### **Policy 313: Minors on Campus**

Category: Instruction

Covered Individuals: Faculty, Staff, Students, and Volunteers

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**313.1 Policy**

Institutions of higher learning face increased accountability relating to the safety of minors on campus. As such, it is the policy of CEI that all college programs and activities involving minors must be developed and administered so as to provide a safe and protected environment for participating minors.

# 313.2 Definitions

1. Minor or Child: a person under the age of 18 who is not enrolled or accepted for enrollment at College of Eastern Idaho, or a prospective student.
2. Prospective student: a person visiting campus for the purposes of considering admission to College of Eastern Idaho.
3. Adult responsible for child: the child’s parent, legal guardian, or individual authorized by an off-campus entity to supervise the child.
4. Event: a single scheduled performance or activity that may be open to the general public.
5. Program: a scheduled series of events that may be open to the general public.
6. College-sponsored: a program or event that is organized, funded, coordinated, or hosted entirely, or in part, by a College of Eastern Idaho academic department, administrative unit, or registered student organization.

# 313.3 Procedures

## Reporting Requirements

* **What to report**: The reporters, defined below, must report child abuse or neglect as defined by Idaho Statue 16-1602. 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.
* **Who must report:** Certain individuals, including school administrators, school counselors, teachers, doctors, nurses, physician’s assistants, and licensed professional counselors are mandated by the Child Protective Act (16-1602) to report child abuse or neglect.
* **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 Idaho Department of Health and Welfare (1-855-552-5437). 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 and the Idaho Falls Police Department.
* **College requirements**: In addition to making the reports required by Idaho law, any employee or student of College of Eastern Idaho; or any students, faculty, or staff participating in college sponsored activities who have reason to believe that a child has been subjected to neglect or abuse on the CEI campus, must notify security. Security will notify the Idaho Falls Police Department, Vice-President of Finance and Administration, and the department head (and director of off-campus site if applicable).

## General Provisions for the Treatment of Children

The college strongly recommends the “rule of three,” which means there should always be at least three people present—i.e., one adult and two or more children, or two adults and one child, at all times. In addition, responsible CEI employees, students, and adults 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 unless specific written permission, designating medical need, and signed by a parent or legal guardian has been provided to CEI.
	6. allow, encourage, or engage in any action that could be construed as promoting the maltreatment of a child. This includes, but is not limited to, physical, sexual, or psychological abuse or neglect.

Parents, legal guardians, and adults responsible for the child are responsible and liable for any injuries or damage sustained to or by the child while on College of Eastern Idaho’s campus, any properties owned or leased by the college, and/or when on college-sponsored trips or activities covered under this policy, unless such injuries or damages are caused by the sole negligence of the college, its officers, agents, or employees.

## Minors on Campus

CEI is an institution of higher learning for adults, and as such, the environment is not suited for unsupervised minors.

In order to preserve the best learning environment for all students, and for reasons of safety, no minors not taking classes will be allowed in the classroom nor should children be left unattended in any college facility or on the campus grounds. It is the responsibility of the parent to arrange appropriate child care while they are engaged in classes, lab/clinical activities, or other activities related to courses in which they are enrolled, including study or research on campus. Additionally, employees should not bring children to campus while engaged in work activities.

## Minors on Campus for Events

The college sponsors a number of events 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 the parent, legal guardian, or adult responsible for the child at any time or for any reason.
	2. Children must remain in the designated event area.
	3. The adult responsible for the child is responsible for the child’s behavior. It is the adult’s responsibility to ensure that the child complies with the directions of college personnel, and shall not allow the child to disrupt the enjoyment of any other guest at the event.
	4. The adult responsible for the child is also responsible for any damage to college property caused by the child.

The provisions above apply to all events on the CEI campus including those sponsored by entities other than the college.

## Minors on Campus for Programs

CEI sponsors a number of programs specifically designed for children, such as summer camps and cultural events. Each program has specified operating protocols related to its nature and purpose, but all programs are expected to use reasonable care to minimize the risk to minors participating in the program. As a general rule, children should be kept in the program area and should not be left unsupervised at any time. If a child is removed from the program area, the adult who is removing the child should notify another adult working in the program before doing so. In addition:

* 1. Adults supervising children in these programs are required to comply with state laws pertaining to proper training, credentials and background checks.
	2. The recommended ratio for supervision is at least one program adult for every ten children. The ratio may be higher or lower depending on the needs and purpose of the program.
	3. No personal visitors are permitted at the program site except with permission of the program director or in the case of an emergency.
	4. 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.
	5. All children participating in the program must have written permission from a parent or legal guardian allowing CEI to seek medical treatment in case of an emergency.

CEI allows selected outside entities to rent college facilities for programs specifically designed for children. The college requires the sponsoring entity to:

* 1. Maintain designated insurance coverage. 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 and/or supervise children.