

Supervision of Minors Policy

for University-sponsored events



Please read the policy and procedures for all 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 mandatory 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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	<p>Provide a list of all participants and staff members involved in the event to the Program Director or Program Supervisor of Saint Martin's University offering an event program or giving approval for housing or use of facilities Saint Martin's, as well as 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>Provide a Medical Treatment Authorization Form to the Program Director or Program Supervisor responsible for sponsoring the event. The Medical Treatment Authorization shall include, at a minimum:</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 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 potentially impacting 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 the parent (s) or legal guardian(s) of the minor at all times. A staff member who is at least 21 years of age must be accessible to participants at all times. If staying in University housing, provide a plan of supervision of minors in University housing to Director of Housing and Residence Life, Assistant, or Resident Hall Director.</p>
	<p>Certify all appropriate permission forms, media releases, and liability waivers for the event have been obtained from ALL participants and are on file with the responsible person(s) charged with overseeing the event. These forms should be safeguarded and readily available.</p>
	<p>Certify all Authorized Adults with supervisory positions and/or Direct Contact with minors have a current background check on file with the Office of Human Resources. 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 program should consult the Director of Saint Martin's University Public Safety Office to determine if those offenses should preclude participation.</p>

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	<p>Certify all Authorized Adults with supervisory positions and/or Direct Contact with minors have attended training on the requirements of WA State Law for Mandatory Reporting¹ (RCW 26.44.030). If an event/program participant discloses any type of assault or abuse (at any time previously or during the event) , or an Authorized Adult has reason to suspect a participant has been subject to such assault or abuse, said Authorized Adult will inform the Program Director or Program Supervisor immediately. The Authorized Adult must also promptly notify the Saint Martin's University Public Safety Office of any such reports, and the Program Director/Supervisor is responsible for ensuring the Public Safety Office and Child Protective Services has been notified².</p>
	<p>Certify there is a procedure in place to assure if an allegation of inappropriate conduct has been made against an Authorized Adult participating in an event/program the person will be removed from said activity and discontinue any further participation in the event/program until such allegations have been resolved. In the case of an allegation of assault, abuse, or other serious misconduct, campus procedures will be started to determine whether the alleged offender should be removed from campus 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

¹ RCW 26.44.030(1)(a) - ...has reasonable cause to believe that a child has suffered abuse or neglect, he or she shall report such incident, or cause a report to be made, to the proper law enforcement agency or to the department as provided in RCW [26.44.040](#) (1)(b) - When any person, in his or her official supervisory capacity with a nonprofit or for-profit organization, has reasonable cause to believe that a child has suffered abuse or neglect caused by a person over whom he or she regularly exercises supervisory authority, he or she shall report such incident, or cause a report to be made, to the proper law enforcement agency, provided that the person alleged to have caused the abuse or neglect is employed by, contracted by, or volunteers with the organization and coaches, trains, educates, or counsels a child or children or regularly has unsupervised access to a child or children as part of the employment, contract, or voluntary service.

(1)(f) - The reporting requirement in (a) of this subsection also applies to administrative and academic or athletic department employees, including student employees, of institutions of higher education, as defined in RCW [28B.10.016](#), and of private institutions of higher education.

² RCW 26.44.040 - An immediate oral report must be made by telephone or otherwise to the proper law enforcement agency or the department of social and health services and, upon request, must be followed by a report in writing. Such reports must contain the following information, if known: (1) The name, address, and age of the child; (2) The name and address of the child's parents, stepparents, guardians, or other persons having custody of the child; (3) The nature and extent of the alleged injury or injuries; (4) The nature and extent of the alleged neglect; (5) The nature and extent of the alleged sexual abuse; (6) Any evidence of previous injuries, including their nature and extent; and (7) Any other information that may be helpful in establishing the cause of the child's death, injury, or injuries and the identity of the alleged perpetrator or perpetrators.

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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>Other than the arrival at and departure from an event, the operation of a motor vehicle by minors is prohibited on campus while attending and participating in the event.</i> 3. <i>All vehicles brought to campus by the staff and participants must be parked in accordance with Saint Martin's University parking regulations.</i> 4. <i>Rules and procedures governing when and under what circumstances participants may leave Saint Martin's University property during the event.</i> 5. <i>No violence, including sexual abuse, sexual assault, and/or harassment will be tolerated at any time</i> 6. <i>Hazing or bullying (including verbal, physical, and cyber) of any kind is prohibited.</i> 7. <i>No theft of property, regardless of owner, will be tolerated.</i> 8. <i>No use of tobacco products will be tolerated. There is no smoking in any SMU building.</i> 9. <i>Misuse or damage of Saint Martin's University property is prohibited. Charges will be assessed against those participants who are responsible for damage to or misuse of Saint Martin's University property.</i> 10. <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>Pickup 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 events, programs or activities covered by this policy or assist them in any way in gaining access to such materials.</i>

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I have read the University Supervision of Minors Policies and Regulations for University-sponsored events 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