**Minors on Campus – Specific Employee Checklist**

**9/2021**

**This checklist is specifically for Individuals in Enrollment Services, Recruitment, Advising, or other Individuals who interact with Minors (visiting schools, campus tours, etc.). This checklist is not for camps or other programs which involve Minors, those are covered in a separate checklist.**

1. **DEFINITIONS**
   1. Minor is a person under the age of eighteen (18).
   2. *Child Abuse* exists when there is endangerment of a Minor’s physical or mental health due to injury by act or omission, including acts of sexual abuse.
2. **SCOPE**

The USG recommends that Dalton State address risks associated with activities and events that involve minors which occur on the Dalton State campus or involve Dalton State Employees, Students or Volunteers (in addition to traditional summer camps and programs for Minors). *Wesley Horne 9/2021*

1. **CHECKLIST**

\_\_\_ 1. Dalton State requires each employee, student, or volunteer to complete the Protection of Minors online training (Contact Dalton State Human Resources)

\_\_\_2. Review-Identifying Child Abuse (section 4)

\_\_\_3. Review-child abuse/neglect reporting requirements (section 5)

\_\_\_4. Review and sign the code of conduct (located at the end of this document)

\_\_\_5. Send the signed Code of Conduct to Dalton State Risk Management:

minorsoncampus@daltonstate.edu

\_\_\_5. Volunteers will contact Human Resources to complete the appropriate volunteer paperwork.

1. **IDENTIFYING CHILD ABUSE**

Different forms of child abuse include physical abuse, neglect, sexual abuse, and emotional abuse. If you suspect any of these, follow the mandatory reporting guidelines.

**Physical Abuse:**

Physical abuse exists when a person under the age of eighteen (18) is suffering from, has sustained, or may be in immediate danger of suffering from or sustaining a wound, injury, disability, or physical or mental condition caused by brutality, neglect, or other actions or inactions.

Physical abuse may be detected by signs such as:

• Injuries such as burns, marks, and scalds.

• Bruising which is repeated and on parts of the body where accidental injury would be unlikely to occur.

• Untreated injuries.

**Neglect:**

Neglect may be detected by signs such as:

• A Minor failing to attain age-appropriate development. Neglect may be a long term problem, so in addition to awareness of a lack of care, it is important to notice physical and behavioral signs.

• A Minor being left alone and unsupervised.

• A Minor’s basic physical needs (food, shelter, clothing) not being met.

**Sexual Abuse:**

Sexual abuse is any sexual act between an adult and a Minor or between two Minors when one exerts power over the other.

Warning signs differ by the age of the Minor. You should be aware of the following possible warning signs:

• Sexual behavior or language that is not appropriate for the child’s age.

• Overly compliant behavior.

• Withdrawal or depression.

• Unexplained anger.

• Refusal to be left alone.

• Finding reasons not to go home.

• Finding reasons to avoid being with a specific person that the Minor used to spend time with.

• Self-mutilation.

• Failing grades or a change in school behavior.

• Bed-wetting or bowel-movement accidents in children who have previously outgrown it. **Emotional Abuse:**

Emotional abuse means an injury to the intellectual or psychological capacity of a child as evidenced by a discernible and substantial impairment in the child’s ability to function within the child’s normal range of performance and behavior, with due regard to the child’s culture.

Emotional abuse includes:

• Persistent lack of love or affection.

• Shouting, taunting, or making negative remarks directed at the Minor.

1. **Reporting Requirements**

Every member of the College community (not limited to individuals who interact with minors) is required by law to report known or suspected instances of the abuse of, neglect of or inappropriate interactions with minors. Members making a report in good faith will be protected from criminal and civil liability for making the report. It is important to understand that every member is required to report any type of suspected abuse, neglect or inadequate care rather than just child sexual abuse. Any Program Staﬀ or Dalton State employee, student, or volunteer who has reasonable cause to believe that suspected child abuse has occurred, shall immediately report the suspected abuse to the Dalton State College Public Safety Department and the appropriate supervisor or Program Administrator who is able to take immediate action. Dalton State must ensure that the Division of Family and Children Services is notiﬁed of the suspected abuse immediately and in no case later than 24 hours after the Authorized Adult or Program Staﬀ (or other reporter) ﬁrst had reasonable cause to suspect the abuse.

Two reports, one external and one internal, must be made:

**1. External Report**

Georgia law requires every person to make a report when they suspect sexual or physical abuse or neglect of a minor. Failure to report is a misdemeanor. The required report may be made to the State of Georgia DFCS Child Protective Center at: 1-855-GACHILD / 1-855-422-4453; or to the Dalton State College Public Safety Department at 706-272-4461, a Georgia sheriff’s office or police department. If the situation is a life-threatening emergency, contact 911.

**2. Internal Report**

Every member of the College community has a further obligation to report known or suspected abuse or neglect of a Minor on campus or in a Dalton State program immediately to a Dalton State College Administrator or the Dalton State College Public Safety Department. The preferred method is to immediately contact the Dalton State College Public Safety Department at 706-272-4461.

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**YOUTH PROGRAMS FOR MINORS STAFF & VOLUNTEER CODE OF CONDUCT**

Dalton State College (DSC) and the University System of Georgia (USG) are committed to the safety and well- being of minors. Authorized staff and volunteers should be positive role models and treat others with respect, courtesy and dignity. Authorized staff and volunteers must abide by all DSC and USG policies and state and federal law.

As an authorized staff or volunteer working in programs for minors, I hereby agree as follows:

* I will maintain appropriate physical boundaries at all times.
* I will immediately report any reasonable suspicion or knowledge of abuse of a minor to the institution police department and the appropriate supervisor or program director who can take immediate action.
* I will not touch or speak to a minor in a sexual or other inappropriate manner.
* If one-on-one interaction is required it will take place in an open, well-illuminated space where I am observable by other volunteers or program staff.
* I will not meet with minors outside of established program locations or outside of established times.
* I will not invite minors to my home or other private location or accept their invitations for the same.
* I will not make sexual comments, tell sexual jokes or allow minors to access sexually explicit materials.
* I will not engage or allow minors to engage me in romantic or sexual conversations.
* I will not engage in private communications with minors to include communications via text messaging, e-mail, phone, internet chat, on-line games or other forms of social media.
* I will not accept or give gifts to minors without the knowledge of their parents or guardians.
* I will not inflict any physical or emotional abuse on minors to include, but not limited to striking, humiliating, ridiculing, or degrading minors.
* I will not use, possess or be under the influence of alcohol or illegal drugs at any time while working with minors.
* I will not provide or knowingly allow minors to possess or consume alcohol, tobacco, or illegal drugs.
* I will not use profanity, vulgarity, or harassing language in the presence of minors at any time.
* I will not provide transportation to minors unless doing so is an acknowledged component of the program. When transporting minors, more than one volunteer or program staff must be present in the vehicle, except when multiple children/teens will be in the vehicle at all times through the transportation.

My signature confirms that I have read and understand this Code of Conduct. My signature further confirms that I agree to abide by this Code of Conduct. Failure to abide by this Code of Conduct may result in sanctions against me, including but not limited to, termination and/or criminal prosecution.

Name Date

Sponsoring Department