

Lake Forest College Policy Regarding Minors on Campus

Effective Date: 9/1/2020

Lake Forest College is committed to providing a safe and secure environment for children, including minors who participate in camps, clinics, workshops, conferences, research, and activities sponsored by or affiliated with the College. This policy affirms that commitment by setting forth screening, training, and conduct requirements for faculty, academic or athletic appointees, staff, student employees, volunteers, independent contractors, and others who staff College programs that serve children. Under this policy a “child” or “minor” is any person under the age of 18, who are not matriculated college students at Lake Forest College or elsewhere. This policy provides the framework that College sponsored and Non-Lake Forest College programs are required to follow in order to host and facilitate successful and safe programs. It establishes standards, procedures for reporting suspected sexual abuse of minors, and obligations for the operation of Covered Programs, defined below, which also includes registration and background checks.

Who Is Affected By This Policy

This policy applies broadly to all College faculty, staff, students, volunteers, and independent contractors who interact with minors on campus or under a Covered Program. Some examples include, but are not limited to, private lessons or tutoring, athletic camps, research and educational internships, campus tours or visits attended by prospective students who are minors.

I. Reporting of known or Suspected Child Abuse or Neglect

For purposes of the Minors on Campus Policy, faculty, staff, student employees, volunteers, independent contractors, and third-party operators participating in covered programs are mandated reporters based on the Illinois Abused and Neglected Child Reporting Act (ANCRA). If you learn of sexual abuse while working with minors you are to report to the incident. You may report directly to the Department of Children and Family Services as outlined below or to LFC designated internal offices. The 2020 Amendment of the IL-ANCRA, allows an organization’s designee to report sexual abuse on behalf of the organization.

Internal Campus Reporting: Questions regarding reporting obligations or the circumstance under which a report of sexual abuse is required may be addressed to Title IX Coordinator, titleix@mx.lakeforest.edu, 847-735-6009 prior to contacting external entities.

External Campus Reporting: The College requires all mandated reporters to report to the Illinois Department of Child and Family Services (DCFS: 1.800.252.2873 or 800.25.ABUSE) if they have reasonable cause to believe a child known to them in their official capacity may be abused or neglected. In addition, before making a report, any mandated reporter who intends to make such a report must promptly notify the head of their academic unit or immediate supervisor (unless this person is unavailable), or head of sponsoring unit, and the Title IX Coordinator that a report has been made, as well as the underlying circumstances that caused the report, and document in writing that the report has been made.

The College prohibits retaliation against any person who in good faith makes or participates in making a report of child abuse or neglect under this policy. The College also prohibits the intentional filing of false reports of child abuse or neglect. Illinois law protects the identity of mandated reporters and gives them immunity from liability for making good faith reports, although reporters may be obligated to testify if a case becomes subject to legal or judicial action.

Beyond the Minors on Campus Policy, if you are a Lake Forest College employee (faculty, staff, student employee), volunteer or third-party contractor, please contact Human Resources for information about completing the requirements of the Illinois Abused and Neglected Child Reporting Act (ANCRA), which requires personnel at higher education institutions to report all forms of child abuse, including training and the Illinois Department of Children and Family Services (DCFS) Acknowledgement of Mandated Reporter Status form. Please contact Human Resources for more information on the full context of the ANCRA, as this is to be completed upon hire or engagement.

II. Definitions

- A. **Adult:** For purposes of this policy and corresponding requirements, an adult is an individual who is 18 years old or older, or a matriculated college student at Lake Forest College or elsewhere.
- B. **Care, custody and control:** The responsibility level when an adult, who is not the parent/guardian, is present and has supervisory responsibility for one or more minors as well as the knowledge of the general location (particularly when leaving the building) of each minor at any given point throughout a Covered Program.
- C. **Chaperone:** An individual(s), such as a teacher during an academic program, who is not a Lake Forest College faculty or staff member, student, volunteer, or a parent/guardian, but is responsible for the care, custody and control of one or more minors. For additional information, please see the Roles and Responsibilities for Chaperones.
- D. **Covered Program:** Any program or activity operated or conducted by the College, whether on or off campus, including overnight or daytime stays, where the care, custody and control of minors is the responsibility of College faculty, staff, students or volunteers. Covered Programs include but are not limited to outreach and community service activities.
- E. **Non-Lake Forest College Program:** Any program or activity that involves minors and uses Lake Forest College facilities but it is not operated under the authority or direction. Non-Lake Forest College Programs are also Covered Programs (unless an exemption applies). *See Section II.E for additional requirements.*
- F. **Minor:** For purposes of this policy, a minor is defined as any individual under the age of 18 years old, who is not a matriculated college student at Lake Forest College or elsewhere (Other Title IX policies apply to matriculated college students who are under the age of 18).
- G. **Program Staff:** College faculty, staff, students, student workers, volunteers, independent contractors who are responsible for, supervise or otherwise oversee the care, custody and control of minors in Covered Programs.
- H. **Research Facility:** Any facility used for conducting research and/or experiments. For the purposes of this policy, a research facility may include or be adjacent to hazardous operations, hazardous equipment and/or materials, machinery or field research.
- I. **Sponsoring Unit** is a Lake Forest College administrative or academic unit that either (i) offers a program involving minors or (ii) approves the use of College facilities in connection with a Non-Lake Forest College Program.

III. Requirements for College Programs and Programs Conducted on College Premises

In addition to the reporting obligations set forth above, this policy describes screening, training, and conduct expectations on College premises or with College resources, regardless of College affiliation.

A. It Must be a Covered Program

“Covered Programs” are those designed to serve children. “Covered programs” include College programs, activities, workshops, preparatory experiences, including lessons, laboratories, open houses, and events whether for academic, athletic, recreational or other purposes and whether on or off College premises. By way of example, covered programs include but are not limited to, day or overnight camps of any nature for children, including camps conducted by academic personnel and College athletic coaches, programs operated by the College and creative or instructional activities involving children. Camps and programs conducted or operated by College athletic coaches and other employees in their personal capacities are considered covered programs where the coach’s employee College affiliation is identified and/or where such programs use the College’s name, College premises, facilities or resources (register programs for college knowledge and approval) with Director of Conferences and Facility Rental.

Programs or services that serve children conducted or provided on behalf of, by, or for the College or a covered program are also covered programs. Such entities/contractors must be required by contract to comply with this Policy, and to demonstrate that the appropriate screening and training in accordance with *Sections II.B and II.C* of this Policy have been conducted prior to commencing services.

See *Section IV.* for covered overnight stay programs.

Exclusions: Covered programs *do not* include:

1. College undergraduate, graduate, and professional or continuing education academic programs to which minor students are admitted and enrolled for academic credit.
2. Regularly scheduled classes or activities designed for enrolled students or individuals accepted for College enrollment.
3. College faculty/staff residential properties.
4. Single instance visits by adolescents to meet with faculty academic appointees to discuss academic, intellectual or career interest. Exclusion applies only when accompanied by parent or guardian.
5. Campus tours or visits attended by prospective students who are minors.
6. Single guest lecturers or one-time participation in academic or research activities by academic guests.
7. College performance of single events such as fairs, festivals, convocations, or other activities that are generally open to persons of all age groups and at or at which children may be present or participate.
8. College events at which children will be accompanied at all times by a parent or legal guardian, except for any such event that involves overnight stays or use of locker rooms.
 - a. *In those instances, the sponsoring unit may instead adopt measures designed to ensure the safety of participating children, including but not limited to: a requirement that volunteers must work in public places and not be alone with children; that, to the extent that supervision of minors occurs as part of the event, the supervisor first must have undergone a criminal and registered sex offender background checks, and that before the event, the program must record the names and address of the volunteers,*

check the names against the national sex offender registry, and exclude any volunteers with positive results.

B. Registration

It is expected that 45 days prior to the start of the program, Program Staff shall register the Covered Program, when possible. In order for the College to know when and where minors are being hosted on or off campus, Program Staff must provide the information requested. All registered programs will be provided with additional information to help host a successful program. A description of the program, expected age range and estimated attendee count are examples of the types of information that the College requires at the time of registration. Registrations will be reviewed by the Director of Conferences and Facility Rental, Kristen Nolan, nolan@lakeforest.edu.

C. Screening Requirements

All persons, including faculty, academic appointees, employees, students and volunteers who supervise a covered program or have direct contact with children in a covered program are subject to the screening requirements described in this section. "Direct Contact" means to provide instruction, care, supervision, guidance to or oversight and/or control over children through a covered program. The screening normally will include, at a minimum, College student discipline records, criminal history and registered sex offender checks, records of which must be created and maintained for a minimum of three years. |

The Office of Human Resources will conduct the screening of all Program Staff working in College-run programs and will maintain records of completed background checks, and these records will only be accessible through the HR office consistent with established policies and protocols.

It is the responsibility of the director or supervisor of each Covered Program to ensure that Program Staff have background checks on file. It is recommended that background checks be updated every three years.

After completion of an initial background check, all Program Staff are expected to disclose any new arrests or convictions to their program director or supervisor within 72 hours of the occurrence, and to cooperate in providing information necessary to evaluate the circumstances of the arrest and/or conviction.

Program Staff working in non-Lake Forest College sponsored programs will not be permitted to work with minors in a Covered Programs unless and until the director or supervisor of the program certifies in writing to the sponsoring department that criminal background checks have been conducted. The director or supervisor must also undertake to conduct and evaluate criminal background checks on any future Program Staff before they are hired or engaged.

D. Training Requirements

Covered Programs will require all Program Staff to complete the Illinois DCFS online training for mandated reporters. If, in your role as an employee, you have completed the Child Abuse and Neglect Reporting Act training successfully, this satisfies the Minors on Campus Policy requirement, so long as the certificate of completion is submitted to the Office of Title IX or designated monitoring Lake Forest College office. It is the

responsibility of program directors and supervisors to oversee compliance with these minimum training requirements. See *Section VI*. for the on-demand training link.

1. *Training Expectations*: Review the Minors on Campus Policy, Complete the DCFS Training, and Complete and Submit the DCFS Form to the appropriate Lake Forest College office.
2. *Non-Lake Forest College Covered Programs*. Program Staff working in non-Lake Forest College programs may not work with minors in a Covered Program until the director of the program certifies in writing to the Sponsoring Unit that all Program Staff have successfully completed training. The director must also agree that any future Program Staff will successfully complete training prior to working with minors in a Covered Program.

E. Additional Requirements: Non-Lake Forest College Programs

Non-Lake Forest College Programs involving minors may be hosted on campus, but only if all of the following requirements (a, b, & c) have been satisfied before using College facilities:

1. *College sponsor*. The Non-Lake Forest College Covered Program must secure the written agreement of a Sponsoring Unit to host the program. A Sponsoring Unit is a Lake Forest College administrative or academic unit that either (i) offers a program involving minors or (ii) approves the use of College facilities in connection with a Non-Lake Forest College Program
2. *Written agreement*. The Non-Lake Forest College Covered Program must enter into a written agreement with the Sponsoring Unit. The agreement must address (i) certification to the Sponsoring Unit that the screening and training requirements of this policy have been met; (ii) commitment to operate the program in accordance with this policy and applicable law; and (iii) assumption of full financial responsibility for any loss or liability arising from the program.
3. *Insurance*. The Non-Lake Forest College Program must submit to the Sponsoring Unit an additional insured endorsement and certificate of insurance, identifying Lake Forest College (and its trustees, officers, employees, and agents) as an “additional insured party” and conforming to the specifications listed in the College’s Independent Contractor Insurance Requirements.

IV. Conduct Requirements

Persons working for, participating in or involved with a covered program should create an open, welcoming education environment and ensure that the safety and welfare of participating children is a paramount and shared responsibility. Indeed, positive, appropriate interactions with youth support their personal and educational development, make them feel valued, and provide the safe, caring connections that serve as protective factors for youth. Conversely, inappropriate and harmful interactions can put youth at risk for adverse emotional and physical outcomes. In this regard, persons working for, participating in or involved with a covered program shall not, in connection with the program:

- A. Engage in abusive conduct of any kind toward, or in the presence of, any child.

- B. Administer force upon a child with or without an implement or tool for the purpose of discipline (i.e., corporal punishment).
- C. Touch a child in an inappropriate or illegal manner.
- D. Engage in the use or possession of alcohol, tobacco or illegal drugs in the presence or vicinity of children.
- E. Photograph any child without the express, written consent of the child's parent or guardian. A release form is available for this purpose if needed.
- F. Possess, produce, access or make available to children, any sexually-explicit or otherwise inappropriate images, material or media.

The College recognizes that, except as may be authorized by a head of covered program based on legitimate pedagogical reasons, it is best practice for persons in a covered program to refrain from being alone with a child at any time in connection with the program. The director or head of a covered program for which such one-on-one time is so authorized must at all times structure the program as to permit observation. Under no circumstances will persons be alone with a child in settings where they and the child are not directly observable at all times.

V. Overnight visits, including unofficial or official visits, for admissions or athletics

Covered Programs that include overnight stays or use of College housing by children shall have the following additional measures in place; (1) identification to be worn by faculty, academic appointees, staff, student employees and volunteers and, if appropriate, participants; (2) enforced curfews; (3) participants must comply with alcohol, drug and smoke-free campus policy as a condition of participation; (4) participants must comply with a code of conduct for participants; (5) full-time residential supervision; and (6) use of non-College registered vehicle is prohibited. By participating in the program or activity, every participant, as well as the participant's parent or guardian, is deemed to have agreed to comply with this policy.

Any person who suspects or becomes aware of a violation of these or other applicable conduct requirements must immediately report it to, as appropriate, the head of his or her academic unit or immediate supervisor and provide the underlying circumstances that compelled the report. Under such circumstances, the head of the academic unit or supervisor must immediately report the matter to Public Safety and/or the Office of Title IX. Notifying the College does not necessarily satisfy reporting obligations, which require mandated reports to make an immediate report to DCFS or directly to Title IX office. Upon receiving a report or others becoming aware of such violation, the College will take prompt steps to assure the safety of children and to comply with all applicable legal reporting requirements.

VI. Policy Violations and Compliance

All covered programs are subject to audit to determine compliance with this policy by the Human Resources, the Title IX Office, or Director of Conferences and Facility Rental. Where necessary, all reports involving a member of the Lake Forest College community will be addressed according to the current Title IX Policy and Procedures. Any faculty member, staff, student employee, student or volunteer who violates this policy will be subject to corrective action up to and including termination of employment or volunteer status and exclusion from the College's premises.

VII. Related Resources

Minors on Campus Program Registraton Form
[Acknowledgment of Mandated Reporter Status-Fillable Form](#)
[DCFS Online Training for Mandated Reporters of Sexual Abuse](#)

Contacts

Policy inquires: LaShun McGhee, Title IX Coordinator, lmcghee@mx.lakeforest.edu or Agnes Stepek, Director of Human Resources.

Screenings: For information relating to criminal background screening, contact the Office of Human Resources, phone (847) 735 5036.

Reporting: To report suspected child sexual abuse:

1. Mandated reporters should contact Illinois Department of Children and Family Services (DCFS), at 1.800.252.2873 or 800.25.ABUSE.
2. If the incident is an emergency, contact Public Safety, at 847-735-5555, or dial 911 for local police.
3. To provide notice of mandatory report of sexual abuse made to DCFS, contact the Title IX Coordinator.

VIII. Policy: Adopted September 1, 2020