MINORS ON CAMPUS POLICY

NYIT values the health, safety, and well-being of minors and is committed to providing a safe environment for minors on campus and who participate in NYIT programs. In keeping with this value and to fulfill this commitment, NYIT has adopted a Minors on Campus Policy ("Policy"). This Policy applies to all members of the NYIT community and all offices, departments, and units of NYIT. Failure to comply may lead to disciplinary action, up to and including dismissal, and revocation of the opportunity to use NYIT property or facilities. All camps, events, programs, and activities that are intended for minors and that take place on campus, or under the supervision of NYIT, whether on or off campus, ("Programs") are subject to this Policy. For purposes of this Policy, a minor is a person, other than a student in a degree program, who is less than 18 years of age.

Program Procedures

The individual that is responsible for a Program ("Program Director"), or his or her designee, shall notify the Office of General Counsel as soon in the planning process as possible, but at least 30 days before the start of the Program. This notification shall include, at a minimum, the following information:

- the name and purpose of the Program,
- the date and time of the Program,
- the number and ages of expected Program participants,
- the names of Program staff,
- the location of the Program, and
- an indication of whether the Program will involve overnight activities and/or housing.

The Office of General Counsel will assist in developing the appropriate health, permission and disclosure forms. In the event that third party program operators or vendors are involved, the Office of General Counsel will also draft agreements ensuring that the third parties comply with NYIT’s Minors on Campus Policy and all applicable laws and regulations.

Background Checks

Program Directors must ensure that all applicable faculty and academic staff, staff, students, volunteers, or other personnel who will work with children have been subject to a criminal background check and sex offender registry check within the last three years. Program Directors shall budget the appropriate amount of funds in their programs for the cost of background checks. Background and sex offender registry
checks must be repeated at least every three years thereafter. Individual programs or units may require more frequent updates.

Program Directors may not allow the participation in the program of any academic, faculty, staff, hourly employee, student, volunteer or other personnel whose criminal background check and/or sex offender registry check includes a record of sexually based offenses or crimes against children. If criminal background checks include a record of other offenses, programs should consult the appropriate office (Human Resources, Academic Affairs, or the Office of Security) to determine if those offenses should preclude participation.

Programs for which complete background checks are infeasible (for example, certain foreign country events) must perform checks to the fullest extent feasible and adopt other measures to prevent child abuse and facilitate the reporting of abuse.

Programs that are occasional events for which a large number of volunteers are essential, may elect to adopt measures and safeguards instead of background checks for the one-time volunteers. The measures adopted must include requirements that the volunteers be working in public places, not alone with children, and be supervised by a background-checked person. Programs must compile the names and addresses of the volunteers prior to the event and check the names against the sex offender registry. Volunteers must then present photo identification to be checked at the event.

Responsibility

Any member of the NYIT community may report a concern if he or she suspects that a child has been abused or maltreated.

Although some NYIT employees, as mandated reporters, are required by New York State law to report suspected child abuse and maltreatment, all of the NYIT community should adhere to these guidelines to ensure that we protect minors who are on our campus or participating in NYIT programs and activities.

Mandated reporters are required to report cases of suspected child abuse and maltreatment under New York State Law and include physicians, registered nurses, social workers, and mental health professionals, among others. Mandated reporters should utilize the following hotline: 800-635-1522. Additional information is available as follows: http://www.ocfs.state.ny.us/main/publications/pub1159text.asp

If a non-mandated reporter suspects or has reason to believe that a child has been abused or neglected, or if a child confides that they have been abused or neglected, you must take the following steps:

• If a child is in immediate danger or you require emergency assistance, call 911.
• If you suspect child abuse or maltreatment:
  • Call the New York State Child Abuse & Maltreatment Hotline: 800-342-3720 and
  • Call the Office of Campus Security as follows:
You are also strongly encouraged to notify the appropriate Program Director.

**Definitions**

"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).

"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.

"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.

"Mandated Reporters" in New York 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.

(Social Services Law Section 371)

**Contacts**

- New York State Child Abuse & Maltreatment Hotline: 800.342.3720
- Mandated Reporter Hotline: 800.635.1522