

**Protection of Minors on Campus  
Training Requirements Packet**

# **Training Requirements for Those Involved with Minors**

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

## **University-Run, -Sponsored, or -Affiliated Programs or Activities**

All individuals working with minors in University-run, -sponsored, or -affiliated programs or activities are required to review the Working with Minors Guidelines (“Working with Minors: Information for Adults Participating in University-Run, -Sponsored, or -Affiliated Programs Involving Minors”) and sign the certification contained in this appendix. In general, individuals who participate in programs or activities involving minors are required to review the guidelines and sign the certification for each program and discrete activity. For programs with multiple regular activities involving minors, the program or activity director or supervisor should contact the Office of Safety (UND.safety@UND.edu) to determine whether repeat certifications are required. In addition, individuals who are required to read the guidelines are to submit the signed certification to the program or activity director or supervisor at least seven days prior to the start date of any program or activity. The program or activity director or supervisor is responsible for collecting the certifications from the adult participants and promptly forwarding them to the Office of Safety (UND.safety@UND.edu).

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 a training course. The 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, and students who work with minors in establishing a comprehensive program for protecting children from sexual misconduct by addressing prevention strategies and reporting. This training course should be completed at least fourteen days prior to the start date of the program or activity involving minors. Individuals required to do the training must repeat the course annually, provided they continue as program or activity directors, supervisors or individuals who work one-on-one, stay overnight, or are regularly alone with minors.

## **Non-University Programs or Activities on Campus**

Employees, volunteers and representatives of non-University 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 University-run, -sponsored, or -affiliated programs and activities. Non-University organizations or entities must also submit to the Office of Safety (UND.safety@UND.edu) a certification of compliance with the training requirements described herein at least fourteen days prior to the start of any program or activity involving minors on campus.

## **Working with Minors: Information for those Participating in University-Run, -Sponsored, or -Affiliated Programs or Activities Involving Minors**

The University of North Dakota 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 (under the age of 18) that the University operates or that others operate in University facilities.<sup>1</sup>

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

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<sup>1</sup> Visits to the University by minors, including stays in University-owned student housing by candidates for admission, prospective student athletes on official or unofficial visits, siblings of enrolled students, and other minor guests are generally not considered University-run, -sponsored, or -affiliated programs or activities for purposes of the Protection of Minors on Campus Policy.

## 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:

- Do maintain the highest standards of personal behavior at all times when interacting with minors.
- Do, 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.
- Do listen to and interact with minors and provide appropriate praise and positive reinforcement.
- Do treat all minors in a group consistently and fairly, and with respect and dignity.
- Do be friendly with minors within the context of the formal program or activity while maintaining appropriate boundaries.
- Do maintain discipline and discourage inappropriate behavior by minors, consulting with your supervisors if you need help with misbehaving youth.
- Do be aware of how your actions and intentions might be perceived and could be misinterpreted.
- Do 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 pornography to minors or involve minors in pornographic activities.
- Don't email, text, or engage with minors through social networking media unless there is an important educational or programmatic reason to do so and you are communicating consistently to all minors in the program.
- 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, immediately call 9-1-1, or the University Police Department (UPD) at (701) 777-3491.

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

Anyone participating in an on campus University-run, -sponsored, or affiliated program or activity involving minors or a non-University 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 UPD at (701) 777-3491.

UPD, with support from other appropriate offices as necessary, will help determine appropriate next steps.

In addition, one should promptly notify his or her supervisor, program director, dean, or vice president.

Anyone who knows or suspects abuse or neglect of minors may also notify the local law enforcement and/or Child Protective Services (CPS).

### **Questions:**

If you have questions about your obligations or what you should do in a situation that makes you uncomfortable, contact UPD at (701) 777-3491.

## **Reporting: Additional Obligations for Mandated Reporters**

In addition to the reporting obligations described above that are imposed by the University on those participating in programs involving minors, certain individuals are mandated reporters who have additional obligations under North Dakota state law (NDCC § 50-25.1-03).

### **If you are a mandated reporter:**

North Dakota state law (NDCC § 50-25.1-03) designates individuals in certain occupations and professions as mandated reporters. If you are a mandated reporter you must report known or suspected mental or physical abuse or neglect of a child known to them in their professional or official capacity to UPD at (701) 777-3491 or 9-1-1, or Child Protective Services (CPS). If you are a mandated reporter, North Dakota state law (NDCC § 50-25.2-13) requires you to complete the [Mandated Reporter Training](#) offered by CPS.

### **Mandated reporters under North Dakota state law:**

Any person who has reasonable cause to suspect that a child is abused or neglected may report this information to the University Police Department. The following professionals are required to report as identified by North Dakota Century Code 50-25.1-03: physicians, nurses, dentists, optometrists, medical examiners or coroners, or any other medical or mental health professionals; religious practitioners of the healing arts; schoolteachers, administrators, or school counselors; addiction counselors, social workers, child care workers, or foster parents; police or law enforcement officers, juvenile court personnel, probation officers, or division of juvenile services employees; members of the clergy. UND Campus Security Authorities are considered mandated reporters as defined by UND policy 6.9, How to Report a Criminal Offense.

**Even if you are not a mandated reporter** you may report known or reasonably suspected child abuse to the UPD, CPS or both.

# Signs and Symptoms of Child Abuse

The purpose of the child abuse or neglect law (North Dakota Century Code 50-25.1) “is to protect the health and welfare of children by encouraging the reporting of children who are known to be or suspected of being abused or neglected; the providing of adequate services for the protection and treatment of abused and neglected children and to protect them from further harm.”

Neglect occurs when parents or caretakers do not provide proper supervision, control, subsistence, education as required by law, or other care necessary for healthy development. By itself, lack of financial means to provide for a child is not neglect.

## Physical signs may include:

- Poor hygiene.
- Inappropriate or ill-fitting clothing.
- Being left alone or with people unable to provide proper supervision.
- Obvious lack of necessary medical treatment.

## Behavioral signs may include:

- Chronic hunger or sleepiness.
- Delayed language development.
- Clinging behavior or development of indiscriminate attachments.
- Frequent complaints of feeling unwell.
- Frequent tardiness or absence from school.

Physical abuse is non-accidental injury of a child by a parent or caretaker.

## Physical signs may include:

- Bruises, welts or swelling.
- Sprains or broken bones.
- Burns.
- Lacerations or abrasions
- Bite marks.
- Unexplained or repeated injuries.

## Behavioral signs may include:

- Attempts to hide injuries.
- Difficulty sitting or walking.
- Wariness of physical contact with adults.
- Reluctance to go home.
- Depression or self-mutilation.
- Fear of parent(s) or caregiver(s).

Sexual abuse is exploitation of a child for the sexual gratification of an adult or older child.

## Physical signs may include:

- Difficulty walking or sitting.
- Torn, stained, or bloody clothing.
- Genital pain or itching.
- Sexually transmitted diseases.
- Pregnancy.

## Behavioral signs may include:

- Precocious sexual knowledge or behavior.
- Extremes-hostile and aggressive or fearful and withdrawn.
- Self-mutilation.
- Substance abuse.
- Running away.

To report child abuse or neglect within university programs, call UPD at 701-777-3491, or 9-1-1. Anonymous reporting and text-a-tip is available.

## Certification

I hereby certify that I have read and understand the foregoing Information for Those Participating in University-Run, -Sponsored, 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 of known or suspected mental or physical abuse or neglect of a child known to me. If I am a mandated reporter, I will complete required training and comply with all reporting and other obligations for mandated reporters under ND law.

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Signature

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Date

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Printed Name

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Program/activity in which you are participating

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