

# DEPAUL UNIVERSITY

---



## Protection of Minor Children

**Category:** Operations

**Responsible Department:** Compliance

**Responsible Officer:** Executive Vice President

**Effective Date:** 05/04/2022

---

### Policy Summary

---

DePaul University is committed to the safety of all individuals in its community. Consistent with its Catholic and Vincentian traditions, DePaul has a particular concern for those who are potentially vulnerable and may need special attention and protection. This includes youth under the age of 18 (“Minors”).

In order to promote the safety and general welfare of all Minors participating in programs taking place at the university or programs under the authority and direction of the university conducted elsewhere, it is the policy of DePaul University that:

1. All Programs involving Minors be fully registered with Compliance;
  2. All Programs involving Minors follow the requirements detailed below, including the requirement that all adults, including volunteers as defined by the University’s Volunteer Management policy, interacting with Minors as part of the Program be Authorized Adults; and
  3. Any violations of this policy be reported in accordance with university policies and applicable laws.
- 

### Scope

---

This policy affects the following groups of the university:

- Entire University Community (faculty, staff, students, volunteers, and contractors who work with Programs involving non-student minor children).

This policy works in collaboration with other policies.

---

### Policy

---

#### A. Definitions

**Minor:** A person under the age of 18. For purposes of this policy, Minors **do not** include:

1. DePaul University students who are under the age of 18;
2. Registered patrons of The Ray Meyer Fitness and Recreation Center who are under the age of 18;
3. Employees of DePaul University who are under the age of 18.

**Program:** Any single event or series of events that takes place on DePaul's campus or that is conducted elsewhere under the authority and direction of DePaul, including Programs that take place in a virtual environment. For purposes of this policy, Programs **do not** include:

1. Events that are open to the general public or that Minors attend under the continuous supervision of their parent(s), guardian(s) or chaperone(s), including virtual events and field trips or visits to the university that are supervised by a Minor's school or organization;
2. Programs for prospective students (high school students or their equivalent who are considering attending DePaul and organized with Undergraduate Admission) and admitted students, including campus visits, tours and recruitment events, and Premiere DePaul;
3. Vincentian Service Day and Chicago Quarter Service Day;
4. Research with Institutional Review Board (IRB) approval;
5. College of Education students on Student Teaching assignments;
6. Use of campus space by external entities for the purpose of proctoring standardized or Advance Placement testing;

**Registered Program:** A program event in which all necessary registration requirements are submitted. Programs must be fully registered prior to program start date.

**Authorized Adult:** Any person over the age of 18 (including volunteers as defined by the University's Volunteer Management policy) who works with Minors and who must comply with the requirements of this policy.

#### B. Program Registration:

All Programs involving Minors must be fully registered with Compliance according to the procedures detailed below.

#### C. Program Requirements

All Programs involving Minors must also meet the following requirements:

1. All adults interacting with Minors as part of the Program must be Authorized Adults. The requirements for being an Authorized Adult are detailed below.
2. All Programs involving Minors must provide adequate supervision by these Authorized Adults. Adequate supervision will vary depending on the nature of the Program and the age of the Minors. In general, however, adequate supervision should reflect the following ratios:

Age 8 and under	1 Authorized Adult for every 8 Minors
Age 9-13	1 Authorized Adult for every 10 Minors
Age 14-17	1 Authorized Adult for every 12 Minors

3. All Programs involving Minors must comply with the Security and Emergency Procedures for Programs Involving Minors (Appendix A).
4. Prior to participating in any program, the Program Director must collect, from each Minor, a Release & Waiver for Programs Involving Minor Children (Release & Waiver) signed by a parent or guardian that releases DePaul University. Release & Waivers (Appendix B) will be maintained within the registration system in accordance with the DePaul University Records Retention Schedule.

#### D. Reporting Violations of this Policy

All members of the DePaul community are required to immediately report any known violation or reasonably suspected violation of this policy. See Procedures, Section D below. In addition to the requirements that may apply under this policy, reporting may also be appropriate in accordance with the [Crime Reporting and Clery Act Compliance](#) policy and the [Reporting Misconduct](#) policy.

Authorized Adults should be aware that if there is an allegation of misconduct involving them under this policy, they will be asked to discontinue any further participation in Programs involving Minors until such allegation has been resolved.

#### E. Variances

In some instances, units sponsoring Programs may meet the Program Requirements using procedures that vary slightly from the procedures detailed in this policy.

For example, an on-campus Program might be managed by a sponsoring unit in collaboration with an outside entity or managed entirely by an outside entity. This could include, for example: an outside entity renting DePaul space for a non-DePaul Program or Programs in which non-DePaul individuals are present for the entire Program and are primarily responsible for supervising Minors.

In other instances, members of the DePaul community may travel off-campus to participate in Programs that may be managed in collaboration with an outside entity. This could include, for example: internships, service learning experiences, practica, clinical course experiences, or extra-curricular activities.

In these instances, as well as others, variances to the procedures for meeting the Program Requirements may be appropriate. For example, as a variance, a sponsoring unit may simply require via contract that an outside entity conduct background checks, collect releases, and provide adequate training. Similarly, in a situation where an off-site location has its own requirements for training, background checks or obtaining releases, a variance to the procedures for meeting the Program Requirements may be warranted.

Information about a unit's proposed variances from the usual procedures for meeting the Program Requirements will be collected as part of the program registration process detailed below, at which point Compliance will review whether the proposed variance to the procedures for meeting the Program Requirements sufficiently manage the risks that the Program Requirements at issue are intended to mitigate. This determination will be made in consultation with other areas as needed, including, for example, the Office of the General Counsel or Executive Officers.

---

## **Procedures**

---

### **A. Program Registration**

Compliance is responsible for maintaining a system (Ideal-Logic) for all Registered Program events involving Minors. Individuals in the DePaul community who are sponsoring Programs (Program Directors) involving Minors are responsible for providing the information to accurately populate this registration system and keep it up-to-date. Program Directors will do this by registering their Programs **at least four weeks** prior to the first scheduled date of the Program to fully meet the requirements of this policy. Any program that is not fully registered will not be allowed to take place.

In general, Program Directors must enter and submit the following information into the registration system at least four weeks before the start of the Program:

1. The date(s) of the Program event (or, if on-going, information about Program timing);
2. The location(s) of the Program event;
3. A description of the activities involved in the Program;
4. Expected number of attendees for each age group;
5. The Authorized Adults involved in the Program;
6. Information regarding any outside entities that may be involved;
7. Contractual agreement with the outside entity, if applicable; and
8. Any proposed variances to the procedures for meeting the Program Requirements, if applicable

Once Compliance receives the submitted Program registration, it may contact the sponsoring unit to request further information.

Program Directors will be required to update Program registrations as required prior to program event start date. For example, as appropriate, sponsoring Programs will be required to:

1. Add additional Authorized Adults;
2. Confirm that criminal background checks, required training(s) and Code of Conduct compliance has been completed prior to the Program event start date; and
3. List participating Minors' name, age and submit required releases for those Minors.

When working with outside entities (external to DePaul), the sponsoring unit that is inviting, hosting, renting space to, contracting with, or otherwise working with the outside entity is responsible for registering the Program event and for ensuring that the Program Requirements are met.

### **B. Authorized Adults**

As noted above, it is a Program Requirement that all adults interacting with Minors as part of the

Program must be Authorized Adults.

In order to be an Authorized Adult, an individual must:

1. Complete required training(s);
2. Agree to abide by the Code of Conduct for Authorized Adults; and
3. Pass a criminal background check that has been conducted within the last four years which includes certain elements.

These requirements are further detailed below.

**Training:** It is the responsibility of the unit sponsoring the Program to ensure that each Authorized Adult who will be interacting with Minors, as part of the Program, has completed the following training:

- As required by the State of Illinois, all DePaul University employees are required to complete the Illinois Department of Children and Family Services (DCFS) Mandated Reporter Training within 30 days of hire and thereafter every three years.
- Other participating adults, such as DePaul students, volunteers as defined by the University's Volunteer Management policy, must individually complete mandated reporter training every three years. The Illinois DCFS Mandated Reporter Training can be found [at this link](#).
- Authorized Adults who are DePaul employees must complete General Compliance Training, which is an annual requirement for all DePaul University employees.

Units sponsoring Programs involving Minors may require additional training, as appropriate.

**Code of Conduct:** All Authorized Adults must agree to abide by the below Code of Conduct for Authorized Adults within the registration system.

### **CODE OF CONDUCT FOR AUTHORIZED ADULTS**

In addition to complying with all DePaul University policies, during the course of participating in Programs, Authorized Adults **may not:**

1. Share a bed or sleeping bag with a Minor.
2. Engage in abusive conduct of any kind toward, or in the presence of, a Minor.
3. Strike, hit, or administer physical punishment to a Minor.
4. Touch a Minor in a manner that a reasonable person could interpret as inappropriate.
5. Use alcohol, cannabis, or illegal drugs, or be under the influence of alcohol, cannabis, or illegal drugs while in the presence of Minors.
6. Make pornography in any form available to Minors involved in programs or assist Minors in any way in gaining access to or allowing access to pornography.
7. Leave a Minor in the care of a person that is not an Authorized Adult or in an area that is off-limits to Minors.

Authorized Adults **may not**, unless approved in advance by the Dean or Vice President of the sponsoring unit:

1. Have non-Program-related, one-on-one, or unlawful contact with Minors (i.e. be alone with a Minor or Minors) outside the presence of others.

2. Shower with, bathe with, undress in front of, or otherwise be unclothed with or in the presence of Minors. **Under no circumstances may an Authorized Adult be unclothed with or in the presence of a Minor outside the presence of other Authorized Adults.**
3. Use any vehicle to pick up or drop off Minors participating in the Program. Where approval has been granted by the Dean or Vice President of the sponsoring unit in advance, the Minor's parent or legal guardian must also give written permission. Approved drivers must be at least 21 years of age and certified through the [University Vehicle, Driver and Travel Safety policy](#). Two Authorized Adults must be present in any vehicle transporting minor children.
4. Take any photographs or videos of Minors or post photographs or videos of Minors on digital, electronic, hosted media, web-based services or any other medium. Where approval has been granted by the Dean or Vice President of the sponsoring unit in advance, the Minor's parent or legal guardian must also give written permission.

**Criminal Background Checks:** Authorized Adults for a Program must undergo and pass a criminal background check and sex offender registry check. This criminal background check (1) must have been conducted in the past four years and (2) must include a sex offender registry check.

Program Directors are responsible for ensuring that each Authorized Adult for a Program event has undergone a criminal background check meeting the above requirements. All backgroundchecks conducted by DePaul (1) will be conducted and reviewed in accordance with the [Criminal Background Checks](#) policy and other supporting procedures as required and will include a sex offender registry check which includes misdemeanors and is not limited to the previous 7 years; (2) will be at DePaul's expense; and (3) will be noted simply as completed in the registration system.

Information revealed through a criminal background check may affect eligibility for Authorized Adult status. For example, a previous conviction for a crime related to children or sexual or relationship violence may result in ineligibility for Authorized Adult status.

#### C. Variances

As noted above, in some instances, units sponsoring Programs may meet the Program Requirements using procedures that vary slightly from the procedures detailed in this policy.

Information about a unit's proposed variiances from the usual procedures for meeting the Program Requirements will be collected as part of the program registration process, at which point Compliance will review whether the proposed variance to the procedures for meeting the Program Requirements sufficiently manage the risks that the Program Requirements atissue are intended to mitigate. This determination will be made in consultation with other areas as needed, including, for example, the Office of the General Counsel or Executive Officers.

Compliance may request additional information about the proposed varianceand reserves the right to require additional procedures that are at least as rigorous in mitigating theattendant risks as the usual procedures.

#### D. Reporting Violations of this Policy

All members of the DePaul community who have reasonable cause to believe that a child under the age of 18 known to them in their professional, official or volunteer capacity at DePaul may have been subjected to physical or sexual abuse, may be at risk of physical or sexual abuse, or is being deprived of the proper or necessary care are required by law to immediately report such

mistreatment to DCFS by calling DCFS' child abuse hotline at 1-800-25-ABUSE, 1800-252-2873 or using the [DCFS online reporting system](#).

In addition, reports of all known or reasonably suspected violations of this policy should be made to the university Officer of the unit responsible for the Program.

In addition to reporting any violations of this policy, for situations that involve life threatening emergencies or if a child is in immediate danger that could result in death or serious harm:

- Dial 911
- Contact Public Safety

---

## Divisional Collaborations

---

Office of Human Resources  
Office of the General Counsel  
University Athletics  
Student Affairs  
Academic Affairs  
Facility Operations

---

## Contact Information

---

Compliance  
[minorchildren@depaul.edu](mailto:minorchildren@depaul.edu)  
<http://minorchildren.depaul.edu>

---

## Appendices

---

- A. Security and Emergency Procedures for Programs Involving Minors
- B. Release and Waiver for Programs Involving Minor Children
- C. [University Vehicle and Travel Safety policy](#)
- D. [Volunteer Management policy](#)
- E. [Link to the Registration System \(Ideal-Logic\)](#)

---

## History/Revisions

---

Origination Date: 03/28/2016  
Last Amended Date: 05/04/2022  
Next Review Date: N/A