

## **POM Guidelines for Activities Involving Minors**

CSU East Bay is committed to provide a healthy and safe environment for all members of the campus community and visiting members of the public including minors on campus. This guideline is meant to assist the campus community in protecting the safety of minors on campus.

### **Background check/Live Scan/National Registry:**

1. Background check – All CSU East Bay employees. Contact Human Resources to verify or arrange a background check.
2. LiveScan – Student Assistances and Students or Volunteers who have one on one contact with minors. Contact UPD to arrange.
3. National Registry – Students; volunteers who do not have one on one contact with minors. Contact Risk Management to arrange a National Registry check.

### **One-on-one interaction with minors:**

One-on-one, face-to-face interactions between an adult and a minor is permitted when the interaction is conducted:

1. In a clinical setting. It is recommended that you record the session if possible.
2. In plain sight of passersby or witnesses.
3. In an office or other unlocked space with doors and windows open.
4. If door needs to be closed the door must have a window which allows visibility to see into the office.
5. In a building open to the public at the time of the interaction
6. For any situation not explicitly covered, please contact your Program supervisor and Risk Management
7. In addition, adults involved in one-on-one, face-to-face interactions with a minor should:
  - Inform in advance at least one other adult connected with the activity (preferably the adult's supervisor) that the adult will be alone with a minor.
  - Ask another adult to randomly drop in on the interaction.

### **Third Party / Non-University organizations bringing minors to campus**

1. Provide a link to (or copy of) this policy and a strong recommendation that the non-University organization abide by the requirements contained herein, along with a notification that failure to abide by this policy may constitute grounds for termination of the activity.
2. An indemnification clause in which the non-University organization agrees to indemnify CSU East Bay for claims, lawsuits, or other actions that arise as a result of the non-University organization's use of campus facilities.
3. General Liability insurance with limits of at least \$1 million per occurrence and \$2 million aggregate
4. Contact Risk Management for additional information.

### **Reporting Incidents:**

It is your responsibility to report any situations of concern or complaints to the program supervisor, UPD, and or appropriate departments including Risk Management.

1. Complete an incident/accident report form and forward a copy to Risk Management.
2. Contact Program Supervisor – Provide detailed information regarding the incident.

### **Addressing Problem Behaviors:**

Most serious incidents of minor-to-minor abuse are preceded by more subtle incidents such as name-calling, taunting or roughhousing. Interrupting these interactions early and establishing and communicating standards of conduct can keep the university environment safe. CSU East Bay recognizes that the following interactions are high risk and should be prohibited:

1. Hazing
2. Bullying
3. Derogatory name-calling
4. Games of Truth or Dare
5. Ridicule or humiliation
6. Persistent disruptive behavior
7. Sexual activity of any kind

### **Disciplining Minors:**

Never use physical punishment to manage a minor's behavior. This includes but is not limited to: spanking, slapping, pinching or hitting. Address discipline issued by:

1. Interrupt the behavior and separate the minors, if safe to do so. Contact UPD for assistance if needed.
2. Report the behavior to the Program Director and or supervisor
- 3.



Any intended affection unwanted by the minor  
Any touching conducted in private (i.e. no other adults or children present)  
Physical or sexual abuse of minors will not be tolerated.

### **Supervision of Bathroom Use**

1. For minors age twelve and under, adults should escort two or more minors to the bathroom for group bathroom breaks. The adult should not send in more than the number of stalls and/or urinals in the bathroom. As one student exits the bathroom, another may enter. The supervising adult should stand by the doorway and ensure students are leaving the bathroom in a timely man

- Phone contact should be done through the parents/guardians.
- Social Media – Use only University sponsored social networking sites.

2. Do not use individual personal accounts or:

Send text messages to or respond to text messages from an individual minor involved in the program