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Policy Title:	Minors on Campus
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Office Responsible:	Safety and Security Office
Reviewing Committee:	Leadership
Related Policies:	Click here to enter text.
Related Laws:	Click here to enter text.

Policy Summary:

This policy establishes Jackson College's commitment to the health, safety, and well-being of all children who come to our campuses and of those children with whom our students and employees interact in other locations.

Scope:

This policy applies to all activities, classes and programs on campus or college-sponsored programs off-campus. The policy applies to all Jackson College's campuses and all properties owned or leased by the College, at which students, faculty, or staff participate in College-sponsored activities.

Definitions (if applicable):

- A. Child or "Children" (plural of "Child"). For the purposes of this policy, a "child" is any minor, defined by law as an individual under the age of 18 who is not currently enrolled at Jackson College.
- B. Prospective student. For the purposes of this policy, a "prospective student" is a person visiting campus for purposes of considering admission to Jackson College.
- C. Authorized Adult. For the purposes of this policy, an "Authorized Adult" means any individual, paid or unpaid, who interacts with, supervises, chaperones, accompanies (other than as a parent or legal guardian) or otherwise oversees Minors in program activities, or recreational, and/or residential facilities. This includes but is not limited to faculty, staff, administrators, volunteers, graduate and undergraduate students, interns, employees (regular or temporary) and independent contractors.
- D. Event. An "event" is a single scheduled performance or activity that may be open to the general public.
- E. Program. A "program" is a scheduled series of events.
- F. College-sponsored. A program or event is College sponsored when it is organized, funded, coordinated, or hosted entirely, or in part, by a Jackson College academic department, administrative unit, or registered student organization

Policy Statement:

All Adults and Children participating in Jackson College programs and events or on a Jackson College campus must comply with the college's policies. Further, programs and events involving Children may be subject to the policies of the sponsoring Jackson College academic or administrative unit. Adults participating in Jackson College programs or events should check with the academic or administrative unit sponsoring the event for any additional applicable policies.

I. Reporting Requirements

- A. What to report. The reporters defined below must report child abuse or neglect as defined by MCL 722.622. "Child abuse" includes harm or threatened harm to a child's health or welfare through non-accidental physical or mental injury, sexual abuse, sexual exploitation, or maltreatment. "Child neglect" includes harm or threatened harm to a child's health or welfare.
- B. Michigan law.
1. **Who must report:** Certain individuals, including school administrators, school counselors, teachers, doctors, nurses, physicians assistants, and licensed professional counselors are mandated by the Child Protection Law of the Michigan Compiled Laws (MCL 722.623) to report child abuse or neglect.
 2. **How to report:** Mandated reporters who have reason to believe that a child has been subjected to abuse or neglect must immediately notify **Children's Protective Services (CPS) at the Michigan Department of Human Services (855-444-3911)**. Mandated reporters are required to make an immediate verbal report to CPS and a written report within 72 hours when they suspect child abuse or neglect. Mandated reporters must also notify the head of their organization of the report and should also notify the Jackson Department of Public Safety.
- C. College requirements In addition to making the reports required by Michigan law, **any employee of Jackson College** who has reason to believe that a Child has been subjected to neglect or abuse on Jackson College's campus, or any properties owned or leased by the College, or any off-campus sites at which students, faculty, or staff participate in College sponsored activities, **must immediately notify Campus Security (517-796-8620)**.

II. General Provisions for the Treatment of Children

- A. Treatment of Children. The College strongly recommends at least two adults are in each group at all times. In addition, Jackson College employees, and adults responsible for a child will not:
1. Engage in abusive conduct of any kind toward, or in the presence of, a Child.
 2. Strike, hit, administer corporal punishment to, or touch any Child in an inappropriate or illegal manner
 3. Allow, encourage, or engage in hazing or bullying (including verbal, physical, and cyber bullying)
 4. Provide alcohol or illegal drugs to any Child
 5. Provide prescription drugs or any medication to any Child
 6. Allow, encourage, or engage in any action that reasonably can be considered to promote the maltreatment of a Child. This includes, but is not limited to, physical, sexual, or psychological abuse or neglect
- B. Responsibility and Liability. Authorized Adults responsible for a Child are responsible and potentially liable for any injuries or damage sustained to or by Child while on Jackson College's campus or any properties owned or leased by the College, if they are negligent, grossly negligent or engage in willful acts causing such injury or damage.

III. **Children on Campus for Events**

- A. College-sponsored events. The College sponsors a number of events in the performing arts, athletics, and other areas that may be appropriate and open to Children. In order to ensure their safety and that of other guests, we require that the parent, legal guardian, or other adult responsible for each Child comply with the following:
1. No Child under 13 may be left unsupervised by a parent, legal guardian, or Authorized Adult responsible for the child at any time or for any reason.
 2. Children must remain in the area of campus where the event is located.
 3. The Authorized Adult responsible for a Child is also responsible for the Child's behavior, and is expected to ensure that the Child complies with the directions of College personnel and does not disrupt the enjoyment of any other guest at the event.
- B. Events sponsored by other entities. The provisions stated above also apply to any events on Jackson College's campus that are sponsored by entities other than the College.

IV. **Children on Campus for Programs**

- A. College-sponsored programs. Jackson College sponsors a number of programs specifically designed for Children, such as tutoring programs, summer camps, and cultural events. Each program has specific operating protocols related to its nature and purpose, but all programs are expected to use reasonable care to minimize the risk to Children participating in the program. Children should be kept in the program area. A Child should not be left unsupervised at any time. If a Child is removed from the program area, the Authorized Adult who is removing the Child should notify another Authorized Adult working in the program before doing so. In addition:
1. Authorized Adults supervising Children in these programs are required to comply with state law pertaining to proper training, credentials and background checks.
 2. No personal visitors are permitted at the program site except with the permission of the program director or in case of emergency.
 3. Photographs may only be taken of Children in the program for program-related purposes, and only after the Child's parent or legal guardian has signed a college-provided waiver allowing the photograph.
 4. All Children participating in the program must have written permission from a parent or legal guardian allowing Jackson College to seek medical treatment in case of an emergency.
- B. Programs sponsored by other entities. Jackson College also allows selected outside entities to rent College facilities for programs specifically designed for Children. The College requires the sponsoring entity to:
1. Maintain specified insurance coverage, and the College reserves the right to require sexual abuse/molestation coverage;

2. Comply with provisions of state law relating to criminal history record checks for facilities that care for or supervise Children (MCL 722.623).

V. **Working with Children in Off-Campus Programs**

All Jackson College participants in off-campus programs and activities are required to comply with the child protection requirements, such as training and background checks, of the off-campus site where the activities occur. All students participating in off-campus programs sponsored by a Jackson College academic or administrative unit must also follow the sponsoring unit’s policies for working with children.

VI. **Cameras and recording devices**

- A. To ensure everyone’s privacy, no cameras, cell phones, video recorders, or other recording devices may be used in any bathrooms, dressing rooms, or locker rooms on campus.
- B. Employees, students and Authorized Adults must obtain a signed model release form from the Child’s parent or guardian prior to taking photographs, motion picture films, and/or video recordings of minors for promotional purposes.

VII. **Prospective student overnight visits**

College academic or administrative units sometimes arrange for prospective students to visit Jackson College on an overnight stay. Any Jackson College academic or administrative unit sponsoring a visit must register the visit with the Admission Office. The Admission Office informs Campus Security of the prospective student’s presence on campus.

Change Log:

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
8/29/18	1.0	Initial Release	VP of Administration