day-care workers, child care or foster care workers, mental health professionals, and law enforcement officials. College faculty, staff, students and volunteers who are working with minors in their professional or official capacity and who have questions about whether they may be considered mandated reporters under Pennsylvania law should contact the Vice President for Finance and Administration.

Even those who are not mandated reporters must report known or reasonably suspected child abuse to the Department of Public Safety, Lancaster City Police or ChildLine or all three.
Attestation

I hereby attest that I have read and understand the foregoing Information for Those Participating in College-Run or Affiliated Programs Involving Minors. I have had an opportunity to raise any questions I have about this information and have done so if necessary.

I agree to take any necessary further steps to determine whether I may be a mandated reporter. If I am a mandated reporter, I will complete required training and comply with all reporting and other obligations for mandated reporters under Pennsylvania law.

______________________________  ______________________
Signature  Date

______________________________
Printed Name

Program/Activity in which you are participating: