TEMPLE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Scope of Policy and Rationale

Temple University welcomes the presence of Minors - persons under the age of 18 - who come to the university to visit and to participate in programs and activities on campus. The university encourages safe, supervised campus visits by non-matriculated Minors for the purposes of making decisions about their academic future; attending educational, cultural, or sporting events, programs and camps; and authorized use of university facilities.

This policy sets forth standards and procedures intended to permit these visits to be carried out in a responsible manner.

This Policy addresses the obligation to report known or suspected abuse or neglect of a Minor under applicable law. This Policy also sets forth certain screening, training and conduct requirements for persons involved in programs that serve Minors.

I. Reporting of Abuse or Neglect

University faculty, staff, students and volunteers, as well as contractors covered by Section II below, are required to comply with all applicable Temple University policies and procedures as well as all local, state and federal laws and regulations regarding the reporting of known or suspected abuse or neglect of a Minor. Pennsylvania law generally requires that "persons who, in the course of their professional work, come into contact with children are obligated to report suspected Minor abuse to ChildLine or law enforcement."

If you are a member of the university's faculty, staff, student body or a university volunteer, or a contractor covered by Section II below, and in that capacity you become aware of abuse or neglect, or have a suspicion of possible abuse or neglect of a Minor, you have an affirmative duty to report the incident or suspicion of harm to Campus Safety Services at 215-204-1234 on Main Campus, 1

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1 ChildLine is a unit of the Department of Public Welfare (DPW) responsible for operating the state's toll-free Minor abuse hotline (1-800-932-0313).
Ambler Campus, or the Health Sciences Center Campus or to local law enforcement via 911 at any location. To report anonymously, call the Pennsylvania Department of Child Services Child abuse reporting hotline at 800-932-0313.

After a report of abuse or neglect of a Minor is received, the university will take steps to assure the safety of the Minor and to comply with reporting requirements.

Failure to comply with this policy may result in discipline up to and including termination of employment. The university prohibits retaliation against any person who in good faith makes or participates in making a report of abuse or neglect of a Minor under this Policy. Intentional filing of false reports of child abuse or neglect is prohibited. In addition, the university strictly prohibits any form of retaliation against an employee who makes a good faith complaint or reports conduct prohibited by Temple's policies, procedures or Rules of Conduct or other conduct prohibited by law or regulation.

The confidentiality of a report covered by this policy, including the identity of the person making the report, the person suspected of abuse or neglect, and the Minor who may have been abused or neglected, will be protected consistent with the university's obligations under and the requirements of applicable laws and regulations.

II. Requirements for Programs

In addition to the reporting obligations set forth above, the following are screening, training and conduct requirements for university programs and programs conducted on university premises or with university resources, regardless of university affiliation.

Any requests for clarification as to whether a particular program is subject to this policy, or a request for a waiver to this policy or any provision of it, should be submitted to the university's Department of Risk Management and Insurance.

A. Covered Programs

1. Definition.

"Covered Programs" are programs, activities, and events conducted by or on behalf of the university, whether for academic, athletic, recreational or other purposes and whether on or off university premises, that serve Minors.

Covered Programs do not include any university undergraduate or graduate academic programs in which Minors are enrolled for academic credit, including research programs subject to the review and approval of an Institutional Review Board (IRB) sponsored by or authorized by the university to provide oversight concerning such research programs; as well as events on campus that are open to the general public and which Minors may attend at the discretion of their parent(s) or guardian(s).

Outside entities that conduct or provide Covered Programs are required to comply with this Policy, and to demonstrate that the appropriate screening and training in accordance with Sections II.B and
II.C of this Policy have been conducted prior to commencing services. Contracts with outside entities for such Covered Programs should make reference to this Policy.

2. **Notice and Registration.**

All Covered Programs must be registered with Risk Management by submitting a Minor’s on Campus Registration Form (See example attached as Appendix A to this Policy) **at least sixty days prior** to the first scheduled date of participation by Minors.

In the event the Covered Program involves the housing of Minors in university residence halls overnight, the administrator of the Covered Program must provide participating Minors with personal safety information including how to contact Campus Safety Services while on campus. Additionally, University Housing and Residential Life must be notified to ensure that all required forms are completed before Minors are permitted to remain in the residence halls.

If any program involves the transportation of a Minor, the director or head of the Program must contact Risk Management for prior approval. Such authorization will include, but may not be limited to, the written permission of a parent or legal guardian.

B. **Screening Requirements**

All persons who will have contact with Minors in a Covered Program are subject to the following minimum screening requirements: (a) Pennsylvania State Police Megan’s Law registry and/or (b) the Federal National Sex Offender’s registry. The director or head of a Covered Program, in consultation with Risk Management and the university’s Department of Human Resources, will determine which persons will be subject to additional fingerprinting, FBI and PA Act 33 clearances.

Any person who is subject to screening requirements by this Policy is under a continuing obligation, as long as he/she continues to participate in a Covered Program, to disclose immediately any new felony or misdemeanor conviction to the university.

Persons who have a break in service or enrollment will be subject to re-screening to reengage in a Covered Program and would otherwise be subject to screening pursuant to this Policy.

Should any screening indicate a criminal record, the senior university administrator responsible for Human Resources will determine whether the person may participate in a Covered Program. All screening will be conducted, and all information and results will be used, in accordance with applicable laws, regulations, and university policies and procedures. The university reserves the right to take appropriate action with respect to employees or students whose falsification or failure to disclose information on employment or admission applications or other university documents is revealed as a result of screening pursuant to this Policy, up to and including immediate termination of employment or expulsion.
C. Training Requirements

All persons participating in Covered Programs must complete mandatory training on appropriate conduct around Minors, protecting Minors from abuse and neglect, and reporting of known or suspected abuse and neglect. Human Resources will coordinate and facilitate training at the request of a Covered Program.

In addition, administrators of Covered Programs will distribute prior to commencement of the Covered Program, and not less than annually, to all participating persons a copy of the handout, Recognizing the Signs of Abuse and Neglect in Minors (See Attachment B).

D. Conduct Requirements

Persons participating in a Covered Program must:

- Act in a manner that reflects positively on the university;
- Entertain in age-appropriate forums and in places where Minors will not be exposed to or pressured to engage in any illegal activity, including without limitation use of drugs and alcohol or sexual activity;
- Abide by and enforce any applicable curfew;
- Immediately notify Campus Safety Services if a Minor is injured, missing or engaging in illegal or prohibited activity.

Persons participating in a Covered Program may not:

- Engage in abusive conduct of any kind toward or in the presence of a Minor;
- Administer corporal punishment to, or touch in an inappropriate or illegal manner, any Minor;
- Engage in the use of tobacco, alcohol or illegal drugs in the presence or vicinity of a Minor;
- Possess, produce, access or give Minors access to any sexually explicit images, material or media;
- Take any photographs or videos of Minors or post photographs or videos on a digital, electronic, hosted media, web-based service or any other medium without first obtaining a consent and release from the Minor’s parent or legal guardian.

The university recognizes that except as may be authorized by the administrator of the Covered Program, for legitimate pedagogical reasons, it is best practice for persons in a Covered Program to refrain from being alone with a Minor at any time in connection with the program. The director or head of a Covered Program for which such one-on-one time is so authorized, must structure the program so as to permit observation at all times. Under no circumstances will persons be alone with a Minor in settings where they and the Minor are not directly observable at all times.

Any person who suspects or becomes aware of a violation of these or other applicable conduct requirements must immediately report it to the Office of Risk Management, Campus Safety Services or the Office of University Counsel.
Any university faculty or staff member who violates these conduct requirements or the other requirements described in this Policy may be subject to discipline for professional misconduct, up to and including termination of employment.

III. Unaffiliated Minors

A. Residence Halls

Minors who are not participating in a Covered Program, including siblings, relatives, and friends, who visit with a matriculated university student in a residence hall must abide by all university rules and regulations including the Guest Privileges Policy in the Undergraduate Rights, Responsibilities and Resource Guide. The entire guide can be found on the Student Affairs/Housing and Residential Life website at http://www.temple.edu/studentaffairs/housing/. These visits are voluntary and all such unaffiliated Minors visit at their own risk.

B. Minor Children of Employees and Students

The university’s Rules of Conduct prohibit employees from bringing unauthorized persons, including Minor children, into any building on the worksite or on university grounds during work hours. However, the university realizes that there may be emergency situations that may necessitate an employee bringing a Minor child to work for a limited period of time. While this practice is strongly discouraged, if an employee finds him/herself in an emergency situation, he/she must contact his/her immediate supervisor in order to get permission to bring the Minor child on campus and/or to take a personal or vacation day. If permission is granted, the Minor must not be left unattended on university property. Employees are advised that:

1. At times when schools are closed or normal child care arrangements cannot be used, employees must make alternate arrangements for child care and not bring their Minor child to work.
2. To prevent disruption of the learning process and for safety considerations, Minor children are not permitted in classrooms when classes are in session without prior approval of the Department Chair or Dean.
3. Minors are allowed in university laboratories only in strict accordance with the Temple University Laboratories – Visitors and Volunteers Policy and Process, which can be found on the Policies website at http://policies.temple.edu/initial.asp. The university assumes no liability or responsibility for any injury incurred by Minors who are not matriculated students while they are on university property.

The university may provide graduate family housing on a limited basis. The options and criteria for obtaining graduate housing can be found on the Student Affairs/University Housing and Residential Life website. If a Minor will be regularly visiting or living with his/her parent or legal guardian who is a matriculated university student, the parent and/or legal guardian will have to obtain permission from the Director of University Housing and Residential Life and Risk Management before the Minor can take residence.
Notes

1. **Dates of official enactment and amendments**

   Adopted by the President on February 28, 2014.

   Appendix A, Minors on Campus Registration Form, revised on July 9, 2014.

2. **History**

   Original “Minor Visitors on Campus Policy and Procedures” Adopted by the President on December 13, 2012.

3. **Supersedes**

   04.61.12 Minor Visitors on Campus Policy and Procedures

4. **Cross Reference**

   04.62.12 Temple University Laboratories- Visitors and Volunteers Policy and Process
   03.70.12 Temple University Student Code of Conduct
MINORS ON CAMPUS REGISTRATION FORM

To ensure the safety of its students, faculty, staff and visitors, it is necessary that Temple receives the following information at least 60 days prior to the start of the program or event at the Office of Risk Management & Insurance.

PART 1 PROGRAM INFORMATION

1. Name of Program/Event ____________________________________________________________
2. Brief Description of Program/Event ________________________________________________
3. Date and Time of Program/Event (MM/DD/YYYY)
   BEGINS: __________________________ ENDS: __________________________
4. Location(s) of Program/Event (Please specify room/building)
   __________________________________________________________
5. Number of Minors (please specify if estimation) _________________________________
6. Does the Program/Event require overnight Housing? YES or NO
7. Are there waivers and/or permission slips? If yes, please attach a copy. YES or NO
8. Does the Program/Event require minors to be transported? YES or NO
   If yes, please explain: ________________________________________________

PART 2 AUTHORIZED ADULTS

It is also required for all authorized adults participating in the Program/Event do the following: (1) have a background check once per calendar year and (2) complete a mandatory training session to raise awareness of how to best protect minors while they are on campus and better understand the University’s policies.

<table>
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<tr>
<th>NAME (first &amp; last)</th>
<th>POSITION/DEPARTMENT</th>
<th>DATE of BACKGROUND CHECK</th>
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PART 3 HUMAN RESOURCES

9. Departmental HR Representative
   Name: __________________________ Phone: __________________________ Email: __________________________
10. Contact Information of Event Coordinator
    Name: __________________________ Phone: __________________________ Email: __________________________
Recognizing the SIGNS OF CHILD ABUSE and NEGLECT

NEGLECT occurs when parents or caretakers do not provide proper supervision, control, subsistence, or 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.

<table>
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<tr>
<th>Physical signs may include:</th>
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<tr>
<td>• Poor hygiene.</td>
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<td>• Inappropriate or ill-fitting clothing.</td>
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<td>• Being left alone or with people unable to provide proper supervision.</td>
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<td>• Obvious lack of necessary medical treatment.</td>
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<th>Behavioral signs may include:</th>
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<tr>
<td>• Chronic hunger or sleepiness.</td>
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<td>• Delayed language development.</td>
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<td>• Clinging behavior or development of indiscriminate attachments.</td>
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<td>• Frequent complaints of feeling unwell.</td>
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<td>• Frequent tardiness or absence from school.</td>
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PHYSICAL ABUSE is non-accidental injury of a child by a parent or caretaker.

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<th>Physical signs may include:</th>
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<tr>
<td>• Bruises, welts or swelling.</td>
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<td>• Sprains or broken bones.</td>
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<td>• Bumps.</td>
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<td>• Lacerations or abrasions.</td>
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<td>• Bite marks.</td>
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<td>• Unexplained or repeated injuries.</td>
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<th>Behavioral signs may include:</th>
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<tr>
<td>• Attempts to hide injuries.</td>
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<td>• Difficulty sitting or walking.</td>
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<td>• Wariness of physical contact with adults.</td>
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<td>• Reluctance to go home.</td>
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<td>• Depression or self-mutilation.</td>
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<td>• Fear of parent(s) or caregiver(s).</td>
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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.
- Extremely hostile and aggressive or fearful or withdrawn.
- Self-mutilation.
- Substance abuse.
- Running away.