

## GOUCHER COLLEGE CHILD PROTECTION POLICY

### I. Purpose and Scope

- A. Purpose. Goucher College celebrates the presence of children in the lives of our campus community and in the greater community around us. The college is committed to ensuring the health, safety, and well-being of these children, in accordance with our Community Principles of respect, inclusion, communication, service and social justice, and responsibility. The purpose of this policy is to ensure the health, safety, and well-being of all children who come to Goucher's campus and of those children with whom our students and employees interact in other locations.
- B. Scope. This policy applies to all students, faculty, and staff of Goucher College. Additional individuals or organizations doing business at or with the college may also be required to acknowledge and comply with the provisions of this policy, as determined by the college. The policy applies to Goucher's campus, all properties owned or leased by the college, and all off-campus sites at which students, faculty, or staff participate in college-sponsored activities.
- C. "Child." For the purposes of this policy, a "child" is any minor, defined by law as an individual under the age of 18, who is not a Goucher College student or prospective student (special protocols for the presence of prospective students on campus are stated in this policy). "Children of Goucher College employees and students" includes minor siblings and other relatives of employees and students.
- D. Responsibility and Liability. Parents and guardians are responsible and liable for any and all injuries or damages sustained to or by their child while on Goucher's campus or any properties owned or leased by the college, and when bringing their child on college-sponsored trips or other activities covered under this policy, unless such injuries or damages are caused by the sole negligence of the college, its officers, agents, or employees.

### II. Children of Goucher College Employees and Students on Campus

- A. General. Goucher College is an institution of higher education. As a general matter, the college is not an appropriate environment for children, unless they are enrolled in a campus program specifically designed for children or are attending an age-appropriate event on campus. That being said, the college strives to be a family-friendly place of employment and learning. Goucher recognizes that because of family needs and responsibilities, a college employee or student may, on occasion, need to bring his or her child to campus for a limited period of time while the employee or student is engaged in work or educational activities. Employees and students facing such circumstances must recognize and respect the need of other community members for a quiet and productive work and educational setting, and should only bring their children to campus for short periods of time, when alternative arrangements are impractical or impossible.
- B. Responsibility for Child's Behavior. The adult responsible for a child is also responsible for the child's behavior, and is expected to ensure that the child complies with the directions of college personnel and does not disrupt the activity or enjoyment of any other person. The adult responsible for a child is also responsible for any damage to college property caused by the child.
- C. Requirements. Employees or students who bring children to campus must comply with the following requirements:
  - 1. No child may be left alone on campus at any time or for any reason, with the exception stated in subsection 3.c below.

2. The employee or student is responsible for arranging for appropriate childcare while the employee or student is at work or in class, and for any payment required for such care. Employees should consider whether it is appropriate to engage for childcare services their current students, supervisees, or other persons over whom they hold a position of authority. Student workers who have been hired and are paid by the college may not provide childcare during their regularly scheduled work hours, and will not be paid by the college for childcare services.
  3. Children are permitted in the following campus spaces, under the conditions noted:
    - a. Children are not permitted in classrooms. Exceptions may occur only in rare circumstances, when no other options, including those described in this policy, are available to the parent or guardian.
    - a. Children are permitted in individual office space only when under the direct supervision of their parent or legal guardian. Children are permitted in shared office space only when under the direct supervision of their parent or legal guardian and with the prior approval of the other employee(s) using the space.
    - b. Children are permitted in the residence houses only when under the direct supervision of their parent or legal guardian. Employees who live in a residence house as a condition of their employment may exercise discretion to leave their children over the age of 13 unattended in their personal residence space.
    - c. Children are permitted in the following areas of campus only when supervised by an adult: Stimson Dining Hall; Geen Community Center; Pearlstone lobby and dining area; Heubeck lounge and dining area; Athenaeum Forum, public living room, lounge areas outside of the library, and Alice's Restaurant. Children are permitted in the college library when supervised by an adult, but children age 13 or older are permitted in the library without adult supervision.
  4. Children of students are not permitted to stay overnight in the residence halls if they are under the age of 16. Children under the age of 16 must leave the residence halls no later than 8:00 p.m.
- D. College-sponsored trips. Students and employees are generally discouraged from taking children on college-sponsored trips, but may do so under the following conditions:
1. The student or employee must obtain prior approval from the person(s) directing the trip.
  2. In order that the child's presence not impede the student or employee in the performance of his or her trip responsibilities, the student or employee must arrange and pay for a childcare provider other than the student or employee, to supervise the child at all times during the trip.
  3. The student or employee is responsible for all trip expenses of the child and the childcare provider, including but not limited to entrance fees, food, accommodations, and any rate increases.
  4. If transportation is provided in Goucher-owned or personal vehicles, the child and childcare provider may only ride in a vehicle driven by the child's parent or legal guardian.
- This section does not apply to college-sponsored family trips offered strictly for recreational or entertainment purposes, such as college-sponsored tours offered during Family Weekend.
- E. Revocation. Allowing employees and students to bring their children to campus or on college-sponsored trips as described in this section is a privilege extended by the college, and may be revoked at the discretion of the college if the provisions of this policy are violated or the privilege is abused. The college may also prohibit an employee or student from bringing a child to campus if other

members of the college community object. Any member of the college community who is not comfortable with the presence of children in his or her work or educational setting should advise his or her supervisor, the dean of students, or the vice president for human resources.

### III. Children on Campus for Events

- A. College-sponsored events. Goucher College sponsors a number of events in the performing arts, athletics, and other areas that are open to children of the college and of the greater community. The college welcomes the presence of children on campus for these events. In order to ensure their safety and that of other guests, we require that the parent, legal guardian, or other adult responsible for each child comply with the following provisions:
1. No child may be left unsupervised at any time or for any reason.
  2. Children must remain in the area of campus where the event is located.
  3. The adult responsible for a child is also responsible for the child's behavior, and is expected to ensure that the child complies with the directions of college personnel and does not disrupt the enjoyment of any other guest at the event.
  4. The adult responsible for a child is also responsible for any damage to college property caused by the child.
- B. Events Sponsored by Others. The provisions stated in section III.A above also apply to any events on Goucher's campus that are sponsored by entities other than the college. The college will provide each sponsor with a copy of this policy, and will require that the sponsor agree to comply with and enforce its provisions.

### IV. Children on Campus for Programs

- A. College-sponsored programs. Throughout the calendar year, Goucher sponsors a number of programs specifically designed for children, such as community learning centers and summer camps. The college requires that children in these programs be appropriately supervised by adults with the proper training and credentials, and subject to criminal background check clearances as required in state law and the college criminal background check policy ( <http://www.goucher.edu/x37046.xml> ). Each program has specific operating protocols related to its nature and purpose, but all programs are expected to comply with the best practices stated below. Failure to follow these practices should be reported immediately to the program director.
1. All program adults (paid staff or volunteers) must receive appropriate training in maintaining professional boundaries at all times when working with children in the program. Any certifications required by the program or the college must be obtained and documented before the program adult is permitted to participate in the program.
  2. The minimum ratio for supervision is at least one program adult for every ten children.
  3. Program adults must always inform another program adult when they are taking children out of the program room or area for any reason.
  4. No child will ever be left alone with a program adult. All programs must use and enforce the "rule of three," requiring at least two program adults or two children in each group at all times.
  5. Children in any program must remain in the area where the program is being held. No child may be left alone on campus at any time or for any reason.
  6. No personal visitors will be permitted at the program site except with the permission of the program director or in the case of emergencies.

7. Photographs may only be taken of children in the program for program-related purposes, and only after the child's parent or legal guardian has signed a college-provided waiver allowing the photograph.

B. Programs sponsored by other entities. Goucher also allows selected outside entities to rent college facilities for programs specifically designed for children, such as swimming programs and summer athletic, dance, and academic programs. Through its contract process, the college requires the sponsoring entity to maintain certain insurance coverage, including sexual abuse/molestation coverage; to provide evidence of a sexual molestation prevention program in the form of a written child protection policy or program; to comply with the pertinent regulations of the Maryland Department of Health and Mental Hygiene; and to comply with provisions of state law relating to criminal history record checks for facilities that care for or supervise children. Each program has specific operating protocols related to its nature and purpose, but all programs are expected to comply with the best practices stated in IV.A.1-6 above. In addition:

1. Each program is required to certify, in writing, that it has complied with provisions of the Family Law Article of the Maryland Code regarding criminal history record checks for employees and employers of facilities that care for or supervise children.
2. Goucher reserves the right to create designated spaces where no cameras, cell phones, video recorders, or other recording devices will be allowed, such as locker rooms or dressing areas.

Failure to follow these practices should be reported immediately to Goucher's director of events, conferences, and summer programs.

#### V. Working with Children in Off-Campus Programs

- A. General. Through Goucher's service learning, community service, and student teaching programs, students, faculty, and staff are engaged in many off-campus activities involving children. All Goucher participants in such programs and activities are required to comply with the child protection requirements, including those for training and criminal background checks, of the off-campus site where the activities occur.
- B. Use of college funds. Any person using college funds, including club funds from the Student Government Association, to participate in off-campus activities involving children must register with the directors of the community-based learning and community service programs before commencing the activity, in order to ensure that all child protection and other requirements are met.

#### VI. Prospective student overnight visits

The admissions office, athletics, dance, and other departments sometimes arrange for prospective students to visit Goucher on an overnight stay. The sponsoring office or department must register all such visits by using the on-line form available at <http://www.goucher.edu/x46382.xml> which informs Public Safety and Community Living of the prospective student's presence on campus. Prospective students must be high school seniors of age 17 or older, although special exceptions may be made at the discretion of the college.

#### VII. Reporting requirements

- A. Maryland law. The Family Law Article of the Maryland Code mandates the reporting of any suspected child abuse or neglect. Anyone who has reason to believe that a child has been subjected to neglect must immediately notify the local department of social services (410-853-3000). Anyone who has reason to believe that a child has been subjected to abuse must immediately notify the local department of social services (410-853-3000) or the local police department (410-887-2214).

- B. Institutional requirements. In addition to making the reports required by Maryland law, any employee or student of Goucher College who has reason to believe that a child has been subjected to neglect or abuse on Goucher's campus or any properties owned or leased by the college must notify Public Safety (x6112) or the office of general counsel (x6032 or 6011) as soon as possible. The director of Public Safety and the general counsel will immediately notify the appropriate division head and the college president. Any employee or student who has reason to believe that a child has been subjected to neglect or abuse at any off-campus sites at which students, faculty, or staff participate in college-sponsored activities must immediately notify the director of the off-campus site and the Goucher program director. The Goucher program director will notify the office of general counsel as soon as possible.