

University of Northwestern Ohio Protection of Minors Policy

I. Introduction

The University of Northwestern Ohio (“UNOH” or “the University”) is dedicated to the safety of minors participating in UNOH-affiliated programs or activities on the UNOH campus.

II. Jurisdiction

This Policy applies to employees, students, and other individuals participating in UNOH-affiliated programs or activities occurring on UNOH’s campus and involving minors. This Policy does not govern programs or activities taking place off of UNOH’s campus, even if those programs or activities have some connection to UNOH. This Policy also does not govern programs or activities not affiliated with UNOH, even if those programs or activities take place on UNOH’s campus.

This Policy does not cover minors who visit UNOH; minors who are not UNOH students and stay in or visit UNOH student housing; siblings of UNOH students who stay with or visit UNOH students; and other minor guests to UNOH who are not participating in a program or activity sponsored and approved by UNOH that takes place on UNOH’s campus.

III. Purpose

Through this Policy, UNOH seeks to comply with and acknowledge its duties under applicable state and federal law regarding allegations of known or suspected abuse or neglect of minors participating in UNOH-affiliated programs and activities.

UNOH further seeks to inform the UNOH community, including students, employees, and participants in UNOH-affiliated programs and activities, as to how to make a complaint or report of allegations of known or suspected abuse or neglect of a minor, how to seek and receive support and assistance related to minors, and about UNOH’s investigation process regarding minors.

IV. Scope

This Policy applies to all UNOH employees, students, and individuals participating in UNOH-affiliated programs and activities, regardless of gender, sex, sexual orientation, gender identity, results of genetic testing, race, color, marital status, ethnicity, religion, creed, ancestry, national origin, disability, age, veteran status, and service in the military. All such individuals are responsible for complying with and understanding this Policy.

Every UNOH employee, student, and individual participating in a UNOH-affiliated program or activity is encouraged to read and be familiar with this Policy, UNOH’s *Student Code of Conduct*, UNOH’s *Title IX and Sexual Misconduct Policy*, and UNOH’s other written policies and procedures.

UNOH intends this Policy to supersede any other UNOH policies that may include provisions that conflict with this Policy. This Policy is otherwise intended to supplement the provisions contained in UNOH’s other policies, and applies in addition to those other policies.

Except as otherwise set forth herein, UNOH specifically incorporates all aspects of its *Title IX and Sexual Misconduct Policy* into this Policy.

This Policy and any related policies or procedures may be updated or revised from time to time.

V. Definitions

UNOH incorporates the Definitions section contained in its *Title IX and Sexual Misconduct Policy* herein, and adopts the following additional definitions:

“Abuse of Minors” - Physical, mental, or emotional injury, or death, caused by other than accidental means; or creating a substantial risk to a minor’s health or safety through negligent, willful, wanton, reckless, or intentional treatment; or sexual exploitation of a minor; or sexual misconduct involving a minor; or sexual violence regarding a minor.

“Adult” - A person who is 18-years-old or older, subject to the exception contained in the definition of “Minor” or “Child” set forth herein.

“Minor” or “Child” - A person under the age of 18 years old, and a person with a physical or mental handicap or a developmental disability who is under the age of 21.

“Neglect” - Failing to meet the basic requirements for health and safety of a minor; or failing to prevent the abuse of or infliction of abuse of a minor.

“UNOH-affiliated program or activity” - Programs and activities sponsored and approved by UNOH that take place on UNOH’s campus and involve minors. This definition does NOT include, and this Policy does not cover, minors who visit UNOH; minors who are not UNOH students and stay in or visit UNOH student housing; siblings of UNOH students who stay with or visit UNOH students; and other minor guests to UNOH who are not participating in a program or activity sponsored and approved by UNOH that takes place on UNOH’s campus. This definition also does not include programs or activities taking place off of UNOH’s campus, even if those programs or activities have some connection to UNOH.

VI. Responsibilities

All UNOH employees, students, and other participants in UNOH-affiliated programs or activities must, when participating in any UNOH-affiliated program or activity involving minors:

- A. Promptly comply with any applicable reporting requirements related to allegations of abuse or neglect of minors pursuant to applicable state or federal law;
- B. Promptly report any suspected violations of this Policy to UNOH’s Title IX Coordinators (contact information below);
- C. Before participating in a UNOH-affiliated program or activity involving minors, satisfy the criminal background check requirements in this Policy and under applicable law;

and satisfy any additional requirements that may exist related to the specific UNOH-affiliated program or activity.

If UNOH employees or students participate in programs or activities off-campus which do not constitute a UNOH-affiliated program or activity, such individuals should familiarize themselves with any policies related to minors issued by the organization running or coordinating the program or activity and understand any legal obligations that such individuals may be subject to by working with minors in that setting.

VII. Reporting Requirements

A. Reports to Children Services and Law Enforcement

Any person subject to this Policy who is participating in a UNOH-affiliated program or activity on UNOH's campus involving minors who has knowledge, suspicion, or other reason to believe that a minor has been abused or neglected should report the potential abuse or neglect to at least one of the following:

Allen County Children Services -- Call (419) 227-8590 from 8:30 a.m. to 5:00 p.m. on weekdays. After 5:00 p.m. on weekends, and on holidays, reports should be made to law enforcement agencies who will contact On-Call Children Services staff. For more information, visit: <http://www.allencsb.com/reporting.aspx>; or

The Lima Police Department at (419) 227-4444;

The Allen County Sheriff's Office at (419) 227-3535;

Any other applicable local law enforcement agency.

In an emergency, individuals should dial 9-1-1.

Some individuals subject to this Policy may be required by law to report to Allen County Children Services, to a municipal or county peace officer, or others. In addition to any requirements set forth in this Policy, such individuals have an obligation to comply with any applicable reporting or other requirements under state or federal law.

B. Reports to UNOH

Any person subject to this Policy who is participating in a UNOH-affiliated program or activity on UNOH's campus involving minors who has knowledge, suspicion, or other reason to believe that a minor has been abused or neglected must report the potential abuse to the applicable UNOH Title IX Coordinators as follows:

Title IX Coordinator for Students
Danielle McClure, MRC, PC
(419) 998-3157
dmclclure@unoh.edu

Office is located on the first floor of the 13000 building

Title IX Coordinator for Employees

Geri Morris
(419) 998-3106
geri@unoh.edu

Office is located on the first floor of the 1000 building

Additional information and requirements regarding Title IX reports, inquiries, and complaints is contained in UNOH's *Title IX and Sexual Misconduct Policy* and incorporated herein.

C. Additional Reporting Requirements for UNOH Employees

Reporting requirements for UNOH employees are further described in UNOH's Employee Handbook, in the section titled: "Child Abuse Reporting." This section is incorporated herein and, to the extent that it may impose additional, heightened, or conflicting requirements from this Policy, the Employee Handbook governs. To the extent that this Policy imposes additional or heightened requirements from the Employee Handbook, but which do not contradict the Employee Handbook, this Policy applies.

VIII. Background Checks

The following categories of adults must clear a criminal background check before participating in a UNOH-affiliated program or activity involving minors:

- A. Directors and supervisors of UNOH-affiliated programs or activities involving minors;
- B. Directors and supervisors of individuals responsible for directing or supervising UNOH-affiliated programs or activities involving minors;
- C. Students or employees who propose to stay overnight with minors as part of their job responsibilities or other role in a UNOH-affiliated program or activity involving minors.

UNOH employees who are solely interacting with UNOH undergraduate students who are minors in class or other traditional academic environments are not required to complete the background check requirements contained in this Policy. This limited exception does not affect any obligations for individuals covered by this Policy to make reports as required herein or by applicable law if he or she has knowledge or suspects that a minor has been abused or neglected.

UNOH's Human Resources Office will oversee the criminal background check process pursuant to this Policy. Only a background check coordinated by UNOH can satisfy this Policy.

If a background check reveals unfavorable results or adverse information, UNOH will individually assess the situation to determine what action, if any, is appropriate. In doing so, UNOH will consider factors including the nature of the conviction(s), the role and responsibilities of the

individual in question, the nature of the UNOH-affiliated program or activity, and the potential risk to minors. A prior conviction may, but will not necessarily, disqualify an individual from participating in a UNOH-affiliated program or activity.

Individuals required to undergo background checks pursuant to this Policy have an ongoing obligation for the duration of their participation in UNOH-affiliated programs or activities involving minors to immediately report any new felony or misdemeanor conviction to UNOH's Human Resources Office.

If a UNOH employee or other non-student adult who is required to have a background check under this Policy has a break in employment or involvement in UNOH-affiliated programs or activities that lasts more than 1 year (12 months), excluding approved leaves of absence, he or she may be required to complete a new background check before participating in UNOH-affiliated programs or activities involving minors.

If a UNOH student withdraws, is suspended, is dismissed, or takes a leave of absence for more than 1 year (12 months), the student may be required to complete a new background check before participating in UNOH-affiliated programs or activities involving minors.

Unless otherwise required by law, background checks coordinated by UNOH pursuant to this Policy will be used for purposes consistent with this Policy and will be kept confidential to the extent possible. UNOH will maintain background check results separately from a person's student or personnel file.

IX. Training

UNOH students and employees who participate in UNOH-affiliated programs or activities involving minors must complete appropriate training, as determined by UNOH, prior to participation in the UNOH-affiliated program or activity. This training must include, at a minimum, the following topics:

- (1) This Policy;
- (2) Protecting minors from physical, sexual, emotional, and mental abuse and neglect;
- (3) Responding to and reporting known or suspected physical, sexual, emotional, and mental abuse and neglect of a minor;
- (4) Recognizing warning signs of abuse or neglect of a minor.

UNOH requires such training to maximize, to the extent possible, the protection of minors from abuse or neglect of any nature.

The aforementioned training requirements are a minimum, and UNOH may require additional or supplemental training or re-training at its discretion, including but not limited to in situations where

UNOH determines that additional or supplemental training or re-training is required to meet the specific needs of a particular UNOH-affiliated program or activity involving minors.

X. Resources

A more comprehensive list of resources and assistance relevant to allegations of abuse or neglect of a minor is contained in UNOH's *Title IX and Sexual Misconduct Policy* and incorporated herein. For ease of reference, UNOH repeats some of those resources here, but encourages persons subject to this Policy to also review the incorporated *Title IX and Sexual Misconduct Policy* for additional options and assistance.

A. Emergencies

In case of an emergency, individuals should dial 9-1-1.

Reports can also be made to the UNOH Safety Services Office at (419) 998-3167.

Reports additionally should (and may be required to) be made to Allen County Children Services - Call (419) 227-8590 from 8:30 a.m. to 5:00 p.m. on weekdays. After 5:00 p.m. on weekends, and on holidays, reports should be made to law enforcement agencies who will contact On-Call Children Services staff. For more information, visit: <http://www.allencsb.com/reporting.aspx>

** Reports may, and are encouraged to, be made to law enforcement, Children Services, and UNOH.

NON-EMERGENCY CONTACT INFORMATION FOR OTHER LOCAL POLICE AGENCIES INCLUDES:

- Lima Police Department -- (419) 227-4444
- American Township Police Department -- (419) 331-6788
- Allen County Sheriff's Department -- (419) 227-3535
- Lima Fire Department -- (419) 221-5164
- American Township Fire Department -- (419) 339-3921

B. Seek Medical Assistance

Contact any of the following:

- St. Rita's Family Medicine at UNOH, 3224 Jarvis Dr., Lima, OH 45807; (419) 996-5757
- St. Rita's Westside Urgent Care; 2195 Allentown Road, Lima, OH 45805; (419) 227-2245
- St. Rita's Medical Center; 730 W. Market St., Lima, OH 45801; (419) 227-2245 (Sexual Assault Nurse (SANE) available)

C. UNOH Counseling Center (Confidential)

UNOH's Counseling Center provides professional counseling services for all UNOH students, including minors. As part of the larger University community, the Counseling Center is dedicated to the personal, social, and academic development of all UNOH students. It provides counseling services within a safe, supportive, and confidential environment. Counselors are available Monday through Friday from 9:00 a.m. to 5:00 p.m., as well as after hours for emergency situations.

University of Northwestern Ohio Counseling Center
13000 Student Commons Building
Jaclyn Jarvis, Psy.D., Director of Counseling Center
(419) 998-8456
jjarvis2@unoh.edu
<http://www.unoh.edu/offices/counseling/>

D. Off-Campus Resources

Campus Sexual Assault Victim Advocate (Confidential)

Nicole Fairburn, Campus
Crime Victim Services
Phone: (419) 222-8666
Direct Line (567)-940-8272

A listing of some of the available on- and off-campus resources in the Lima area is included in Appendix A to UNOH's *Title IX and Sexual Misconduct Policy* and is incorporated herein.

XI. Response to a Report of Abuse or Neglect of a Minor

Upon receipt of a report of abuse or neglect of a minor, UNOH will take immediate steps to prevent additional harm to the minor, including, at UNOH's sole discretion:

- Removing the alleged abuser/neglector from any or all UNOH-affiliated programs or activities;
- Limiting or prohibiting the alleged abuser/neglector from having contact with minors on the UNOH campus until the matter is resolved.

UNOH will take the following additional steps:

- (1) Determine whether the appropriate authorities, including Allen County Children Services, have been notified of the alleged abuse or neglect of a minor and, if not, whether notification is required or appropriate under the circumstances;
- (2) Determine whether the minor's parents or guardians have been or should be notified;

- (3) When applicable, investigate and adjudicate the report pursuant to the policies and procedures described in UNOH's *Title IX and Sexual Misconduct Policy*, subject to applicable legal requirements;
- (4) Cooperate as required by law with any investigation conducted by law enforcement, Allen County Children Services, and other appropriate government agencies and political subdivisions.

XII. Sanctions and Remedies

UNOH incorporates the provisions regarding sanctions and remedies contained in its *Title IX and Sexual Misconduct Policy*.

XIII. Retaliation

UNOH incorporates the provisions regarding retaliation contained in its *Title IX and Sexual Misconduct Policy*, and further states that it will not retaliate against an employee or student who makes a good faith report of child abuse or neglect.