

Grinnell College Policy for the Protection of Minors
Edit Date: July 3, 2017

I. Policy Statement

Grinnell College ("the College") strives to protect the welfare of minors who are on campus or who are participating in a program, activity, or event (collectively, "program" or "programs") sponsored by the College.

The Policy for the Protection of Minors ("the Policy") provides guidelines for maintaining a safe environment for minors at the College and applies to authorized staff, college sponsored or organized programs, and programs organized by an external organization or individual utilizing College facilities.

This policy does not supersede state or federal laws that apply or pertain to minors. Grinnell's Child Abuse Reporting Policy is a related policy and is applicable to all minors. It is the responsibility of all employees and faculty to comply with the policy.

II. Definitions

- a. "Authorized staff" means any student, faculty, staff, or volunteer of the College, acting in their official capacity on behalf of the College, who supervises a college sponsored or organized program that includes minors. Authorized staff must submit and pass a criminal background check which will be administered and reviewed by Human Resources.
- b. "Minor" means any person under the age of 18 years.

III. Minors Affected by the Policy

The Policy applies to the following minors:

- a. Minors involved in a program organized or sponsored by the College and supervised by authorized staff on or off campus and
- b. Minors involved in a program organized or sponsored by an organization external to the College, but utilizes College facilities. Nothing in Section IV shall be construed to prevent employees from protecting minors from sexual and physical abuse or complying with the College's Child Abuse Reporting Policy or mandatory reporting requirements under state or federal law.

The College offers many educational, cultural, athletic, religious, and other programs that are open to the public. In addition, many areas of the campus are open to the public as a resource or recreation to members of the community. The College welcomes the presence of minors at appropriate public events and for informal visits with the understanding that the parent, legal guardian, or other responsible adult assumes responsibility for a minor's safety and behavior while on campus.

³ Overnight stays may be requested by minors over the age of 16, including overnight visits by siblings and guests of enrolled students, when hosted by an enrolled College student. Such visitors are required to comply with applicable rules for guests as well as adhering to College policies that apply to the campus community. See the Grinnell College Overnight Policy and Release Form at <https://admission.grinnell.edu/register/prof>

V. Programs Subject to the Policy

The policy applies to all programs, sponsored or organized by the College, and including the participation of minors. These programs may include family-

- i. The Office of College Services will review proposals to establish any new program or modify any existing program that involves minors to ensure compliance with the policy. All existing programs involving minors will be reviewed by the Office of College Services annually.
- ii. The head of the academic or administrative department sponsoring or organizing the program is responsible for working with authorized staff to ensure compliance with the standards set forth in the policy.
- iii. External individuals or organizations not otherwise affiliated with an academic or administrative department, sponsoring a program at the college are required to acknowledge and comply with the provisions of the policy (see Appendix 1) For these external organizations or individuals, the campus sponsor will be the Director of Conference Operations (under College Services).

b. Failure to Comply

Failure to comply with the standards set forth in the policy may result in restrictions
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Authorized staff shall establish a Communications Plan (see Appendix 5). The Communications Plan will ensure that parents or legal guardians of participating minors and authorized staff have established a method of communication in the event communication becomes necessary while the program is in session.

c. Transportation Plans

Authorized staff shall establish a Transportation Plan (see Appendix 6). The Transportation Plan will specify the drop off and pick-

Appendix 1

Sponsoring Organization Acknowledgment and Release

In consideration of the Trustees of Grinnell College ("Grinnell College") permitting an organized activity or event taking place either on or off the premises of Grinnell College, the undersigned organization ("Sponsoring Organization") hereby acknowledges and agrees as follows:

1. The Sponsoring Organization will comply with the Grinnell College Policy for the Protection of Minors and other written expectations and policies provided to Sponsoring Organization as they relate to activities involving minors ("Minors") either on or off the Grinnell College premises. Without limiting the foregoing, the Sponsoring Organization shall ensure that there are appropriate screening and training of supervisors, approved communications and transportation plans, compliance with staff-to-ratio requirements, and an agreement to abide by the code of conduct to be followed by those who interact with the Minors.

2. For any activities occurring on or off the Grinnell College premises in which Grinnell College employees, volunteers or students are not serving in a supervisory or director role ("Sponsoring Organization Activities"), Sponsoring Organization hereby releases, waives and covenants not to sue Grinnell College, its trustees, employees, contractors, agents, students, and volunteers ("Grinnell College Releasees") from any liability to Sponsoring Organization relating to any injury to persons or property as a result of the Sponsoring Organization Activities.

3. The Sponsoring Organization shall indemnify, defend and hold harmless the Grinnell College Releasees from any loss, liability, damage, or cost, including, without limitation, at 9 (om)17.1 (a)-1.7 (nl)-4.6 (e)

Appendix2

Grinnell College Student Acknowledgment

In consideration of the Trustees of Grinnell College (“Grinnell College”) permitting me to participate in an organized activity or event taking place either on or off the premises of Grinnell College, I hereby acknowledge and agree to comply with the Grinnell College Policy for the Protection of Minors and other written expectations and policies provided to me as they relate to activities involving minors either on or off the Grinnell College premises

Date: _____

Signature of Student

Printed Name

Appendix 4

Child-to-Staff Ratios

Whether offering daytime only activities or overnight stays, Programs need to assure the number of Authorized Staff is adequate to meet the demands of supervising a group of minors. To help assure staffing is sufficient, the College has adopted the American Camp Association's program staff to program participant ratios. With the exception of Special Cases outlined above, which have established their own protocols subject to external standards, Grinnell College expects all Programs which involve minors and which use the college campus facilities to abide by these ratios. In addition to applying the standards, it is advisable for Program directors to attempt to ensure the Program staff reflect the gender distribution of the participants. The following standards should be met for Programs having overnight stay(s):

- x Ages 4-5: One staff member for every five minors.
- x Ages 6-8: One staff member for every six minors.
- x Ages 9-14: One staff member for every eight minors.
- x Ages 15-17: One staff member for every ten minors.

Separate standards, which follow, exist for Programs not involving overnight stay.

- x Ages 4-5: One staff member for every six minors.
- x Ages 6-8: One staff member for every eight minors.
- x Ages 9-14: One staff member for every ten minors.
- x Ages 15-17: One staff member for every twelve minors.

Appendix 6

Transportation Plan

What is the designated location for drop off and pick up?

What are the designated times for drop off and pick up?

How will the program assure the children are picked up by authorized parents or guardians?

What is the staffing plan for (at least two staff members) during drop off and pick up times?

What is the protocol for a child who has not been picked up?