

Butler University

Policy on the Protection of Children

Policy Statement

Butler University is dedicated to the welfare and safety of Children visiting its campus for various programmatic reasons. In an effort to promote the protection of Children, this policy seeks to a) describe the requirements of all individuals who interact with Children on Butler's campus as part of a University or Third-Party Program, b) inform the University community and all Third Parties of their obligation to report any instances of known or suspected Abuse or Neglect of Children, and c) establish general standards for Children of Butler employees visiting University workplaces and classrooms.

Reporting Requirements

Indiana Law requires anyone who has reason to suspect that a Child is a victim of abuse or neglect must make an immediate report. The individual who has the relevant observations or information must IMMEDIATELY call the Indiana Child Abuse and Neglect Hotline at **800-800-5556** and call the Butler University Police Department (BUPD) at **317-940-9396**. By reporting to both Indiana Department of Child Services and BUPD, you assure that appropriate action will be taken.

In the case of an emergency, immediately call BUPD at 317-940-9396 or 911.

Conduct Requirements

The attitude and behavior of Program Staff are expected to align, at all times, with the Behavioral Guidelines for Interacting with Children ([hyperlink](#)) and other applicable University policies for proper conduct. This includes striving to create an open and welcoming environment for, and ensuring the welfare and safety of, all guests to Butler University.

Procedure

University Programs

- 1) Each Program Director must register the Program with Risk Management no later than thirty (30) days before its commencement using the [Registration Form](#).
 - a) Review Checklist for Planning Programs Involving Children found in Appendix B of this policy.
- 2) Background Screening
 - a) Background screening for University Programs involves two parts:
 - i. All Program Staff will be required to have the following sex offender registries checked annually by the Program Director. Contact Risk Management immediately if there is a matched result.

[A. National Sex Offender Public Website](#)

[B. Indiana Sex and Violent Offender Registry](#)

- ii. Employment history and criminal background checks, in addition to the sex offender registries, must be conducted for overnight or higher risk Programs. These are paid for by the Program and can be obtained through the Human Resources department and are valid for five (5) years.
 - b) Exemptions from background screening include:
 - i. Programs where parents and/or guardians attend entire Program with the participating Children.
 - ii. Programs where third parties provide their own chaperones (i.e. school field trips).
- 3) Training
- a) Training must be completed by all Program Staff.
 - i. New Staff must complete training before the program begins.
 - ii. Returning Staff must complete training every 24 months.
 - iii. Program Directors must complete training every 12 months.
 - b) Training consists of:
 - i. Online training module through Indiana DCS – <https://reportchildabuse.dcs.in.gov/>
 - ii. Review of Behavioral Expectations for Interacting with Children found in Appendix A of this policy.
 - iii. Review of requirements and procedures for reporting suspected or known abuse or neglect.
- 4) Verification of Compliance
- a) Verification must be made prior to the start of the Program by signing a copy of the form found in Appendix C of this policy and sending it to the [Office of Risk Management](#).

Non-University Programs

It is recognized that outside entities operate various types of events or activities involving Children on Butler University's Campus. All such events or activities, unless expressly excluded in this policy, must comply with the provisions set forth below:

- 1) Enter into written agreement with Butler University Office of Events.
 - a) Carry, maintain and evidence required insurance, including abuse and molestation coverage, naming Butler University as an additional insured.
 - b) For outside entities that do not have sufficient insurance coverage or limits in place, such coverage may be purchased through [URMIA's TULIP program](#).
- 2) Agree to comply with the following requirements:
 - a) Registration of Non-University Program using [Registration Form](#).

- b) Background checks must be procured by the entity in accordance with this policy and any additional criminal background checks required by the Office of Events.
- c) Training in accordance with University Program requirements.
 - i. For outside entities that have training currently in place, the Program Director should send current training standards to [Office of Risk Management](#) to ensure they meets the requirements of this policy.
- d) Verification of compliance will be made prior to the start of the event or activity by signing a copy of the form found in Appendix C of this policy and sending it to the [Office of Risk Management](#).

Co-Sponsored Programs

There may be occasions where events or activities are sponsored by the University and a third party. In these cases, regardless of the affiliation of the Program Director, the Non-University Programs procedures included in this policy must be followed.

Alternative Approval

The following list includes programs that undergo an alternate approval process through the Office of Risk Management:

- 1) Research laboratory internships.
- 2) Butler Community Arts School programs.

Exempt Activities

The following list includes types of activities that may occur on Butler's Campus from time to time that are exempted from adherence to this policy:

- 1) Regularly scheduled classes or activities designed primarily for enrolled students or individuals accepted for enrollment.
- 2) Single instance visits by Children to meet with faculty or academic appointees to discuss academic, intellectual or career interests.
- 3) One-time events that take place on no more than two consecutive days.
- 4) Single performance or events such as fairs, festivals, convocations, tours, or open houses that are generally open to all age groups, and at or in which children may be present or participate.
- 5) University events at which children will be accompanied at all times by a parent or legal guardian, except for any such performance or event that involves overnight stays or use of locker rooms.

Policy Enforcement

All University Programs are subject to a Risk Management audit to determine compliance with this policy. The University reserves the right to immediately suspend or cancel any Programs involving Children that have not met the criteria set forth in this policy.

Any Program Staff who violates this policy will be subject to corrective action up to and including termination of employment or volunteer arrangement. Students who violate this policy will be referred to the student disciplinary process.

The University maintains [Silent Watch Reporting](#) which enables persons to notify the University of violations of this policy. However, making an anonymous report should not be used to report child abuse or neglect and does not relieve a mandated reporter of the legal duty to report suspected child abuse or neglect.

Children in the Workplace and Classroom

The University understands there may be times when it is necessary to bring Children to the workplace; however, this should not become commonplace. If a parent or guardian brings his or her Child to the workplace, that parent or guardian is solely responsible for the Child's safety and welfare. Parents and guardians are not to leave the Child unsupervised at any point in time, including leaving them in the care of any individual other than another parent, legal guardian or appointed caretaker. Children may be restricted from access to certain areas due to safety concerns, and efforts must be made so the presence of a Child does not disrupt other faculty, staff or students.

Definitions

Child Abuse or Neglect means any act resulting in physical injury, mental or emotional harm, sexual abuse or exploitation, or negligent treatment of a child. A child is abused under this definition whether or not this activity involves explicit force, whether or not it involves genital or physical contact, whether or not it is initiated by the child, and whether or not there is discernible harmful outcome.

Children/Child means anyone under the age of 18 years who is not matriculated or enrolled in a degree seeking program.

Campus means all buildings, facilities, and properties that are owned, operated, managed, rented, or controlled by the University for University programs.

Indiana Law (IC 31-33-5-1) requires anyone who suspects child abuse or neglect to report it to authorities. Call Child Protective Services at 800-800-5556 or Butler University Police Department at 317-940-9396.

Program Staff is any person who is expected to interact with, supervise, chaperone or otherwise oversee Children in their role during a program. Such individuals may be faculty, staff, students, volunteers, employees or contractors of the University or of a third party.

Program Director is the University group, department, school, college, individual or third-party organization that owns, operates, or supervises a program for Children in affiliation with the University.

Non-University Program means an outside organization or third party that uses University facilities to conduct a program or activity with Children pursuant to an approved agreement with Butler University.

University Program or Program means an activity for Children (1) operated and controlled by a University department, college or school, or (2) during which the University assumes responsibility for the care and custody of the Children.

Contacts

Office	Telephone Number	Email or URL
Risk Management	317-940-9344	riskmgmt@butler.edu
BUPD	317-940-9396	
General Counsel		caigotti@butler.edu
Human Resources	317-940-9355	askhr@butler.edu
Indiana DCS	800-800-5556	

Additional Resources

Online Registration Form

[Registration Form](#)

Training– Indiana Department of Child Services

<https://reportchildabuse.dcs.in.gov/>

Reporting Requirements Visual Aid

[Reporting Hotline](#)

Appendices

A: Behavioral Expectations for Interacting with Children

B: Checklist for Planning Programs Involving Children

C: Verification of Compliance

Last Revision

May 24th, 2019

Appendix A: Behavioral Expectations for Interacting with Children

Members of the Butler University community associated with Programs or activities involving Children must observe the following guidelines in order to maintain a safe and positive experience for Program participants, encourage parental confidence and avoid mistaken allegations. This list is meant to serve as an example of core behavioral expectations to be exhibited at all times. These guidelines are not exhaustive and each Program Director is encouraged to add further explanation or expand this list for various examples that may be present in their specific Program.

DO:

1. Immediately report any suspected or actual instance of child abuse or neglect to the Indiana Department of Child Services (**800-800-5556**) and BUPD (**317-940-9396**).
2. Show an unwavering commitment to ensuring that the welfare of participating minors is a primary and shared responsibility.
3. Treat all children in a group consistently, fairly, and with respect and dignity.
4. Maintain the highest standard of personal behavior at all times when interacting with minors.
5. Refrain from being alone with a child at any time in connection with the program. Try to have another adult present when you are working with children in an unsupervised setting.
6. Meet in open, well-lit spaces or rooms with a window observable by other adults, whenever possible.
7. Be aware of how your actions and intentions might be perceived and could be misinterpreted.
8. Consult with other program staff when you feel uncertain about a situation.

DO NOT:

1. Relate to minors as if they are peers, conduct private correspondence, or take on the role of a “confidant”.
2. Strike or hit a child or use corporal or other punishment involving physical pain or discomfort.
3. Touch a child or have physical contact in an inappropriate or illegal manner.
4. Do things that may be seen as favoring one child over others, such as giving personal gifts to, or doing special favors for, a child.
5. Engage in the use or possession of alcohol, tobacco, or illegal drugs in the presence or vicinity of children.
6. Possess, produce, access or make available to children, any sexually explicit images, material, or media.

7. Use inappropriate language, tell inappropriate jokes, or make sexually suggestive comments around children, even if the children themselves do so.
8. Engage in or communicate with minors through text messages, social networking websites, internet chat rooms, or other forms of social media unless such communication is for the business purpose of University (e.g. Admissions, scheduling, recruitment).
9. Date or become romantically or sexually involved with a child.
10. Invite children to your home or transport a child alone in any vehicle.

Appendix B: Checklist for Planning Programs Involving Children

Before beginning direct contact with Children involved in Programs the following steps must be completed to comply with the policy requirements:

1. Register the program with Risk Management at least thirty (30) days prior to commencement using the [Registration Form](#).
2. Complete required background checks and request any further background checks from Human Resources in accordance with the policy.
3. Complete training, including review of Behavioral Expectations for Interacting with Children, in accordance with the policy.
4. Program Director must complete Verification of Compliance form in Appendix C prior to commencement of the Program.

The Program Director should prepare documentation on the following, where it is appropriate:

1. Process for educating and training Program Staff in all applicable University policies and procedures.
2. Process for registering Children and gathering contact information of parents/legal guardians.
3. Process for collecting necessary waivers, medical information and consent to treatment forms.
4. Process for conducting and documenting drop-off/intake and pick-up/release of Children by parent/legal guardian/appointed caretaker.
5. Process and standards for evaluating and implementing proper safety practices for the specific needs of each Program, especially those with overnight activity.
6. Process for departmental review and adoption, if deemed necessary by Program Director, of the following supervision ratios as recommended by the American Camp Association:

Age	Number of Staff	Overnight	Day-only
5 years and younger	1	5	6
6–8 years	1	6	8
9–14 years	1	8	10
15-17 years	1	10	12

Appendix C: Director Verification of Compliance

As the designated Program Director, my signature confirms, and I agree:

1. All program staff have read and agree to follow the Policy on the Protection of Children.
2. All program staff have received background checks and are cleared for participation.
 - a. I warrant that, per the policy, I have checked the sex offender registries for each staff member listed and have communicated any matches with Risk Management.
 - b. I acknowledge that a failure to perform these checks is subject to corrective action up to and including termination of employment.
 - c. For co-sponsored and non-university programs, I acknowledge that a failure to perform these checks is subject to corrective action up to and including immediate cancelation of current and future programs.
3. All program staff have completed the training requirements set forth in the Policy.
 - a. For outside entities with training in place, such training standards have been shared with Butler University Risk Management and have received clearance.
4. The program will not commence until steps 1-3 have been completed.

Name (print): _____

Signature: _____

Date: _____

Send a signed copy of this Verification of Compliance form to the [Office of Risk Management](#).