I. Purpose/Introduction/Rationale

Rollins College celebrates the presence of children in the lives of our campus community and in the greater community around us. The purpose of this policy is to ensure the health, safety, and well-being of all children who come to the Rollins campus and of those children with whom our students and employees interact in other locations.

Parents and guardians are responsible and liable for any and all injuries or damages sustained to or by their child while on Rollins 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.

This policy applies to all students, faculty, staff and volunteers of Rollins 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 the Rollins campus, all properties owned or leased by the College, and all off-campus sites at which students, faculty, staff and volunteers participate in college-sponsored activities.

II. Definition

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 Rollins College student or prospective student (special protocols for the presence of prospective students on the campus are stated in this policy). “Children of Rollins College employees and students” includes minor siblings and other relatives of employees and students.

A. "Child" is defined as a person under the age of 18.
B. "Child Abuse" is defined as inflicting or allowing to be inflicted upon such child physical injury by other than accidental means that causes or creates a substantial risk of death, serious or protracted disfigurement, protracted impairment of physical or emotional health, or protracted loss or impairment of the function of any bodily organ (This includes abuse that can be characterized as sexual in nature).
C. "Child Neglect" is defined as a child whose physical, mental or emotional condition has been impaired or is in imminent danger of becoming impaired as a result of the failure of his or her parent or other person legally responsible for his or her care to exercise a minimum degree of care.
D. "Abused Child" includes a child whose parent or other person legally responsible for his or her care commits or allows to be committed, an act of sexual abuse against such child as defined by the NY State penal law.
E. "Mandated Reporters" in Florida are: Social Workers, Teachers and other school personnel, physicians and other health-care workers, mental health professionals, child care providers, medical examiners, coroners, law enforcement officers.
III. Procedure or Application

A. Children of Rollins College Employees and Students on Campus

1. Rollins 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. Rollins 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.

2. 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.

3. Employees or students who bring children to campus must comply with the following requirements:
   a. No child may be left alone on campus at any time or for any reason, with the exception stated in subsection 3.c below.
   b. 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.
   c. Children are permitted in the following campus spaces, under the conditions noted:
      1. 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.
      2. 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.
      3. 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.
      4. Children are permitted in the following areas of campus only when supervised by an adult: Olin Library, Cornell Campus Center, Academic Buildings and Athletic Facilities. 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.
      5. College-sponsored trips. Students and employees are generally discouraged from taking children on College-sponsored trips, but may do so under the following conditions:
a. The student or employee must obtain prior approval from the person(s) directing the trip.
b. 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.
c. 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.
d. If transportation is provided in Rollins-owned or personal vehicles, the child and childcare provider may only ride in a vehicle driven by the child’s parent or legal guardian.
e. Any travel offered by or coordinated through the Office of International Programs must adhere to the policy established by that office. Requests for children to accompany students and employees on these trips must be approved by the Director of International Programs and the appropriate Dean.

6. 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, respective Dean or the AVP for Human Resources and Risk Management.

B. Children on Campus for Events

1. Rollins 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:
   a. No child may be left unsupervised at any time or for any reason.
   b. Children must remain in the area of campus where the event is located.
   c. 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.
   d. The adult responsible for a child is also responsible for any damage to College property caused by the child.
2. The provisions stated in section IV.A above also apply to any events on Rollins 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.

C. Children on Campus for Programs

1. Throughout the calendar year, Rollins sponsors a number of programs specifically designed for children, community school of music, community engagement programs 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 by Florida state law and the College criminal background check requirements. 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.
a. All program adults (paid staff or volunteers) must receive appropriate information in maintaining professional boundaries at all times when working with children in the program (See appendix A below). An online training course “Sexual Misconduct: Prevention and Response is available through United Educators (UE.org). If you do not have an account with UE, click on the tab that says “Register” and complete the process. The Department of Children and Families also has an online course: Identifying and Reporting Child Abuse and Neglect (http://www3.fl‐dcf.com/rcaan/)

b. Program adults must always inform another program adult when they are taking children out of the program room or area for any reason.

c. 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.

d. No personal visitors will be permitted at the program site except with the permission of the program director or in the case of emergencies.

e. 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.

2. Rollins also allows 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. Each program has specific operating protocols related to its nature and purpose, but all programs are expected to comply with the best practices stated above.

D. Working with Children in Off-Campus Programs

1. Through Rollins service learning, community service, and student teaching programs, students, faculty, and staff are engaged in many off-campus activities involving children. All Rollins 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.

E. Prospective Student Overnight Visits

1. The admissions office, athletics, and other departments sometimes arrange for prospective students to visit Rollins on an overnight stay. The sponsoring office or department must register all such visits by sending a list of the prospective student’s name and the Rollins student’s name the prospective student is staying with, the location where they are staying to Campus Security and Residential Life and emergency contact information. This information needs to be sent for all students regardless of the age of the student.

F. Reporting Requirements

1. Florida Law mandates the reporting of any suspected child abuse or neglect. Anyone who has reason to believe that a child has been subjected to abandonment, neglect or abuse must immediately notify Florida Abuse Hotline at 1-800-962-2873. If you see a child in immediate danger, call 911. Colleges and Universities that “knowingly and willfully” fail to report suspected child abuse, abandonment or neglect or prevent another person from doing so face fines of up to $1 million for each incident and the penalty has been increased from a misdemeanor to a felony. Individuals who fail to report abuse and neglect face felony prosecution and fines up to $5,000.

2. In addition to making the reports required by Florida law, any employee or student of Rollins College who has reason to believe that a child has been subjected to neglect or abuse on Rollins
campus or any properties owned or leased by the college must notify Campus Security (x2999) or the AVP of Human Resources and Risk Management (x2577) as soon as possible. The director of Campus Security and the AVP will immediately notify our legal counsel 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 Rollins program director. The Rollins program director will notify the AVP of Human Resources and Risk Management as soon as possible.

IV. Related Policies or Applicable Publications

The Department of Children and Families online course: Identifying and Reporting Child Abuse and Neglect [http://www3.fl-dcf.com/rcaan/]

V. Appendices/Supplemental Materials

Appendix A

A. Guidelines for Those Working with or around Children

Child abuse is a difficult and emotionally-charged subject. These guidelines are intended to provide information about your conduct in order to prevent abuse or unfounded allegations of abuse; and explain how to respond to abuse or suspicions of abuse.

B. Code of Conduct for Working with Minors

You have a duty to the children with whom you work, to the college and to yourself to prevent any abuse or improper behavior. You also have a duty to prevent unfounded accusations of abuse, by adhering to a proper code of conduct when working with minors.

1. Never use any form of physical or emotional punishment to discipline children participating in the program
2. Never engage in rough or sexually provocative games, including horseplay
3. Do not allow children to sit on your lap
4. Do not allow any inappropriate touching, including between children
5. Be aware of the impact of your words and language on young children
6. Do not swear, or use or respond to sexual innuendo, never make a sexually suggestive comment, even in fun
7. Do not allow children to use inappropriate language unchallenged
8. Be aware of situations in which actions can be misconstrued or manipulated by others (for example, being alone with the last child to leave a class); conduct all dealings with children in a public environment as much as possible, in order that all behavior can be readily observed
9. Do not spend time alone with a child away from others; try to avoid being alone with a child, particularly in a restroom, changing area, or shower area (follow the “rule of three” and always make sure there is another person with you). Should you need to be alone with a minor in a changing or shower area, by no means should you be unclothed with a minor, and showering or bathing with minors. Even when you are not alone with one child, is never acceptable. There are some programs such as music classes for children where there are one on one lessons. If possible leave the door open to the practice room
10. Children should use a buddy system or otherwise be encouraged to stay together when going to the bathroom, on field trips or when leaving the classroom area
11. Do not give any child a ride in a car or van unless you have express permission from the parents
12. Do not appear to favor one child more than another, do not give gifts to any one child in a program, do not accept expensive gifts from any child in the program
13. Be professional and maintain the highest standards of personal behavior at all times; do not drink alcohol or smoke when working with minors
14. Do not tell children “this is just between us” or use similar language that encourages children to keep secrets from their parent/guardian

C. What if a Child Tells Me He or She is Being Abused?
1. Stay calm; ensure that the child is safe and feels safe
2. Assure the child that you are taking what s/he says seriously
3. Be honest; explain you will have to tell someone else. Avoid making promises you cannot keep
4. Make a note of what the child has said as soon as possible
5. Do not confront the alleged abuser
6. Do not investigate on your own
7. Report the situation to the AVP Human Resources and Risk Management (extension 2577)

VI. Rationale for Revision

N/A