

Supervision of Minors Policy

for non-University sponsored events



Please read the policy and procedures for all non-University sponsored events held at Saint Martin's University and/or housed on University Facilities. Initial each part of the policy upon reading and agreeing to comply with said policy.

Definitions:

Minor – A person under the age of eighteen (18).

University Facilities – Facilities and property owned by, or under control of, Saint Martin's University and St. Martin's Abbey, including University-owned vehicles.

Programs – Programs and activities offered by various academic or administrative units of Saint Martin's University, or by non-University groups using University facilities. This includes but is not limited to workshops, sport camps, academic groups, conferences, pre-enrollment visits and similar activities. However, it does not include: (1) single performances or events open to the general public that are not target towards minor (such as varsity athletic competitions, plays, concerts, etc.), or (2) regularly scheduled classes or activities designed primarily for enrolled students who are age 17 and above.

Program Director or Program Supervisor - Is the Saint Martin's University official who has programmatic oversight and responsibility for a given program at the University or has the responsibility to supervise a University program. Examples of Program Directors include, but are not limited to, the Director of Athletics, Director of the Office of International Programs and Development, the Director of Campus Life, the Director of Housing and Residence Life. Examples of Program Supervisors include, but are not limited to, Coaches, Cultural & Exchange program manager, Host Family & Volunteer Services coordinator, Academic professors or instructors.

Sponsoring Unit – Is the academic or administrative unit of Saint Martin's University offering a program/event or giving approval for housing or use of facilities including, but not limited to, the Athletics Department, Event Services, Campus Ministries, and Campus Life.

Authorized Adult – Individuals, age eighteen (18) years of age and older, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee minors in program activities or recreational and/or residential facilities. This includes, but is not limited to, faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, and independent contractors/consultants. The Authorized Adults' roles may include positions as counselors, chaperones, coaches, instructors, etc. Authorized Adults are considered to be **mandated reporters** as defined by Washington law.

Direct Contact – Positions where there exists the possibility of care, supervision, guidance or control of minor children and/or routine interaction with minors requiring direct contact.

One-On-One Contact – Personal unsupervised interaction between any Authorized Adult and a participant without at least one other Authorized Adult, parent or legal guardian being present.

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Saint Martin's
UNIVERSITY

Initials	Saint Martin's University Policy
	<p>Provide a list of all event participants and program staff members to the Saint Martin's University Program Director or Program Supervisor overseeing or authorizing the event. The event sponsor will certify that current emergency contact information (age, address, phone numbers, and guardians) is on file, as well as a plan for notifying parents or legal guardians in the event of an emergency. Please note that the Saint Martin's Public Safety Office (360-438-4555) must be contacted in the case of any emergency.</p>
	<p>Certify all Medical Treatment Authorization Forms for the event participants have been obtained and are on file with the organization holding/sponsoring the event at Saint Martin's University. Forms must include, at a minimum, the following:</p> <ol style="list-style-type: none"> <i>1) a statement informing parent/legal guardian Saint Martin's University does not provide medical insurance to cover medical care of minors involved in the event/program</i> <i>2) a statement authorizing emergency treatment in case parent, legal guardian, or emergency contact cannot be reached to obtain permission</i> <i>3) a list of any physical, mental, or medical conditions the minor may have including any allergies that could potentially impact the minor's participation in the activity</i>
	<p>Assure adequate supervision of all minors while they are on Saint Martin's University property. All activities involving minors must be supervised by at least two or more Authorized Adults or their parent (s) or legal guardian(s) at all times. If staying in University housing, provide a plan of supervision of minors in University housing to Saint Martin's University' Director of Housing and Residence Life, Assistant Director or Residence Hall Director.</p>
	<p>Certify all appropriate permission forms, media releases, and liability waivers for the event/program have been obtained from ALL participants and are on file with the supervisor of the organization sponsoring the event/program. These forms should be safeguarded and readily available</p>
	<p>Certify that all Authorized Adults with supervisory positions and/or Direct Contact with minors have a current background check on file with the organization sponsoring the event/program on Saint Martin's University property. Background checks must be done and on file BEFORE any work with minors is done. Any Authorized Adult whose background check or sex offender registry status includes a record of sexually based offenses or crimes against children shall not be allowed to participate in any program on Saint Martin's University property or using University facilities. If the background check includes a record of other offenses, the event sponsors should consult the Saint Martin's University Public Safety Office to determine if those offenses should preclude participation.</p>
	<p>Certify that all Authorized Adults with supervisory positions and/or Direct Contact with minors have attended training on the requirements of WA State Law for Mandatory Reporting (Chapter 26.44 RCW). If a program participant discloses any type of assault or abuse (at any time previously or during the event) , or an Authorized</p>

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Saint Martin's
UNIVERSITY

	<p>Adult has reason to suspect a participant has been subject to such assault or abuse, said Authorized Adult will immediately inform the Saint Martin's University Program Director authorizing or overseeing the event/program. The Authorized Adult must also promptly notify the Saint Martin's University Public Safety Office of any such reports. The Saint Martin's University Program Director sponsoring or overseeing the event/program is additionally responsible for ensuring that the Public Safety Office has been notified.</p>
	<p>Certify there is a procedure in place to assure if an allegation of inappropriate conduct against an Authorized Adult participating in the event/program the person will be removed from said activity. Saint Martin's University recommends if an allegation of inappropriate conduct has been made against an Authorized Adult participating in an event/program, they will be removed from said activity and discontinue any further participation in the program until such allegations have been resolved. In the case of an allegation of assault, abuse, or other serious misconduct, the alleged offender will not be permitted on the Saint Martin's campus or in University facilities until the allegation is resolved and Saint Martin's University Public Safety Office determines it is appropriate to allow the individual to return to campus.</p>

Please see the reverse side for rules and regulation for any and all programs hosted on campus

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UNIVERSITY

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Initials	Saint Martin's University Regulations
	<p>All events SHALL include the following rules, at a minimum, for all participants:</p> <ol style="list-style-type: none"> 1. <i>The possession or use of alcohol and other drugs (including medical marijuana), fireworks and any type of firearm or dangerous weapon is prohibited.</i> 2. <i>All vehicles brought to campus by the staff and participants must be parked in accordance with Saint Martin's University parking regulations.</i> 3. <i>Rules and procedures governing when and under what circumstances participants may leave Saint Martin's University property during the program.</i> 4. <i>No violence, including sexual abuse, sexual assault, and/or harassment will be tolerated at any time</i> 5. <i>Hazing or bullying (including verbal, physical, and cyber) of any kind is prohibited.</i> 6. <i>No theft of property, regardless of owner, will be tolerated.</i> 7. <i>No use of tobacco products will be tolerated. There is no smoking in any University building.</i> 8. <i>Misuse or damage of Saint Martin's University property is prohibited. Charges will be assessed against those participants who are responsible for damaging or misusing University property.</i> 9. <i>The inappropriate use of cameras, imaging, and digital devices is prohibited, including use of such services in showers, restrooms, or other areas where privacy is expected by participants.</i>
	<p>Authorized Adults participating in programs and activities covered by this policy SHALL NOT:</p> <ol style="list-style-type: none"> 1. <i>Have One-On-One contact with minors: there must be two or more Authorized Adults present during activities where minors are present. Authorized Adults also shall not have any direct electronic contact with minors without another Authorized Adult being included in the communication.</i> 2. <i>In the case of adults supervising minors overnight in Saint Martin's University housing, Authorized Adults shall not enter a minor's room, bathroom facility, or similar area without another Authorized Adult in attendance, consistent with the policy of not having One-On-one contact with minors.</i> 3. <i>In the case of adults supervising minors overnight in Saint Martin's University housing, Authorized Adults shall not share accommodations with a minor. Separate accommodations for adults and minors are required, other than the minor's parents or legal guardians.</i> 4. <i>Engage in abusive conduct of any kind towards, or in the presence of, a minor.</i> 5. <i>Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner, any minor.</i> 6. <i>Pick up minors from or drop off minors at their homes, other than the driver's child, except as specifically authorized in writing by the minor's parent or legal guardian.</i> 7. <i>Provide alcohol or illegal drugs to any minor. Prescription medication shall not be distributed unless specifically authorized in writing by the parent or legal guardian as being required for the minor's care or the minor's emergency treatment and identified in a medical treatment plan. Participant's medicines may be distributed by program staff, following conditions outlined in policy.</i> 8. <i>Make sexual materials in any form available to minors participating in programs or activities covered by this policy or assist them in any way in gaining access to such materials.</i>

I have read the University Supervision of Minors Policies and Regulations in its entirety and understand its contents and requirements. I agree to comply with all of its contents fully, and alert proper University officials with any violations of said policy.

PRINT NAME

SIGNATURE

DATE