Minors on Campus Policy

Manhattanville College is committed to the safety of all individuals in its community. The College has particular concern for minor children, who require special attention and protection. This Policy establishes guidelines for those in the College community who may work or interact with individuals under 18 years of age, with the goal of promoting the safety and wellbeing of minors.

Entities Affected by the Policy

With the exception of minors who are enrolled as full-time students at Manhattanville College (to which all other College policies apply), this policy applies to all instances in which minors are on campus or participating in College-affiliated programs.

This policy provides guidelines that apply broadly to interactions between minors and Manhattanville College students, faculty, staff, vendors contracted by the College, tenants, and volunteers in College-run or -affiliated programs or activities. This policy also establishes requirements for approved or contracted non-College organizations and entities that operate programs involving minors on campus. All Manhattanville College students, faculty and staff are responsible for understanding and complying with this Policy. Manhattanville students who are under the age of 18 are treated by this Policy similarly to all other students for purposes of their interactions with minors.

Policy Background
No comprehensive policy addressing this issue previously existed.

**Policy Elements & Procedures**

**MINOR CHILDREN OF EMPLOYEES & VISITORS**

Minors who are on campus with one or both of their parents, legal guardians or other adult individual(s) and who are not actively participating in a Manhattanville College program at the time of an event or incident that is covered by this policy are deemed to be under the care, custody, supervision and control of said parent(s), guardian(s) or adult individual(s). Manhattanville will not attempt or endeavor to care for, protect or control such minors, on the assumption that those duties are being performed by their parents, guardians, or other responsible adult(s). However, if Manhattanville College receives a report of alleged prohibited behavior under this policy that involves such a minor and an individual over whom the College has some measure of control, the College will endeavor to take appropriate remedial action.

**MINOR CHILDREN IN FACULTY & STAFF HOUSING**

Manhattanville College acknowledges and welcomes families with minor children to live in Faculty & Staff Housing. Minor children who live in Faculty & Staff Housing are permitted to access the grounds immediately surrounding the Faculty & Staff Housing buildings, as well as the Dammann Field. The College expects that minor children who live in Faculty & Staff Housing will be accompanied by a parent or guardian in other areas of campus, unless otherwise agreed to by the College and reported to Campus Safety.

**UNACCOMPANIED OR UNSUPERVISED MINORS**

If a College community member observes or suspects that a minor is on campus and unsupervised or unaccompanied, they should immediately contact Campus Safety at 914-323-7233. Unaccompanied minors will be observed by Campus Safety staff until collected by a parent, guardian, or authorized adult.

**KEIO ACADEMY OF NEW YORK**

Minor students from the neighboring Keio Academy of New York are permitted on College property so long as they are directly supervised and accompanied by staff guardian from the Keio Academy. This includes Keio athletic teams under the direct supervision of a coach or administrator. Unaccompanied minor Keio students are not permitted on College property. Keio students who are 18 years or older are permitted on College property and are subject to the same requirements and polices as other visitors to campus.

If a College community member observes or suspects that a minor is on campus and unsupervised or unaccompanied, they should immediately contact Campus Safety at 914-323-7233.

**PROHIBITED CONDUCT**

All Manhattanville College students, faculty, staff, vendors contracted by the College, tenants, volunteers, or persons affiliated with non-College approved or contracted program who interact with minors on College property or in connection with College programs are expected to conduct themselves
appropriately and maintain the highest standards of professionalism, ethics, and personal behavior. Prohibited conduct includes, but is not limited to, any of the following behaviors directed towards a minor and/or in the presence of a minor:

- Sexually abusing or harassing a minor or placing a minor at significant risk of sexual abuse or harassment. Conduct that falls under the auspices of the Manhattanville Sexual Misconduct Policy will also be referred for evaluation and investigation under that policy and reported to the College’s Title IX Coordinator.
- Harming a minor by physical injury, abuse, neglect, emotional maltreatment, corporal punishment or abandonment.
- Placing a minor at significant risk of physical or emotional harm.
- Sexually provocative games or conversations.
- Threatening, intimidating, coercive or demeaning behavior.
- Inappropriate touching of any kind, or encouraging or requiring a minor to have inappropriate contact with another person.
- Providing alcohol, tobacco or illegal substances to a minor, including prescription drugs not prescribed to that minor.
- Inappropriate communications, including inviting a minor to a place or event without consent of that minor’s parent or guardian.
- Any other misconduct defined in applicable College policies (such as the Student Code of Conduct, Employee Handbook, Faculty Handbook, etc.) involving a minor.

REPORTING REQUIREMENTS

All members of the College community have a duty and personal responsibility to immediately report suspected abuse, neglect, or harassment of a minor when either of the following provides reasonable cause to suspect such abuse:

- information shared by the minor or any other individual; or
- personal observations or knowledge

The duty to report is triggered by reasonable suspicion or belief. There is no requirement that there be actual evidence of abuse, nor should any individual seek to investigate the matter before reporting. Any doubt as to whether or not to report should be resolved in favor of making the report to ensure that the appropriate professionals in child protective services can assess the report and evaluate the safety of the minor.

Under this policy, any community member suspecting abuse of a minor is required to bring all reasonable suspicions or beliefs to the immediate attention of any of the following individuals:

- Campus Safety – 914-323-7233
- Chief Compliance Officer/Title IX Coordinator: 914-323-5379
- Dean of Students – 914-323-3134
- Human Resources – 914-323-5138
The individual making a report to an above administrator will include all known information regarding the suspected abuse or neglect, including name of the alleged victim, name of the alleged perpetrator, and the date(s), location and nature of the suspected abuse.

MANDATED REPORTERS

New York State’s child abuse reporting law requires certain professionals to file a report of suspected child abuse and maltreatment. The following types of professionals who work for or with the Colleges are required to make these reports:

- any physician;
- registered physician assistant;
- psychologist;
- registered nurse;
- social worker;
- emergency medical technician;
- licensed mental health counselor;
- licensed psychoanalyst;
- director of a children’s overnight camp or summer day camp;
- mental health professional;
- substance abuse counselor;
- alcoholism counselor;
- all persons credentialed by the Office of Alcoholism and Substance Abuse Services.

This Policy should not be relied upon alone to determine mandatory reporting obligations. Individuals should be aware based upon their role and credentials whether mandatory reporting obligations exist. Any questions should be directed to the supervisor responsible for overseeing the functions or role giving rise to the obligation. In most cases, this will be an employee’s supervisor.

ADDRESSING REPORTS

Whenever the College receives a report of alleged abuse, neglect, or harassment of a minor in a University-run or -affiliated program or activity:

- The person receiving the report shall immediately notify the Chief Compliance Officer, or designee, even if they believe notification has been made.
- The Chief Compliance Officer, or designee, in consultation with Campus Safety and appropriate senior College leadership, as necessary, shall:
  - Take immediate steps to prevent further harm to the alleged victim or other minors, including, where appropriate, removing the alleged abuser from the program or activity or limiting his or her contact with minors pending resolution of the matter.
  - Determine whether law enforcement, the Office of Children and Family Services, or both have already been notified and, if not, whether such notification is required or appropriate given the circumstances.
  - If the parents or guardians of the alleged victim have not been notified and are not the alleged abusers, notify the parents or guardians of the minor involved.
o Investigate the report and resolve the matter through the appropriate College investigation and/or disciplinary process in a way that safeguards minors, protects the interests and rights of others involved, and meets relevant legal requirements.
o If the accused person is not a College student, faculty or staff member, the Chief Compliance Officer, or designee, shall coordinate with the non-College organization, entity or individual as necessary to protect the interests of the College and the minors involved and/or affiliated with the applicable program.
o Facilitate the College’s cooperation with any investigation conducted by outside authorities or other governmental agency.

- The Chief Compliance Officer, or designee, will notify the College President, or designee, of the report and the College’s planned response.

TRAINING
College students, faculty and staff who participate in College-run or -affiliated programs or activities involving minors or are expected to regularly interact with minors must complete appropriate training. At a minimum, training must include:

- Basic warning signs of abuse or neglect of minors.
- Guidelines for protecting minors from emotional and physical abuse and neglect.
- Requirements and procedures for reporting incidents of suspected abuse or neglect or improper conduct.

Non-College organizations and entities that wish to operate programs or activities involving minors on campus must provide documentation to the College indicating that all individuals who will be interacting with minors (and anyone who supervises such individuals) have received training that meets or exceeds the minimum requirements of this section.

BACKGROUND CHECKS

College employees, including adjunct professors and graduate assistants employed by the College are required to clear a criminal background check prior to employment by the College.

Non-College organizations and entities that operate programs or activities on campus involving minors must conduct criminal background checks of their employees, volunteers, and representatives that meet College standards. The College may request any additional information it deems necessary to meet the requirements of this Policy.

Definitions

Minor - Any person under the age of 18.

Programs – Programs covered by this policy include the following:

- Programs or events run by Manhattanville College, as well as those run by others, including tenants, on campus or on Manhattanville’s behalf.
• Youth camps, non-Manhattanville athletic teams or camps, high school recruiting events and other, similar activities.
• General operations of Manhattanville College’s academic programs, student services, athletics, and co-curricular activities.

Program Sponsor – The department, club, organization, student, faculty, staff member, volunteer, or third party sponsoring the program.

Authorized Adult – Students, faculty, staff, volunteers, tenants or third parties who have undergone a background check and are approved to supervise or otherwise interact with minors.

Violations of the Policy

Reported violations of this policy will be referred to the appropriate investigation and disciplinary process for students, faculty and/or staff. Incidents that include allegations of sexual assault, sexual harassment, stalking, dating violence or domestic violence will be referred to the process outlined in the College’s Sexual Misconduct Policy.

Violations of this policy are considered especially serious and may result in increased sanctions. Sanctions for violations of this policy will depend on the circumstances and the nature of the violation, but may include the full range of available sanctions applicable to the individual, including suspension, dismissal, termination, and exclusion from campus. The College may also take necessary interim actions before determining whether a violation has occurred. The College may terminate relationships, exclude non-College personnel or volunteers, or take other appropriate actions against non-University entities that violate this Policy.

Legal prohibitions regarding physical presence on campus/trespassing and other legal action may also be pursued against third parties in violation of this policy.

Interpreting and Implementing Authorities

Chief Compliance Officer
Director, Human Resources

Statutory or Regulatory References

Article 6, Title 6, and Section 413 of the New York Social Services Law
Relevant or Related Manhattanville Policies

Sexual Misconduct Policy
Student Code of Conduct
Faculty Handbook
Employee Handbook

Policy Adoption Review and Approval

Recommended approval by President’s Cabinet on June 6, 2019
Approved by President on June 6, 2019