



PROCEDURE P-5600

PROTECTION OF MINORS ON CAMPUS

Procedure Category: Students

Area of Administrative Responsibility: Academic Affairs

Effective Date: February 15, 2017

Amendment History: N/A

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SUMMARY

The procedures listed below are promulgated to ensure that the College is in full compliance with its Protection of Minors on Campus Policy (Policy 5600).

PROCESS

A. Distribution of Protection of Minors on Campus Policy:

1. Nassau Community College's Protection of Minors on Campus policy shall be published on the College website, and shall be distributed electronically by the Office of Human Resources to all College employees on an annual basis.
2. In addition, the Covered Persons listed below (those individuals who will be responsible for supervision, custody and control of children participating in Covered Activities) must receive a copy of the policy from the designated Responsible College Official prior to their participation in any Covered Activity:
 - a. College Employees
 - b. College Students
 - c. College Volunteers
 - d. Employees or volunteers of the Faculty Student Association, the Foundation, the NEST Food Pantry, and of any other College-affiliated organization.

Each Covered Person listed above must confirm that they have reviewed and agree to comply with the Protections of Minors on Campus Policy by completing an

C. Mandatory Requirements Prior to Operating a Covered Activity:

1. In order to commence a Covered Activity, the employees/campus groups who wish to conduct the activity must present a formal written request concerning the Covered Activity to the area Dean, or in the absence of area Dean, the area Vice President. The request must describe, in sufficient detail:
 - a. when (time period) and where (in which College facilities) the proposed Covered Activity will take place;
 - b. how many minor participants are expected to participate in the activity;
 - c. the fee structure and financial and/or budgetary considerations, if any, for the Covered Activity;
 - d. the proposed staffing for the Covered Activity;
 - e. the anticipated instructor-child ratio for the Covered Activity; and
 - f. whether the Covered Activity will involve providing transportation to the participants, and if so, how the transportation will be arranged.

- b. 6-8 years: 1 staff for each 8 children
 - c. 9-14 years: 1 staff for each 10 children
 - d. 15-16 years: 1 staff for each 12 children
2. At least 80% of the staff for each Covered Activity must be eighteen (18) years of age or older and all staff must be at least sixteen (16) years of age; and at least two (2) years older than the children with whom they are working.
 3. The staff assigned to each Covered Activity must have training specific to the program or activity.
 4. The overall supervisor for each program and activity is an adult with certification or documented training and/or experience in that program or activity.

E. Training:

1. The College is responsible for arranging and requiring training on this policy for all Covered Persons who are employees, volunteers, students or agents of the College or a College-affiliated organization prior to the commenced.

the College, but are employed by a College-affiliated organization, the Responsible College Official designated by the College-affiliated organization will ensure that the College-affiliated organization retains the results of the searches for at least six (6) years after the Covered Person’s separation from employment from the organization.

G. Investigation of Complaints:

1. Whenever the Department of Public Safety receives a report of suspected physical of sexual abuse of a minor, they will review the report to determine whether the facts and circumstances reported by the Responsible College Official and/or Covered Person constitute “Physical abuse” or “Sexual abuse”, as defined in the policy and by the State Law.
2. If there is reasonable cause to believe a crime has been committed, Public Safety personnel will immediately contact law enforcement, and will report the suspected abuse to the Mandatory Reporter Hotline. Public Safety will apprise the Responsible College Official of the outcome, and will communicate to the Responsible College Official any instructions received from law enforcement and/or the State’s Child Protection Services.

H. Departmental Responsibilities:

Each Academic or College Department which will be operating/sponsoring a Covered Activity will be responsible for the following:

1. Hiring personnel for the Covered Activity.
2. Overseeing the completion of required forms by instructors and participants and forwarding the following required documentation to the Office of Human Resources:
 - a. Covered Persons’ acknowledgement of having reviewed the College’s Policy 5600 Protection of Minors on Campus;
 - b. Covered Persons’ Training Completion Forms; and
 - c. Results of the Sex Offender Registry checks for each Covered Person.
3. Responding to inquiries, registering all participants, and transmitting registration fees to appropriate internal office.
4. Making arrangements for all facilities/equipment as needed.
5. Maintaining all records concerning the Covered Programs.

FORMS

FORM F-5600 A:

**Acknowledgement of Receipt of Nassau Community College
Policy Concerning Protection of Minors on Campus**

Employee/student/volunteer acknowledges that on _____ (*insert date*), he/she has received a copy of the Nassau Community College policy entitled: **Policy 5600 Protection of Minors on Campus**. Employee/student/volunteer represents that he/she has reviewed said policy and agrees to abide by its terms, including provisions requiring that actual and suspected physical abuse and sexual abuse of a child be reported immediately to the Nassau Community College's Department of Public Safety.

EMPLOYEE/STUDENT/VOLUNTEER INFORMATION

By: _____
SIGNATURE

Print Name: _____

Title: _____

Employer/Sponsoring Organization: _____

Date signed: _____

FORM F-5600 B:

**Acknowledgement of Completion of Training
Concerning Protection of Minors on Campus**

Employee/student/volunteer acknowledges that on _____ (*insert date*), he/she has completed the Nassau Community College training entitled: **Protection of Minors on Campus Training.**

EMPLOYEE/STUDENT/VOLUNTEER INFORMATION

By: _____
SIGNATURE

Print Name: _____

Title: _____

Employer/SponsoringT2012 0 0 1____.iz/Subt:ompl_____