

## Protection of Children Policy Frequently Asked Questions

- **What training will be accepted for the Child Protection Training outlined in the Policy?**

University of Evansville employees may take Vector Solutions' *Protecting Children on Campus: Preventing Sexual Abuse* training. The 16-minute training is available through the Office of Administrative Services & Risk Management at no cost to members of our campus community.

University of Evansville students who interact with children as part of their clinicals, internships, or student worker duties may take a Blackboard based training that covers the definition of child abuse and neglect, signs and symptoms a child is experiencing abuse and/or neglect, signs that an adult is perpetrating child abuse or neglect, and mandated reporting responsibility.

Individuals outside of the University of Evansville who are utilizing campus facilities for their Program may utilize an external training program as long it covers the definition of child abuse and neglect, signs and symptoms a child is experiencing abuse and/or neglect, signs that an adult is perpetrating child abuse or neglect, and mandated reporting responsibility. External Programs that do not have access to Child Protection Training will be provided with a training that covers the required content. External Program Administrators may request this training from the Office of Administrative Services & Risk Management.

- **Who will be required to take the Child Protection Training?**

Anyone who has the potential to come in contact with Children during the course of their normally assigned work duties, and individuals who wish to work in any program that includes Children. All employees at the University of Evansville may, in the course of their normal work duties, encounter Children on campus. Therefore, we ask all employees to take the training.

- **How can I get a background screening to become an Authorized Adult?**

University of Evansville employees may contact the Office of Human Resources ([hr@evansville.edu](mailto:hr@evansville.edu)) to initiate a criminal background screening. There is no cost to the employee to complete a criminal background screening.

University of Evansville students may contact the Office of Administrative Services & Risk Management ([riskmanagement@evansville.edu](mailto:riskmanagement@evansville.edu)) to initiate a criminal background screening. Any costs for the student criminal background screening will be incurred by the Program or student.

Individuals outside of the University of Evansville who are utilizing campus facilities for their Program may utilize an external background screening so long as it includes any offenses related to the following: drug distribution, felony drug possession, sexual offenses, criminal violence, abuse or endangerment, murder, or kidnapping.

- **How do I know if I have a background check on file?**

All University of Evansville employees hired since September 1, 2010 completed a criminal background screening as part of their new hire process. Also, based on the nature of their job duties (typically involving responsibilities with local healthcare or education entities), some employees hired before 2010 have also completed a criminal background screen. Therefore – unless an employee who completed a UE criminal background screen in 2010 or later has been convicted of a crime (as defined below) since they completed their screening – they do not have to complete a new criminal background screening.

Employees can check with Office of Human Resources to see if they have had a background screening on file. Students can check with the Office of Administrative Services & Risk Management to see if they have a background screening on file.

Individuals external to the University may provide a previous background screening that is up to two years old OR obtain a new background screening that meets the above-mentioned criteria.

External Program Administrators are welcome to utilize the University's criminal background screening vendor: Barada Associates, Inc. They may be reached by phone at 1-800-616-5917 or email at [kcarter@baradainc.com](mailto:kcarter@baradainc.com).

- **What should I do if I am currently providing programming to Children?**

Programs will have until November 15, 2021 to comply with the requirements as outlined in the Protection of Children Policy. These requirements include:

- Identify a Program Administrator.
- Notify the Office of Administrative Services & Risk Management:
  - The purpose of the Program.
  - The number of Children in the Program.
  - The campus facilities that will be used.
  - A list of Authorized Adults who will be working with the Children in the Program:
    - Provide names and contact information to the Office of Administration & Risk Management for training and student background screenings.
    - Provide name of any individuals outside of the University needing training to the Office of Administrative & Risk Management.
    - Provide names and contact information to the Office of Human Resources for employee background screening.
  - Liability and emergency contact forms.
- Create and document a process for the following:
  - Drop off and Pick up – Including sign in/sign out sheets for children under 13.
  - Written procedures for medical issues, discipline issues, inclement weather, on-campus violence, bathroom breaks, and, if applicable, locker room usage, mealtime breaks, and use of overnight facilities.

- Emergency contact information for all children, including parenting information, allergy and pertinent medical information, and additional non-parent emergency contact information.
  - Process for a parent or guardian to contact the Program Administrator in the event of an emergency.
- **I am planning a Program for Children. What should I do?**  
Comply with the requirements as outlined in the Protection of Children Policy as of November 15, 2021. Requirements include:
    - Identify a Program Administrator.
    - Notify the Office of Administrative Services & Risk Management no less than 30 days prior to the start of the Program with the following:
      - The purpose of the Program.
      - The number of Children in the Program.
      - The campus facilities that will be used.
      - A list of Authorized Adults who will be working with the Children in the Program:
        - Provide names and contact information to the Office of Administration & Risk Management for training and student background screenings.
        - Provide name of any individuals outside of the University needing training to the Office of Administrative & Risk Management.
        - Provide names and contact information to the Office of Human Resources for employee background screening.
      - Liability and emergency contact forms.
    - Create and document a process for the following:
      - Drop off and Pick up – Including sign in/sign out sheets for children under 13.
      - Written procedures for medical issues, discipline issues, inclement weather, on-campus violence, bathroom breaks, and, if applicable, locker room usage, mealtime breaks, and use of overnight facilities.
      - Emergency contact information for all children, including parenting information, allergy and pertinent medical information, and additional non-parent emergency contact information.
      - Process for a parent or guardian to contact the Program Administrator in the event of an emergency.
  - **I meet with prospective students as part of my normal work duties. Does this Policy apply to those interactions?**

Yes it does. At a minimum, employees and students who interact with Children during their normally assigned work duties, such as meeting with a Child for an Admissions session or for a campus tour, or attending a fair on behalf of the University, should have a Criminal Background screening on record and have completed the Child Protection Training. The employee should also familiarize themselves with the Policy.

Each department that regularly works with Children should identify an individual who will act as the Program Administrator for the department. Understanding that these departments may not know the exact number of Children that they will interact with each day (i.e., Will an Admissions guest have their younger siblings with them in attendance? When performing Student Teaching observations, how many students will be in the classroom?), the Program Administrator will provide the Office of Administrative Services & Risk Management with the activities the Department engages in that typically include Children. Additionally, the Program Administrator for the department will develop emergency protocols for when Children are involved.

Examples of activities that fall under “normal work duties” include:

- Meeting with prospective students and families as part of the admissions process.
- Hosting athletic recruits.
- Meeting with prospective students at an off-campus recruiting event.
- High school ChangeLab courses.
- Interactions with youth when providing tutoring or observing student teaching in the local school districts, medical services, or mental health services.
- Music Conservatory music lessons.
- Providing care for Children through AceCare or AceBuddies.
- Providing services through the upcoming mental health clinic.

If an Employee is providing a program outside “normal” work duties (i.e., advising a club or facilitating a program with Children participants), the Program is expected to meet the entirety of the requirements listed above, included having documented procedures, emergency contact information, etc. Examples of activities that fall out of the “normal” work duties include:

- Road Trip
- Journey to Justice.
- Extracurricular clubs geared towards Children (i.e., College Mentors for Kids, Mad Hot Ballroom Dance, etc.)

- **What happens if a Program is not in compliance with the Policy?**

The University reserves the right to cancel Programs that do not comply with the Policy. If an Authorized Adult is not in compliance with the Policy, the University reserves the right to revoke their Authorized Adult status.

- **What do I do if I suspect there is child abuse or neglect?**

All individuals over the age of 18 in Indiana are considered mandated reporters and are required to report any **suspected** child abuse or neglect to the Department of Children’s Services child abuse and neglect hotline at 1-800-800-5556. The individual must then notify the Program Administrator and the Assistant Director of Institutional Equity and Title IX Coordinator.

If the alleged perpetrator is an Authorized Adult, the University will immediately revoke that individuals access to the Program.

- **How will Program Administrators know what is required of them for this Policy?**

Program Administrators will receive a checklist from the Office of Administration & Risk Management which will include requirements pertaining to Child Protection, waivers, and insurance, when applicable.