



Protecting Minors on College Campuses: A Series of Checklists

Educators are responsible for the well-being of minors on their campuses. United Educators (UE) developed this series of checklists to provide tips and best practices for establishing a comprehensive risk management program to protect children from sexual misconduct at colleges and universities.



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Protecting Minors on Campus from Sexual Misconduct

Surveying the Legal and Physical Landscape



Understanding how a college interacts with children and the laws that apply to these interactions is an important first step for protecting children from sexual misconduct. As a property owner, an institution may be liable for injuries to minors on its premises. A college may also be liable for what occurs in programs it “sponsors” (organizes, supervises, or endorses) off-campus. To manage the relationship between minors and the institution, consider the following steps.

A. The Legal Landscape

Has an attorney been consulted to determine, for all states and countries in which your institution operates:

- The definition of “minor”?

☐ Yes

☐ No

- Relevant laws pertaining to minors, such as those addressing:

- Reporting suspected abuse and sexual misconduct to government officials?

☐ Yes

☐ No

- Screening of employees and volunteers working directly with children?

☐ Yes

☐ No

- Training of employees and volunteers working directly with children?

☐ Yes

☐ No

- Disciplinary and other actions an institution must take if it determines sexual misconduct has occurred?

☐ Yes

☐ No

Actions Needed

B. Identifying Minors on Campus and Participating in Institution Programs

Has your institution surveyed each of its departments to identify:

- | | |
|--|---|
| • Which off-campus institution-sponsored activities involve minors, such as study abroad programs or camps? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| • Which on-campus situations involve minors, such as: | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| – Prospective students, siblings, or friends of current students who visit campus? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| – Children of faculty or staff who live on campus? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| – Children or friends who accompany employees to campus? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| – Day-care centers? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| – Day and overnight camps or conferences? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| – Athletic programs, including use of facilities such as pools, playgrounds, or locker rooms? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| – Academic enrichment programs? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| – Tutoring or community service activities? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| – Research studies? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| – Special events such as field trips, community service projects, or graduation ceremonies? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| • The number of minors involved in each activity or situation? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| • The duration of the activity or situation, such as whether it is recurring or permanent? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| • The name and contact information of the employee(s) or representative(s) overseeing the particular activity? See Appendix A for a sample survey. | <input type="checkbox"/> Yes
<input type="checkbox"/> No |

Actions Needed

C. Ongoing Survey and Management of Minors

To monitor and manage the presence of minors, does your institution:

- Require that institution-sponsored programs in which faculty, staff, volunteers, students, or contractors work directly with minors do the following prior to starting the program:
 - Register with the office enforcing the institution's child protection policies? This office is often housed in human resources or with the college's Title IX coordinator. ☐ Yes
☐ No
[See Appendix B for a sample registration form.](#)
 - Identify all staff, faculty, volunteers, students, and contractors who work directly with minors? ☐ Yes
☐ No
 - Screen all staff, faculty, volunteers, students, and contractors identified in accordance with the institution's policies? ☐ Yes
☐ No
 - Receive training on institution policies protecting minors? ☐ Yes
☐ No
 - Prioritize its child protection efforts by focusing on activities that involve the largest number of minors or occur overnight, all day, or for a long period of time? ☐ Yes
☐ No
-

Actions Needed

Resources

Managing the Risks of Minors on Campus

Gallagher Higher Education Practice

Protecting Minors Policy

University of Southern California (USC)

Actions Needed

Acknowledgment

This *Protecting Minors on Campus from Sexual Misconduct* checklist, “Surveying the Legal and Physical Landscape” was written by Alyssa Keehan, JD, director of risk research for UE.



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Appendix A

Survey of Campus and Off-Campus College-Sponsored Activities Involving Minors¹

Our institution is committed to protecting the health and safety of minors on our campus and off-campus in institution sponsored programs. All of us within the community share this obligation. To ensure that we offer an environment in which individuals of all ages can live, learn, and work safely, we have undertaken a comprehensive survey of institution practices affecting minors involved in activities occurring on campus. To manage this process most effectively, we ask that your department or unit appoint a liaison to complete the following survey and provide information about any programs involving youth. Please send contact information for your unit's designated liaison to _____ (the project manager).

As a reminder, if you have a concern about any potentially inappropriate situations involving minors, please contact _____ (insert name of the appropriate official(s) such as campus police or local police for off-campus activities) immediately at _____ (insert contact information).

Name and brief description of the program involving minors:

Name of the director overseeing the program:

Location where the program occurs:

How many times during the past year did the program occur and what were the dates?

Hours of the program:

Number of minors participating in the program:

Age range of the minors participating:

Number of staff, volunteers, and contractors facilitating the program:

Describe the screening of staff, volunteers, and contractors facilitating the program:

What training was given to staff, volunteers, and contractors who facilitated the program? (Please attach documents or materials that were used in this training including any policies or codes of conduct that apply to interactions with children.)

What would you do to improve the safety of minors participating in this program?

¹ is based upon a survey used by the University of California at Los Angeles.

Appendix B

Registration of College Programs and Activities Involving Minors

Department Name:

Department Head Name:

Office Extension:

Email Address:

Description of Activity/Program and Minors' Participation:

Dates of Activity/Program:

Age Range of Minors Participating:

Will Minors Stay Overnight?

☐ Yes

☐ No

Estimated Number of Minors Participating:

Position Title of Those Who Will Supervise or Accompany Minors:

Ratio of Supervisors to Minors:

Signatures

Department Head:

Vice President/Dean:

Please send the completed and signed form to the Office of Human Resources at least thirty (30) days prior to the first scheduled date of participation by minors.



University
Nondiscrimination
Anti-Harassment

Protecting Minors on Campus from Sexual Misconduct

Sexual Misconduct Policies & Investigations



Sexual misconduct against minors, whether perpetrated by college employees, volunteers, contractors, or students, is a form of discrimination covered by Title IX, the federal statute prohibiting discrimination on the basis of sex at educational institutions receiving federal funds.

Title IX requires that institutions implement a nondiscrimination policy and select a Title IX coordinator and investigator. By meeting the following requirements, an institution is taking important steps toward effectively preventing and responding to sexual misconduct.

A. Nondiscrimination Policy

1. Does your institution have a written policy that:

- States that the institution does not discriminate on the basis of sex in its education programs and activities?

☐ Yes
☐ No

- States that it is required by Title IX not to discriminate in such a manner?

☐ Yes
☐ No

- Establishes that sexual assault includes sexual misconduct involving minors and that each is a type of sex discrimination?

☐ Yes
☐ No

- Defines and prohibits sexual assault (which is a form of sexual violence) and sexual harassment (which includes sexual violence)?

☐ Yes
☐ No

- Includes examples of conduct prohibited by the policy?

☐ Yes
☐ No

Actions Needed

A. Nondiscrimination Policy *(continued)*

- | | |
|---|---|
| • States that questions about Title IX can be directed to the Title IX coordinator or to OCR? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| • Includes the Title IX coordinator's name or title, office address, telephone number, and email address? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| • States the responsibilities of each Title IX coordinator (if there are multiple)? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| • Includes an alternate person to handle complaints in case a designated handler is the alleged perpetrator? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| • Applies to sexual assault or sexual misconduct involving minors that occurs outside a school program, if the conduct negatively affects a victim's school experience or the overall school environment? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| 2. Is the written policy disseminated to: | <input type="checkbox"/> Yes |
| • Students? | <input type="checkbox"/> No |
| <hr/> | |
| • Administrators, faculty or teachers, and other employees? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| • Applicants for admission? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| • Applicants for employment? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| 3. Is your institution's policy available: | <input type="checkbox"/> Yes |
| • On the school website? | <input type="checkbox"/> No |
| <hr/> | |
| • In hard copy at multiple campus locations? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| • In both printed and electronic publications, including student handbooks, codes of conduct, and catalogs? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| 4. If separate nondiscrimination policies exist, are they cross referenced and linked on the institution's website or intranet? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |

B. Title IX Coordinator

- | | |
|--|---|
| 1. Has your college designated at least one Title IX coordinator? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| 2. If you have multiple Title IX coordinators, do you make clear that one person is the senior coordinator and others have deputy or supporting roles? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |

Actions Needed

B. Title IX Coordinator *(continued)*

3. Have you ensured that your Title IX coordinator's regular job duties do not create a conflict of interest *(for example, individuals who decide student or employee discipline cases may have a conflict)*? ☐ Yes ☐ No
-
4. Does your Title IX coordinator(s) have training in, or experience with:
- ☐ Yes ☐ No
 - Warning signs of sexual misconduct, including strategies used by perpetrators and behaviors exhibited by child victims?
 - ☐ Yes ☐ No
 - Your institution's child protection policies?
 - ☐ Yes ☐ No
 - Federal and state child protection-related laws such as mandatory reporting laws?
 - ☐ Yes ☐ No
 - Federal and state nondiscrimination laws?
 - ☐ Yes ☐ No
 - Your institution's nondiscrimination policy?
-
5. Does your Title IX coordinator(s):
- ☐ Yes ☐ No
 - Investigate or oversee the investigation of all incidents of alleged sexual misconduct or other inappropriate behavior involving minors?
 - ☐ Yes ☐ No
 - Ensure that consistent standards and practices apply to all such investigations?
 - ☐ Yes ☐ No
 - Identify and address patterns or systemic problems?
 - ☐ Yes ☐ No
 - Make it clear that he or she is available to meet with those who believe sexual misconduct or other inappropriate behavior involving a minor has occurred?
 - ☐ Yes ☐ No
 - Assist campus security or law enforcement as needed?
 - ☐ Yes ☐ No
 - Review or oversee college activities involving minors to ensure compliance with institution policies?
 - ☐ Yes ☐ No
 - Keep a confidential log of complaints to help identify students, employees, contractors, or volunteers who are the subject of multiple complaints of sexual assault or misconduct?

Actions Needed

C. Investigators

- | | |
|--|---|
| 1. Has your institution selected at least one individual to investigate every complaint or reasonable suspicion of sexual misconduct involving minors? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| 2. If an investigator is not available or has a conflict of interest, can your institution arrange for an alternate investigator? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| 3. To ensure that your institution has selected and trained the most appropriate individuals to conduct investigations, are your investigators: | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| • Fair, trusted, and independent? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| • Objective, with no stake in the outcome of the investigation? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| • Impartial, with no supervisory authority over any party? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| • Trained or experienced in investigating allegations of sexual misconduct involving minors and the institution's grievance procedures? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| 4. Is the investigator knowledgeable about: | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| • Title IX? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| • State and federal nondiscrimination and child protection laws? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| • The institution's child protection policies? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| • The Campus SaVE Act? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| • Overlap between Title IX, Title VII, and other applicable laws or regulations? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| • Services and resources available to minors affected by sexual violence? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| • The rights of unionized employees under collective bargaining agreements? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |

Actions Needed

C. Investigators *(continued)*

5. Is the investigator skilled in:
- Discussing difficult topics such as sexual practices and intimate physical details without judgment or awkwardness? ☐ Yes ☐ No
 - Communicating with all types of minors and levels of employees? ☐ Yes ☐ No
 - Fairly investigating allegations regardless of a person's prominence, such as a well-known student or high profile employee? ☐ Yes ☐ No
 - Testifying competently in legal proceedings? ☐ Yes ☐ No
-
6. If the institution does not have a qualified internal investigator, does it contract with an external investigator who has the qualities listed above? ☐ Yes ☐ No
-

Acknowledgment

This *Protecting Minors on Campus From Sexual Misconduct* checklist, "Sexual Misconduct Policies & Investigations," was written by Alyssa Keehan, JD, director of risk research for UE.



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Protecting Minors on Campus from Sexual Misconduct

Reporting and Addressing Suspected Misconduct



To ensure a safe campus environment, institution officials must be notified about potential sexual misconduct involving minors that occurs in connection with institution activities. Timely reporting of suspected abuse will help an institution fulfill its legal obligations and reduce its liability exposure by enabling it to respond reasonably to a campus risk. States require all or certain employees of educational institutions to report suspected child abuse and neglect. Some states go further and require any person who suspects child abuse or neglect to make such reports.

A. Policies

Does your institution have a written policy that:

1. Defines:

- Minors or children, such as individuals under 18 years old? ☐ Yes
☐ No
- Behavior that constitutes “sexual abuse” or “misconduct?” ☐ Yes
☐ No
- Scope of application, such as all on-campus activities and college-sponsored activities off campus? For sample language, please see the policies in the [Resources](#) section. ☐ Yes
☐ No

2. Requires all faculty, staff, students, volunteers and others affiliated with the college to report suspected sexual misconduct involving minors as soon as possible to:

- State-designated authorities? ☐ Yes
☐ No
- Institution officials trained to receive such reports, such as the Title IX coordinator or campus police? ☐ Yes
☐ No

Actions Needed

A. Policies *(continued)*

3. Provides contact information, such as a telephone number, for the:
- Institutional and state departments or representatives charged with receiving reports of suspected sexual misconduct, or other forms of child abuse or neglect? ☐ Yes ☐ No
 - Institutional department or person that can field questions about reporting obligations? ☐ Yes ☐ No
-
4. Explains any differences between the state's mandatory reporting laws and the institution's reporting policy? ☐ Yes ☐ No
-
5. States that a failure by any member of the college community to provide a timely report of suspected misconduct involving minors may result in discipline up to and including termination or removal from the program? ☐ Yes ☐ No
-
6. Prohibits retaliation against anyone making a good faith report? ☐ Yes ☐ No

B. Addressing Reports

To encourage reporting, an institution should articulate how it will respond to reports received. Studies show that reporters are more likely to come forward with information when they believe information will be taken seriously and acted upon.

1. Once a report is received, does your institution:
- Have a written policy to address notifying: ☐ Yes ☐ No
 - Parents or guardians of the alleged victim? ☐ Yes ☐ No
 - The Title IX coordinator? ☐ Yes ☐ No
 - Campus police? ☐ Yes ☐ No
 - The college's legal counsel? ☐ Yes ☐ No
 - The person or department overseeing the activity where the complaint arose? ☐ Yes ☐ No
 - The college's head of compliance? ☐ Yes ☐ No
 - Local police? ☐ Yes ☐ No
 - State or local child protection authorities? ☐ Yes ☐ No
 - The institution's liability insurance carrier? ☐ Yes ☐ No

Actions Needed

B. Addressing Reports *(continued)*

- | | |
|---|---|
| • Investigate the report? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| • Take immediate steps to prevent further harm to the alleged victim or other minors such as removing the alleged abuser from the program or activity or limiting that individual's contact with minors pending resolution of the matter? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| • Resolve the report so that minors, victims, and the accused are treated fairly and impartially by the institution's process? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |

Actions Needed

Resources

Protection of Minors Policy

Georgetown University

Protection of Children Policy

University of Notre Dame

Protection of Minors and Reporting of Child Abuse and Neglect Policy

University of Connecticut

Acknowledgment

This *Protecting Minors on Campus from Sexual Misconduct* checklist, "Reporting and Addressing Suspected Misconduct" was written by Alyssa Keehan, JD, director of risk research for UE.



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Protecting Minors on Campus from Sexual Misconduct

Screening Employees and Volunteers



Establishing practices for screening applicants for volunteer or paid positions with access to children helps ensure that suitable individuals fill these roles. In fact, many states require screening of adults working with children in a paid or unpaid capacity. Generally, screening levels should increase in accordance with the employee or volunteer's level of access to children. While all employees or volunteers with access to children should receive some screening, the following recommendations are focused on college employees or volunteers with *regular or unsupervised access to children*.

A. Legal Issues

1. Has your institution worked with its attorney to:
 - Comply with any laws requiring screening of employees and volunteers working with children? ☐ Yes ☐ No
 - Understand any laws, collective bargaining agreements, or institution policies that affect the ability to conduct background checks and potentially disqualify applicants? ☐ Yes ☐ No
 - Follow the federal Fair Credit Reporting Act and state credit reporting laws in conducting checks? ☐ Yes ☐ No
 - Develop a process for documenting its screening practices? ☐ Yes ☐ No

Actions Needed

B. Screen Before Placement

1. Does your institution complete all screening procedures before hiring or placing an applicant in a position with access to children?
If you answered "yes," please skip the next question.

☐ Yes
☐ No
2. If applicants start work before the screening process is complete, do you:

- Prohibit the applicants from being alone with a child by having another adult present at all times pending completion of the screening?

☐ Yes
☐ No
 - Document the institution's explicit right to terminate the employee or remove the volunteer if the screening reveals adverse information?

☐ Yes
☐ No

C. Background Checks

1. When conducting a background check prior to granting employees or volunteers access to minors, does your institution:

- Check federal, state, and county criminal records in all jurisdictions where the applicant has lived during the past seven years (often cited as an industry standard) or the amount of time permitted under state law?

☐ Yes
☐ No
 - Conduct a sex offender registry check using the U.S. Department of Justice's [national sex offender registry](#), a free resource?

☐ Yes
☐ No
 - Verify residence history for the past seven years or the amount of time permitted under state law?

☐ Yes
☐ No
 - Search the applicant's name and other identifying information on the Internet using a common search engine such as Google?

☐ Yes
☐ No
2. Does your institution:

- Periodically (for example, every two to three years) recheck the criminal backgrounds of employees and volunteers who have regular or unsupervised access to children?

☐ Yes
☐ No
 - Direct employees and volunteers to notify the institution if they are convicted of an offense, if permissible under state law?

☐ Yes
☐ No

Actions Needed

D. Application

1. Does your institution's written application for paid and volunteer positions:
- Ask applicants about (if legally permissible):
 - Prior criminal convictions? ☐ Yes
☐ No
 - Pending criminal charges? ☐ Yes
☐ No
 - Disciplinary action by professional licensing organizations? ☐ Yes
☐ No
 - Removal from any paid or unpaid position arising from allegations of misconduct? ☐ Yes
☐ No
 - Places of residence? ☐ Yes
☐ No
 - Suitable references, such as employers, schools, and volunteer or charitable organizations? Family members of the applicant are not suitable. ☐ Yes
☐ No
 - Granting authorization to:
 - Conduct a criminal background check? ☐ Yes
☐ No
 - Contact any individuals or organizations listed on the application to verify and release information? ☐ Yes
☐ No
 - Waiving any legal action arising from the checking or giving of references? ☐ Yes
☐ No
 - Notify applicants that their employment or placement is conditional upon the satisfactory completion of background and reference checks? ☐ Yes
☐ No

For a sample application, please see [Appendix A](#).

Actions Needed

E. Reference Checks

1. When checking references for paid and volunteer positions with access to children, does your institution:
- Follow the same procedures whether the position is paid or unpaid? ☐ Yes
☐ No

 - Check with the reference by telephone unless the person asks to answer the questions in writing? ☐ Yes
☐ No

 - Use open-ended questions to probe the applicant's suitability to work with children, such as:
 - How would you describe the applicant's personal characteristics, such as maturity, decisiveness, and assertiveness? ☐ Yes
☐ No

 - Have you observed the applicant working with children? What were your impressions? ☐ Yes
☐ No

 - Do you have any concerns about the applicant working directly with or supervising children? ☐ Yes
☐ No

 - To your knowledge, has it ever been alleged that the applicant engaged in improper conduct with children? ☐ Yes
☐ No

 - Are you aware of any conditions or problems that may interfere with the applicant's ability to serve in the position? ☐ Yes
☐ No

 - Create a written record of reference checks that includes any notes showing the questions asked and the answers given. ☐ Yes
☐ No

F. Interviews

1. When conducting personal interviews, does your institution ask questions similar to the following to determine whether the individual has difficulty in developing adult relationships or exhibits an excessive interest in developing personal relationships with children:
- Why are you interested in working with children? ☐ Yes
☐ No

 - How would you describe yourself? ☐ Yes
☐ No

 - Why do you enjoy working with children? ☐ Yes
☐ No

 - What about this position appeals to you? ☐ Yes
☐ No

 - How would you respond to a situation involving potential sexual misconduct or abuse of the children you interact with? ☐ Yes
☐ No
-
2. During the interview, does your institution discuss its policies on child safety and emphasize that it has zero tolerance for sexual misconduct? ☐ Yes
☐ No

Actions Needed

G. Red Flags and Disqualification Criteria

Red Flags

1. Does your institution consider the following information about an applicant a “red flag” or suspicious:
 - Unexplained gaps in the applicant’s personal or employment history? ☐ Yes
☐ No
 - Unstable employment or residence history; frequent changes of residence or transfers? ☐ Yes
☐ No
 - Failure to list contact information for supervisors at previous jobs or volunteer positions? ☐ Yes
☐ No
 - Other incomplete or inaccurate information? ☐ Yes
☐ No
 - Excessive interest in developing one-on-one relationships with children? ☐ Yes
☐ No
 - Difficulty in maintaining meaningful adult relationships or low self-esteem? ☐ Yes
☐ No
2. When a red flag appears, does your institution review information gained from other screening practices, such as the application, criminal background check, or personal interview, to verify or reduce the concern? ☐ Yes
☐ No
3. When concern over a red flag is not reduced by the information gathered from other screening practices, does your institution decline the applicant for a position with access to children? ☐ Yes
☐ No

Automatic Disqualification

1. Does your institution automatically disqualify candidates if they:
 - Fail to complete the screening process? ☐ Yes
☐ No
 - Have a history of sexual misconduct with children? ☐ Yes
☐ No
 - Have a conviction for any crime involving children in which the underlying facts demonstrated misconduct or abuse? ☐ Yes
☐ No
 - Have a history of violence? ☐ Yes
☐ No
 - Were terminated for cause because of misconduct with a child? ☐ Yes
☐ No
 - Provide false information during the screening process? ☐ Yes
☐ No

Actions Needed

G. Red Flags and Disqualification Criteria *(continued)*

Discretionary Disqualification

1. When deciding whether to disqualify a candidate for other types of misconduct or adverse information discovered during the screening process, does your institution?

• Review the:

– Relationship between the prior misconduct and the services the applicant will provide? ☐ Yes
☐ No

– Applicant's employment or volunteer history before and after the misconduct? ☐ Yes
☐ No

– Applicant's efforts and success at rehabilitation? ☐ Yes
☐ No

– Circumstances or factors indicating whether the misconduct is likely to be repeated? ☐ Yes
☐ No

– Nature, severity, number, and consequences of incidents of misconduct? ☐ Yes
☐ No

– Circumstances surrounding each incident, including contributing societal or environmental conditions? ☐ Yes
☐ No

– Age of applicant at time of the incident? ☐ Yes
☐ No

– Amount of time elapsed since the incident? ☐ Yes
☐ No

• Consult with professionals, such as legal counsel or a human resource expert, before making a decision to disqualify? ☐ Yes
☐ No

Actions Needed

H. Probationary Periods

1. For newly placed employees or volunteers with access to minors, has your institution considered a three- to six-month probationary period? ☐ Yes
☐ No
2. If yes, does your institution document employee and volunteer compliance with child safety rules during the probationary period? ☐ Yes
☐ No

Actions Needed

Acknowledgment

This *Protecting Minors on Campus From Sexual Misconduct* checklist, “Screening Employees and Volunteers,” was written by Alyssa Keehan, JD, director of risk research for UE.



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Appendix A

Sample Volunteer Application Form

This sample application demonstrates many points raised in the checklist. However, it is not designed to comply with your state's laws. This application provides general information, and institutions should not use or rely on it without seeking the advice of an attorney.

[Institution name] takes seriously its obligation to provide a safe environment for everyone involved in youth activities. [Institution name] will conduct a records check of volunteer applicants and periodic follow-up checks of continuing volunteers with [applicable state and federal entities] to help ensure a safe environment for the youth participants. Information obtained may disqualify you.

Full Name			
Address			
Phone Number		Driver's License Number	
Date of Birth	* Social Security Number	Male <input type="checkbox"/>	Female <input type="checkbox"/>

I am applying to be a volunteer and acknowledge and understand that, through this application, my record will be checked.

1. Have you been a full-time resident in [state name] during the past 7 years? Yes ☐ No ☐

If "no" to above, list other address(es), including county and state, of residence(s) during the past 7 years:

If you have not lived in [state name] during the past 7 years, please list 3 people (not relatives) who can comment on your work with youth:

Name	Relationship to You	Phone
Address		
Name	Relationship to You	Phone
Address		
Name	Relationship to You	Phone
Address		

2. Has your driver's license been suspended or revoked within the last 10 years? Yes ☐ No ☐

3. Have you been convicted of a crime involving a minor (including a deferred imposition of sentence)? Yes ☐ No ☐

4. Have you used or been known by any other names, e.g., maiden name, previous marriage, or legally changed name? Yes ☐ No ☐

If "yes," what names have you used?

I acknowledge and agree that I or [institution name] may terminate the volunteer agreement at any time. I certify to the best of my knowledge that these responses are true and complete. I hereby authorize [institution name] to conduct a police and court investigation of my background.

Signature	Date
-----------	------

* The Privacy Act of 1974 (5U.S.C.552A) requires that an agency provide the following notice to each individual whom it asks to supply a Social Security number: 1. The authority for requesting and using your Social Security number here is found in 20 U.S.C. section 1232g. 2. Disclosure of the Social Security number is voluntary; however, failure to provide the number may result in denial of the application. 3. The Social Security number will be used for any and all necessary and usual identification and reference purposes associated with your application and continuation as a volunteer in a (insert institution's name) program.



Protecting Minors on Campus from Sexual Misconduct

Managing Campus Contractors and Student Educators



Contractors and student educators frequently interact with or have access minors on campus. This creates risks that must be regularly assessed and managed.

Higher education institutions commonly contract with outside parties to provide or receive services. For example, a vendor may provide security services to an institution, or a local organization may rent a college's facilities. Contractors may have access to children and pose a risk for sexual misconduct in campus-based or affiliated programs. Complete the **managing contractors checklist** below to manage this risk.

Many colleges offer internships, practicums, and community service programs providing opportunities for students to work directly and indirectly with children. While these programs present invaluable work experience, there are also risks. To best manage the risk of sexual misconduct by a student educator, an institution should consider the practices in **managing student educators checklist** below.

A. Managing Contractors

The following practices are recommended for contractors with regular or unsupervised access to minors, however, compliance may not be possible in every situation. For example, a contractor may not be able to purchase insurance covering sexual misconduct. When these requirements cannot be met, an institution should:

- Assess the risk, understanding that the longer the contract duration, the greater the risk and the need to meet these recommendations.
- Determine whether additional mitigating actions can be taken to reduce the risk. For examples of actions that could be taken, see the "mitigating actions" section on [page 3](#).
- Decide whether the institution is comfortable assuming the risk.



A. Managing Contractors *(continued)*

Identifying Contractors With Access

1. Has your institution educated the departments or individuals charged with reviewing campus contracts, such as general counsel, risk management, or procurement, about the need to identify activities that involve minors?

☐ Yes
☐ No

2. Does your institution require individuals or departments charged with reviewing campus contracts to:
- Notify the office enforcing the institution's child protection policies of situations in which contractors will have access to children?

☐ Yes
☐ No

- Provide details about the program or activity involving minors to the office enforcing the institution's child protection policies?

☐ Yes
☐ No

Contract Requirements

3. When a contractor or its representatives will have regular or unsupervised access to minors, does your institution's written contract state that:

- The contractor, and each of its representatives, employees, and volunteers, as appropriate, must:

- Comply with the institution and the state's background check requirements?

☐ Yes
☐ No

- Receive a copy of the institution's child protection-related policies, such as those addressing reporting suspected misconduct, nondiscrimination, and code of conduct for interacting with minors?

☐ Yes
☐ No

- Comply with the institution's child-protection related policies as referenced in the contract?

☐ Yes
☐ No

- Acknowledge that they have received and read the institution's relevant child-protection policies? (See [Appendix](#) for a sample acknowledgement form).

☐ Yes
☐ No

- Complete any institution-required training on protecting children?

☐ Yes
☐ No

- Any violation or suspected violation of the institution's child-protection related policies is grounds for terminating the contract and may trigger certain penalties?

☐ Yes
☐ No

Indemnification Requirements

4. Does the contract contain language addressing how the institution and the contractor will share responsibility for claims or losses arising out of the contract, also known as an indemnification, risk allocation, hold harmless, or release of liability clause? (Please skip the next two questions if you answered "no.")

☐ Yes
☐ No

5. Has your institution consulted with its general counsel to draft or review the indemnification provision?

☐ Yes
☐ No

6. Does the indemnity provision prevent the institution from being responsible for the contractor's negligent or intentional actions arising out of sexual misconduct involving a minor?

☐ Yes
☐ No

Actions Needed

A. Managing Contractors *(continued)*

Insurance Requirements

7. When any individual associated with the contractor, such as an employee or volunteer will have regular or unsupervised access to minors, does your institution's written contract state that:

- The contractor will carry primary and excess insurance coverage for:
 - Acts of sexual abuse or molestation committed by its representatives, employees, or volunteers? ☐ Yes
☐ No
 - An amount of at least \$1 million per occurrence with a \$2 million aggregate amount for the policy period? ☐ Yes
☐ No
- The contractor will provide the institution a certificate of insurance demonstrating its sexual abuse and molestation coverage? ☐ Yes
☐ No
- The contractor will provide the institution a copy of its insurance policy demonstrating there is sexual abuse and molestation coverage? ☐ Yes
☐ No
- The college will be named as an additional insured on the contractor's general liability policy or, if written as a separate coverage, on the sexual abuse and molestation policy? ☐ Yes
☐ No

Mitigating Actions

8. If a contractor cannot meet the above contract, indemnity, or insurance requirements, has your institution considered other mitigating actions such as:

- Imposing more stringent behavior requirements on the contractor, its representatives, employees, or volunteers, such as prohibiting unsupervised access to minors by requiring two or more individuals when in the presence of minors? (The contractor should be able to reasonably enforce any behavior requirements imposed.) ☐ Yes
☐ No
- Imposing more stringent background check and screening requirements on the contractor, its representatives, employees, or volunteers? ☐ Yes
☐ No
- Paying for the contractor's sexual misconduct liability insurance coverage? ☐ Yes
☐ No
- Requiring the contractor, its representatives, employees, or volunteers to undergo sexual misconduct awareness training? ☐ Yes
☐ No

Actions Needed

B. Managing Student Educators

Screening

1. When screening student educators does your institution:

- Comply with all state and federal laws addressing screening requirements for student educators?

☐ Yes
☐ No

- Require that student educators are screened using the same or similar standards as those used for employees working regularly or unsupervised with minors?

☐ Yes
☐ No

- Require that student educators adhere to a code of conduct that is the same or similar to the standards required for its employees working regularly or unsupervised with minors?

☐ Yes
☐ No

- 2. Does your institution clarify to student educators how they will be supervised and evaluated during the program? For example, student educators should understand to what extent they will be supervised and evaluated by the host school and your college.

☐ Yes
☐ No

Affiliation Agreements

3. Does your institution have a written affiliation agreement with the host school or district addressing:

- The objectives and responsibilities of the student educators participating in the program?

☐ Yes
☐ No

- Who will orient student educators about the host school's policies, procedures, and facilities?

☐ Yes
☐ No

- Whether the student educator is an employee, agent, or representative of the host institution or your institution?

☐ Yes
☐ No

- The reasons for which a student educator may be removed or dismissed from the program?

☐ Yes
☐ No

- The party responsible for claims or losses that may arise out of the activities of the program (through an indemnification or hold harmless clause)?

☐ Yes
☐ No

- Which parties' insurance would cover losses or claims that may arise out of the activities of the program?

☐ Yes
☐ No

Actions Needed

Resources

Allocating Risks Between Parties

EduRisk

Child Protection Addendum to Contract

University of Alabama

Managing the Risks of Minors on Campus

Gallagher Higher Education Practice

Actions Needed

Acknowledgment

This checklist, “Managing Campus Contractors and Student Educators” was written by Alyssa Keehan, JD, director of risk research for UE.



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Appendix

Sample Acknowledgement of Compliance with the Institution's Child Protection Policies

By signing my name below, I agree, certify, and acknowledge the following:

- That I have been provided with a copy of [institution name's] policies for reporting suspected child abuse and misconduct and nondiscrimination policy [include a web link to the policies].
- That I have read the above policies, which include the procedures for reporting suspected or observed child abuse or neglect.
- That I have completed [institution name's] training program for protecting children in [program name].
- That I fully understand the requirements of [institution name's] child protection policies as well as my responsibilities under it.
- That I agree to abide by and comply with the [institution name] child protection policies at all applicable times.
- That I understand that these may be changed, withdrawn, added to, or interpreted at any time at the institution's discretion and without prior notice to me.
- That [institution name] will not tolerate abuse or neglect of children, and I agree to comply in spirit and in action with this position.

Signature

Date

Printed Signature

Date of Birth

***Below should also be completed by the parent or guardian of anyone age 18 or younger:**

By my signature, I certify that I have read and understand the policy. My signature also confirms that I do not know of any reason why my child should not interact with other children. My child does not demonstrate any signs of being a potential risk to children.

Parent/Guardian Signature

Date

Printed Signature



Protecting Minors on Campus from Sexual Misconduct

Behavioral Standards for Interacting With Minors



Pedophiles and other adults seeking an improper relationship look for opportunities to be alone with children. Some may groom victims by testing their ability to keep secrets and their response to increasing physical contact. Establishing clear behavioral and supervisory standards for adults interacting with minors can reduce opportunities for misconduct and address inappropriate behavior early. An institution should consider the following guidelines for employees, volunteers, contractors, and other adults interacting with minors on campus or in connection with an institution-sponsored program.

A. Preventing One-on-One Access to Minors

For institution-sponsored or on-campus programs involving minors, does your institution:

1. Meet or exceed the minimum requirements under state law for staff-to-child ratios? ☐ Yes
☐ No

2. Discourage employees, volunteers, and contractors from one-on-one contact with minors? For example, some institutions require the presence of at least two adults during activities where minors are present? ☐ Yes
☐ No

3. Prohibit employees, volunteers, and contractors from:
 - Taking a child without another adult to private areas, such as bathrooms, locker rooms, storage closets, athletic training rooms, hotel rooms, or personal vehicles? ☐ Yes
☐ No

 - Having direct electronic contact with minors without another employee, volunteer, or contractor included in the communication? ☐ Yes
☐ No

 - Sleeping in the same room overnight with minors unless the minors' parents or guardians are also present? ☐ Yes
☐ No

 - Driving children in a car unless specifically authorized in writing by the minor's parent or legal guardian? ☐ Yes
☐ No

 - Taking a minor into the educator's home, unless the minor's parents or guardians are present? ☐ Yes
☐ No

Actions Needed

A. Preventing One-on-One Access to Minors *(continued)*

For institution-sponsored or on-campus programs involving minors, does your institution *(cont.)*:

4. Require adult employees, volunteers, and contractors to:

- Inform a program supervisor before moving children out of the program area or to a different location on or off campus? ☐ Yes
☐ No
- Use separate bathrooms, locker rooms, and showers from minors or if separate facilities are not available, schedule separate usage times? ☐ Yes
☐ No
- Release minors only to an authorized parent, legal guardian, or other adult specifically authorized by the custodial parent or guardian and only after confirming their identification? ☐ Yes
☐ No

B. Interacting With Minors

Does your institution prohibit adult employees, volunteers, and contractors from:

1. Striking, hitting, engaging in abusive conduct, or administering corporal punishment to minors or in their presence? ☐ Yes
☐ No
2. Massaging, kissing, tickling, or wrestling with minors? ☐ Yes
☐ No
3. Touching minors in an illegal manner or in a manner that a person could reasonably interpret as inappropriate? Generally, touching should be in the open and for a clear educational, developmental, or health-related purpose. ☐ Yes
☐ No
4. Providing minors with alcohol or illegal drugs? ☐ Yes
☐ No
5. Being under the influence of alcohol or illegal drugs while supervising minors? ☐ Yes
☐ No
6. Making sexual materials, in any form, available to minors or helping minors gain access to such materials? ☐ Yes
☐ No
7. Using vulgar language or engaging in sexual talk with minors? ☐ Yes
☐ No
8. Undressing or showering with minors? ☐ Yes
☐ No
9. Taking pictures of minors in the program unless their parent or legal guardian has signed a waiver allowing use of photography for program-related purposes? ☐ Yes
☐ No

Actions Needed

- | | |
|---|---|
| 10. Sharing gossip or inappropriate personal information, such as dating or relationship history, with minors? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| 11. Giving their home or cell phone number to minors without receiving permission from their parent or guardian? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| 12. Meeting with minors outside of established times for program activities? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| 13. Communicating with minors through email, text messages, social networking websites, Internet chat rooms, or other forms of social media unless there is an educational or programmatic purpose for the communication? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| 14. Giving gifts over a nominal value to minors? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| 15. Dressing provocatively or inappropriately? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |

C. Supervising Interactions Between Minors and Employees, Volunteers, and Contractors

To enforce the institution's behavioral standards for interacting with minors, does your institution:

1. Require that supervisors:
- Receive training on the institution's child safety practices or policies? Regardless of length of service, monitor all employee, volunteer, or contractor interactions with children? ☐ Yes
☐ No
 - Make periodic unannounced visits at activities involving minors to observe whether behavioral standards are being followed? ☐ Yes
☐ No
 - Document specific observations about how those under their supervision interact with children? ☐ Yes
☐ No
 - Correct and provide prompt feedback to employees, volunteers, or contractors regarding their adherence to child safety practices and policies? ☐ Yes
☐ No
 - Stop any activity with a child that appears suspicious? ☐ Yes
☐ No
 - Discontinue an adult's participation in activities or programs involving minors, if inappropriate behavior is suspected or alleged? ☐ Yes
☐ No

Actions Needed

- | | |
|--|---|
| 2. Require that employees, volunteers, and contractors report suspected violations of child safety practices and policies? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| 3. Train relevant members of the campus community about how to report suspected violations of the college's child safety practices and policies? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <hr/> | |
| 4. Encourage parents or legal guardians of minors to report any suspected violations of the college's child safety practices and policies? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
-

Actions Needed

Acknowledgement

This *Protecting Minors on Campus From Sexual Misconduct* checklist, “Behavioral Standards for Interacting With Minors,” was written by Alyssa Keehan, JD, director of risk research for UE.



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FOR K-12



FOR HIGHER EDUCATION



Protecting Children | Protecting Minors on Campus from Sexual Misconduct

Checklist for Supervisors



Supervisors of employees who work with minors are often uniquely poised to prevent child sexual misconduct. School policies often identify supervisors as recipients of misconduct reports, and their employees may work directly or indirectly with children. For these reasons, supervisors of employees who have regular or unsupervised access to minors should understand institutions' reporting practices and potential warning signs for child sexual misconduct.



A. Screening Employees and Volunteers

When interviewing job candidates, do you ask questions to determine whether the individual has difficulty in developing adult relationships or exhibits an excessive interest in developing personal relationships with children such as:

- Why are you interested in working with children? ☐ Yes
☐ No
- How would you describe yourself? ☐ Yes
☐ No
- Why do you enjoy working with children? ☐ Yes
☐ No
- What about this position appeals to you? ☐ Yes
☐ No
- How would you respond to a situation involving potential sexual misconduct or abuse of the children you interact with? ☐ Yes
☐ No

During the interview, do you discuss your institution's policies on child safety and emphasize that it has zero tolerance for sexual misconduct? ☐ Yes
☐ No

Do you consider the following information about an applicant a red flag or suspicious:

- Unexplained gaps in the applicant's personal or employment history? ☐ Yes
☐ No
- Unstable employment or residence history, resignations, or frequent changes of residence or transfers? ☐ Yes
☐ No
- Failure to list contact information for supervisors at previous jobs or volunteer positions? ☐ Yes
☐ No
- Other incomplete or inaccurate information? ☐ Yes
☐ No
- Excessive interest in working with specific age groups or developing one-on-one relationships with children? ☐ Yes
☐ No
- Difficulty in maintaining meaningful adult relationships or low self-esteem? ☐ Yes
☐ No

If you are not the hiring manager, do you submit red flags to the hiring manager for further investigation? ☐ Yes
☐ No

Actions Needed



B. Behavioral Standards for Interacting With Minors

When supervising employees, volunteers, or contractors who work with minors, do you:

- | | |
|--|---|
| • Make periodic unannounced visits at activities involving minors to observe whether behavioral standards are being followed? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| • Document specific observations about how those under your supervision interact with children? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| • Correct and provide prompt feedback to employees, volunteers, or contractors regarding their adherence to child safety practices and policies? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| • Stop any activity with a child that appears suspicious? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| • Discontinue an adult's participation in activities or programs involving minors if inappropriate behavior is suspected or alleged? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |

Do you consider the following behaviors from an adult a red flag or suspicious:

- | | |
|--|---|
| • Excessive interaction with a particular student that goes beyond the requirements of an educator's position? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| • Violation of rules and policies on interactions with children or teens? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| • Excessively touching or hugging a student? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| • Flirtatious behavior, telling sexy jokes, or sharing secrets with a student? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| • Sexual comments about a student? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| • Consistently crossing boundaries, such as offering car rides to students? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |

Actions Needed



C. Reporting and Addressing Suspected Misconduct

If you suspect an employee, volunteer, or contractor you supervise has perpetrated sexual misconduct against a minor, do you:

1. Follow your institution's reporting policy, which may include informing:
 - The Title IX coordinator? ☐ Yes
☐ No
 - Campus police? ☐ Yes
☐ No
 - The institution's legal counsel? ☐ Yes
☐ No
 - The institution's head of compliance? ☐ Yes
☐ No
 - The institution's protection of minors officer? ☐ Yes
☐ No
2. Follow any applicable state or local laws, which may include informing:
 - The police? ☐ Yes
☐ No
 - State or local child protection authorities? ☐ Yes
☐ No
3. Take immediate steps to prevent further harm to the alleged victim or other minors, such as removing the alleged abuser from the program or activity or limiting that individual's contact with minors pending resolution of the matter? ☐ Yes
☐ No

Actions Needed

Resources

[Protecting Minors: Behavioral Standards for Interacting With Minors](#)

[Protecting Minors: Screening Employees and Volunteers](#)

[Protecting Minors: Reporting and Addressing Suspected Misconduct](#)

Acknowledgment

Protecting Children/Protecting Minors on Campus from Sexual Misconduct: Checklist for Supervisors was written by Melanie Bennett, associate risk management counsel.



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Protecting Minors on Campus from Sexual Misconduct

Training to Prevent Sexual Misconduct



Training members of the campus community about sexual misconduct involving children is critical for preventing its occurrence and reducing an institution's liability. Increasingly, state and federal regulations mandate that institutions train on sexual misconduct and harassment. The Campus Sexual Violence Elimination ("SaVE") Act, which is part of the Reauthorization of the Violence Against Women Act of 2013 ("VAWA"), advises that training should "promote awareness of rape, acquaintance rape, and domestic violence, dating violence, sexual assault, and stalking." Colleges should consider the following recommendations for identifying and adequately training those who are likely to make or receive reports of potential misconduct.

A. Employees, Volunteers, Students, and Contractors

1. Before employees, volunteers, students, and contractors with direct access to children in on-campus or institution-sponsored programs can work directly with minors, does your institution mandate training on:
 - The institution's child-protection-related policies, including its:
 - Nondiscrimination policy, which identifies the institution's Title IX coordinator and prohibits sexual assault and other forms of discrimination on the basis of sex? ☐ Yes ☐ No
 - Reporting obligations for "responsible employees," including: the person to whom misconduct must be reported, information to include in reports (such as names, dates, locations, and all other known relevant information), consequences for failing to report, and the procedure for responding to student requests for confidentiality? ☐ Yes ☐ No
 - Behavioral standards for interacting with minors, such as limiting one-on-one access to children and other guidelines for maintaining healthy boundaries in adult-child relationships? ☐ Yes ☐ No
 - The jurisdiction's [state] definitions of mandatory reporters, sexual assault, and stalking? ☐ Yes ☐ No

Actions Needed

A. Employees, Volunteers, Students, and Contractors *(continued)*

- Practical information for identifying, preventing, receiving reports, and reporting sexual misconduct involving minors, including same-sex misconduct, such as:
 - Bystander attitudes that may allow misconduct to continue? ☐ Yes
☐ No
 - Safe and positive options that a bystander can take to prevent harm or intervene when there is a risk of sexual assault or stalking against another person? ☐ Yes
☐ No
 - The potential for victimization by responders, and its effect on students? ☐ Yes
☐ No
 - Appropriate ways to respond to a student who may have experienced sexual violence, including use of nonjudgmental language? ☐ Yes
☐ No
 - The impact of trauma on child victims? ☐ Yes
☐ No
- Federal requirements to advise children who reveal incidents of sexual violence about the:
 - Employee's obligation to report incidents to the Title IX coordinator? ☐ Yes
☐ No
 - Child's option to request confidentiality? ☐ Yes
☐ No
 - Support services available to the child? ☐ Yes
☐ No
 - Child's right to file both a Title IX complaint with the school and report a crime to campus or local police? ☐ Yes
☐ No
- The prevalence of sexual misconduct involving minors in educational settings? ☐ Yes
☐ No
- Consequences of engaging in sexual misconduct including termination, dismissal, expulsion, and criminal sanctions? ☐ Yes
☐ No
- Strategies used by perpetrators, such as:
 - Gaining access to children through youth-focused activities and organizations? ☐ Yes
☐ No
 - Selecting children who have low self-esteem, are weak academically, or come from troubled families? ☐ Yes
☐ No
 - Indoctrinating children through a system of rewards and recognition, or blackmailing children by placing them in compromising situations with alcohol or drugs? ☐ Yes
☐ No
 - Seeking opportunities to be alone with children, going on overnight trips, or having children change clothing? ☐ Yes
☐ No

Actions Needed

A. Employees, Volunteers, Students, and Contractors *(continued)*

- Warning signs in child victims, such as:
 - Not wanting to be around a particular adult?
- Sexual language, play, or drawings that are not age appropriate?
- Significant personality or behavioral changes?

☐ Yes
☐ No

☐ Yes
☐ No

☐ Yes
☐ No

B. Supervisors

1. For supervisors of employees, volunteers, students, and contractors with direct access to children in on-campus programs or institution-sponsored programs, does your institution mandate periodic training on its policies for:

- Hiring and screening employees and volunteers?
- Enforcing behavioral standards for interacting with minors?
- Communicating to the public and other important constituents in the event of a child sexual misconduct scandal?

☐ Yes
☐ No

☐ Yes
☐ No

☐ Yes
☐ No

C. Children and Parents

1. For the parents and children participating in on-campus or institution-sponsored programs, does your institution train or provide information on:

- The college's relevant child-protection policies?
- Whom to contact at the institution to report suspected misconduct or a situation where a child feels uncomfortable about a particular adult?

☐ Yes
☐ No

☐ Yes
☐ No

D. Greater Campus Community

1. For all members of the campus community, does your institution offer annual training or provide information about:

- The institution's nondiscrimination policy?
- The institution's policy for reporting and addressing suspected misconduct, focusing on the types of behavior to report and how to make a report?

☐ Yes
☐ No

☐ Yes
☐ No

E. Training Strategies

1. To train these different groups, has your institution considered:

- Offering an online training course?

*For example, UE members have unlimited access to **online courses** for faculty, staff, and students including, "Sexual Misconduct: A Manager's Guide to Prevention and Response" and "Sexual Misconduct: How Teachers and Other Educators Can Protect Our Children."*

☐ Yes
☐ No

Actions Needed

E. Training Strategies *(continued)*

- Offering an online training video? ☐ Yes
☐ No
*For example, **Shine a Light** is a ten-minute video for employees.*

- In-person training by an in-house expert or an outside consultant? To reach more people, consider offering multiple sessions throughout the year. ☐ Yes
☐ No

- Developing a webpage with links to institution child-protection policies, resources, FAQs on reporting requirements and warning signs, and contact information for questions or reports of suspected misconduct? ☐ Yes
☐ No

- Mandating completion of new hire orientation before allowing new employees, volunteers, or student teachers to work directly with minors? ☐ Yes
☐ No

- Annually disseminating a memo from a high-ranking administrator, such as the president, reminding the campus community about its duty to protect children and highlighting relevant institution child-protection policies? ☐ Yes
☐ No

- Conducting group discussions with employees, volunteers, and students about how they would handle hypothetical situations involving minors (this type of training is also known as “boundary training”) such as:
 - Should staff ever provide minors with their home or cell phone number or a personal email address? ☐ Yes
☐ No

 - What is the institution’s policy on giving and receiving physical affection from minors? ☐ Yes
☐ No

 - How should staff intervene if a minor or another staff member tells jokes of a sexual nature? ☐ Yes
☐ No

 - When is it appropriate for staff to give gifts to or receive gifts from minors? ☐ Yes
☐ No

- Including information in promotional and orientation materials for institution-sponsored programs involving minors with links to institution policies or information about how to report? ☐ Yes
☐ No

Acknowledgment

This *Protecting Minors on Campus from Sexual Misconduct* checklist, “Training to Prevent Sexual Misconduct” was written by Alyssa Keehan, JD, director of risk research for UE.



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