

Direct Contact Position or Job Title/Camp Director – Position or job title that includes responsibility to exercise direct supervision, guidance, or control of Minors, which may include counselors or volunteers under the age of eighteen (18) years.

Health Administrator – A licensed physician, registered nurse, or certified athletic trainer or an individual certified as a paramedic, EMT, or first responder.

Minor – A person under the age of eighteen (18). For purposes of this procedure, Minor and Program participant are used interchangeably.

One-on-One Contact – Interaction between any adult and a Minor without at least one other Authorized Adult, parent or legal guardian present.

Programs – Programs and activities offered by any division, office, or unit of the University, or by external groups using University facilities.

Sponsoring Unit – The division, office, or unit of the University, or external organization, that offers a program or gives approval for the use of University facilities.

Trained Assistant – An individual, paid or unpaid, who has been trained to assist Authorized Adults and must be supervised by Authorized Adults at all times.

Unaccompanied Minor – A person under the age of eighteen (18) who is participating in a University-sponsored event without a designated chaperone.

IV. DUTY TO REPORT CHILD ABUSE AND NEGLECT

All suspected instances of abuse or neglect of a Minor, including the maintenance of child pornography, must be reported under the Protection of Minors Policy, these procedures, and State law. Anyone who suspects that a Minor has been subject to abuse or neglect must immediately report it to the New Jersey Division of Child Protection and Permanency, formerly the Division of Youth and Family Services (DYFS) at 1-877- NJABUSE (1-877-652-2873), and also notify the Stockton University Police Department at 609-652-4390.

The University will not retaliate against any individual who reports a reasonable belief that a minor has been subject to abuse or neglect.

V. PROCEDURES

Sponsoring Units operating a program expecting or inviting unaccompanied minors or a program which will have staff acting as chaperones for Minors must operate the Program and procedures in accordance with the following guidelines:

A. Measures to prevent abuse of Minors:

1. All persons must make all reasonable efforts to protect Minors from potentially dangerous situations.
2. Programs must conduct background and sex-offender registry checks of Authorized Adults and individuals who hold Direct Contact Positions or

Job Titles who interact with Minors. Background checks are funded by and conducted through the Office of Human Resources.

If such checks indicate a record of offenses or crimes against Minors, the Office of Human Resources will inform the individual that they may not participate in the Program. If offenses or crimes not against Minors are revealed by such a background check, the Office of Human Resources will contact General Counsel, to determine whether, in compliance with relevant federal and state statutes and regulations, participation in the Program by that individual is permissible. Background checks of employees who continue in employment in the Program must be repeated at least every 3 years.

3. Authorized Adults and their Trained Assistants participating in Programs and activities covered by these procedures must not have one-on-one contact with a Minor in seclusion unless required for health and safety.

Each Program is responsible for creating and implementing procedures to reduce or eliminate one-to-one contact with Minors in University facilities the Program will be using including, but not limited to:

- a. Single occupancy restrooms
- b. Bathroom facilities
- c. University housing
- d. Transportation
- e. Locker rooms
- f. Changing areas
- g. Classrooms
- h. Walking paths and grounds
- i. Isolated outdoor and indoor areas
- j. Offices

4. Authorized Adults and their Trained Assistants participating in Programs and activities covered by these procedures must not:

- a. Engage in abusive conduct of any kind toward, or in the presence of, a Minor.
- b. Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner, any Minor.
- c. Pick up or drop off Minors, other than the driver's own child(ren), at any location, except as specifically authorized by law or in writing by the Minor's parent or legal guardian.
- d. Pick up or drop off Minors from/at their homes. When transporting Minors in a Program, more than one adult from the Program must be present in the vehicle, except when multiple Minors will be in the vehicle at all times through the transportation.
- e. Use personal vehicles to transport Minors.
- f. Use or provide alcohol or illegal drugs to any Minor. Authorized Adults also must not provide prescription drugs or any medication to a Minor.
- g. View, discuss, or share sexually explicit or suggestive material in

and age of participants; the activity(ies) involved; type of housing, if applicable; and age and experience of the supervisors.

2. Stockton students who are at minimum 18-years old and who are participating in the Program as either employees or volunteers may supervise Minor participants, subject to the same background checks, reporting obligations and minimum standard of conduct provided herein.

- c. Program staff shall keep medication in a secure location, and at the appropriate time for distribution shall meet with the Program participant.
- d. Any medication which the participant cannot self-administer must be stored and administered by a Health Administrator. If the Health Administrator is not available, arrangements must be made with another licensed or certified health care professional to administer the medication in advance of the Program participant's arrival.

3. Safety measures for laboratory or research activities

Programs involving Minors must follow any and all applicable safety measures approved by the appropriate division, office or unit authority.

4. Notification of parents or legal guardians in an emergency

Programs should establish a procedure for the notification of a Minor's

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