

# Protection of Minors Procedures

## University Lab School

### Purpose

University Laboratory Schools are committed to ensuring a safe and secure environment when University faculty, staff, students, representatives, volunteers, and/or visitors have Direct Contact with minors. The purpose of this policy is to ensure that minors are provided appropriate treatment and protections when:

- Participating in programs and/or activities being held on Thomas Metcalf/Rachel Cooper/Fairchild and/or University High School property, or
- When agents/representatives of the University including but not limited to employees, students, representatives, volunteers, and/or visitors have Direct Contact with minors through University Laboratory events being held on non-Laboratory school property.

This procedure establishes the following:

1. All members of the University community are responsible for reviewing, understanding, and adhering to the Protection of Minors policy and any related University policies and/or procedures.
2. A process for ensuring that all individuals entering the University Laboratory Schools are in compliance with the Protection of Minors Procedures
3. A process for ensuring that any individual having Direct Contact with minors as an representative or visitor of the Laboratory Schools is in compliance with the Protection of Minors Procedures.
4. Criteria for the University Laboratory Schools to use when determining what precautions are necessary (e.g., training, background check, emergency planning, etc.) prior to employees, students, representatives, or volunteers, are representing the University in a program/activity involving minors.
5. Those responsible for planning or undertaking any University program or activity involving minors must ensure that prior written permission from a parent/legal guardian for the minor's participation in the program or activity has been obtained.
6. A framework for identifying whether a program/activity must be reviewed under [University Policy 1.19: Protection of Minors Policy](#).
7. The Laboratory Schools will follow their internal process and consult with Environmental Health and Safety Office to review any potentially hazardous conditions.
8. Individuals who report concerns in good faith about the safety and protection of minors may be covered by the University's Whistleblower Policy (1.15). As provided in that policy, retaliation against individuals who report such concerns in good faith will not be tolerated.
9. All University agents/representatives, including but not limited to employees, students, representatives, volunteers, and/or visitors are expected to cooperate in any internal or external investigation of possible threats to the safety or well-being of minors.
10. Superintendent or Principal may increase training and/or background check requirements as needed.

### Definitions

For purposes of this procedure the definitions are in line with the [University Policy 1.19: Protection of Minors Policy](#) found at <http://policy.illinoisstate.edu/conduct/1-19.shtml>.

Minor: an individual under age 18 who is a University Laboratory School student.

Direct contact: Shall be determined by appropriate ISU officials based on individual circumstances, and shall include but not be limited to:

- 1) Direct interaction, care, supervision, guidance, and/or control of minors;
- 2) Access to minors where one-on-one contact with minor is possible;
- 3) Authorized building access to facilities/property where minors are present (e.g. issued a key or similar access); or
- 4) Unchaperoned time in facilities/property where minors are present. A chaperone must be an ISU employee who has undergone a successful background check, and must be present at all times during the event or activity.

## Procedure

- A. Employees
  - 1. Employees will follow [University Policy 3.1.30: Criminal Investigation Policy](#)
  - 2. All University employees will complete an annual education program on mandatory reporting, sign the certification of completion, and carry out reporting obligations as mandated by [University Policy 5.2.1, Reporting Crimes](#), and state and federal law.
  - 3. Employees may be required to complete additional training as needed.
- B. Student teaching experiences or program required internships
  - 1. Background Check Requirement: this includes but is not limited to student observers, clinical students, student teachers, and/or classroom experiences (international teachers/observers) in any University Laboratory School program/activity, are required to complete and pass a successful criminal background check and online sex offender registry check prior to having Direct Contact with minors.
  - 2. Training requirement: any University program or activity involving minors that utilizes any of the above individuals requires the student observers/teachers to complete the education program on mandatory reporting, sign the certification of completion, and carry out reporting.
- C. Lab School Representatives
  - 1. Background Check Requirement: individuals acting as a representative of the Laboratory schools who have Direct Contact with minors in any University Laboratory School program/activity, are required to complete and pass a successful criminal background check and online sex offender registry check prior to having Direct Contact with minors in the following situations:
    - A. Ongoing or recurring for the length of the activity;
    - B. Unsupervised by a University lab employee or other University employee that has completed the appropriate background check and training;
    - C. Overnight or close contact Activity;
  - 2. Training Requirement: any University Laboratory School program or activity involving minors that utilizes volunteers will require the volunteers to complete the education program on mandatory reporting, sign the certification of completion, and carry out reporting.
- D. Volunteers
  - 1. Background Check Requirements: individuals acting as a volunteer of the Laboratory schools who have Direct Contact with minors in any University Laboratory School program/activity in any other capacity other than employee or representative (as defined above), are required subject to an onsite national sex offender registry check upon entry.
  - 2. Training Requirement: and are also required to complete a one-page code of conduct and mandated reporting acknowledgment.
- E. School Visitors
  - 1. Visitors are defined as any individuals not acting on behalf of University laboratory schools in any capacity.

### During School Hours

- 1. Background Check Requirement: Any individual entering University Laboratory School Property during school hours for a one-time or short-term visit with NO Direct Contact with minors are subject to an onsite national sex offender registry check upon entry.
- 2. Training Requirements: they are also required to complete a one-page code of conduct and mandated reporting acknowledgment.

### During Non-School Hours

- 1. Individuals not working as an agent or representative of the Laboratory Schools will be considered a member of the public instead of a visitor during non-school hours.

## F. Research Conducted in the University Laboratory Schools

1. Research involving minors as human subjects may not be conducted without Illinois State University Institutional Review Board (IRB) approval. Personnel implementing an approved IRB research protocol involving minors as human subjects, must register their program/activity according to the University Policy 1.19 Protection of Minors and gain approval from the MACC committee. The IRB oversees human subjects protections; information on IRB policies and procedures is available at <http://research.illinoisstate.edu/ethics/human/>.

## G. Vendors

1. Vendors who will be completing work at the University Laboratory Schools including Metcalf and University High School and any attached property or any other area the University deems necessary must follow all appropriate procedures regarding criminal background check and sex offender registry check.

## **Violations**

1. If a University agent/representative, including but not limited to employees, students, volunteers, agents, parents, and/or vendor/contractors, is alleged to have engaged in inappropriate conduct with a minor, that individual is required to immediately discontinue all activities on University grounds or otherwise affiliated with the University that entail Direct Contact with minors until such allegation has been resolved.
2. Individuals who fail to comply with this policy or who have been found to have engaged in inappropriate conduct with a minor may be subject to sanction or discipline, up to and including termination for employees, dismissal for students, revocation of volunteer status, suspension or debarment for vendors, termination of use (current and future) of University owned or controlled property for outside groups, referral to law enforcement agencies, or other appropriate action.
3. Any individual who knowingly provides false information or makes a false report of wrongful conduct or a subsequent false report of retaliation may also be subject to disciplinary action, up to and including termination for employees, dismissal for students, suspension or debarment for vendors, revocation of volunteer status, termination of use (current and future) of University owned or controlled property for outside groups, and any other appropriate action.