



## PROCEDURE P-5600

### PROTECTION OF MINORS ON CAMPUS

**Procedure Category:** Students

**Area of Administrative Responsibility:** Academic Affairs

**Effective Date:** February 15, 2017

**Amendment History:** N/A

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## SUMMARY

The procedures listed below are promulgated to ensure that the College is in full compliance with its Protection of Minors on Campus Policy (Policy 5600).

## PROCESS

### A. Distribution of Protection of Minors on Campus Policy:

1. Nassau Community College's Protection of Minors on Campus policy shall be published on the College website, and shall be distributed electronically by the Office of Human Resources to all College employees on an annual basis.
2. In addition, the Covered Persons listed below (those individuals who will be responsible for supervision, custody and control of children participating in Covered Activities) must receive a copy of the policy from the designated Responsible College Official prior to their participation in any Covered Activity:
  - a. College Employees
  - b. College Students
  - c. College Volunteers
  - d. Employees or volunteers of the Faculty Student Association, the Foundation, the NEST Food Pantry, and of any other College-affiliated organization.

Each Covered Person listed above must confirm that they have reviewed and agree to comply with the Protections of Minors on Campus Policy by completing an

“Acknowledgement of Receipt of Nassau Community College Policy Concerning Protection of Minors on Campus” form. An approved acknowledgement form to be completed is attached to this document as Form F-5600 A. The acknowledgement forms filled out by College employees will be maintained on file in the Office of Human Resources. The acknowledgement forms filled out by volunteers will be kept on file by the designated Responsible College Official. The acknowledgement forms filled out by employees or volunteers of a College-affiliated organization will be kept on file by that organization.

3. The policy must also be distributed to all vendors, licensees, or permittees who are given permission to come onto the College Campus and conduct Covered Activities involving minors.
  - a. For College vendors, Procurement Department will ensure that a copy of the policy is distributed to the vendors along with all contractual documents, and that a written acknowledgement of receipt and agreement to abide by the policy is received from the vendor prior to commencing their services at the College.
  - b. For permittees/licensees, Facilities Department and/or the Office of General Counsel, as appropriate, will ensure that a copy of the policy is distributed to all permittees/licensees who will utilize College facilities for Covered Activities along with all contractual documents, and that a written acknowledgement of receipt and agreement to abide by the policy is received from the permittee/licensee prior to commencing their Covered Activity at the College.

**B. Designation of a Responsible College Official for each Covered Activity:**

1. The Dean, or in the absence of a Dean the area Vice President, of the academic area which is conducting and/or sponsoring the Covered Activity will be the designated “Responsible College Official” for the Activity. As such, the Dean/area Vice President will be responsible for enforcing this policy for each Covered Activity involving minors undertaken by their academic area. The Dean/area Vice President may, should he/she so choose, delegate his/her responsibilities under the policy to another employee within his/her area. Notwithstanding such delegation, the Dean/area Vice President shall retain ultimate responsibility for ensuring that all responsibilities of the designated Responsible College Official listed in Section C of the policy are completed.
2. For Covered Activities undertaken by College-affiliated organizations (such as the Faculty Student Association, the Foundation, and others), each organization must designate its own Responsible Official for the purpose of assuring compliance with the policy.
3. For Covered Activities undertaken by student groups and/or organizations, the Responsible College Official will be the Vice President for Student Services, or his/her designee(s).

**C. Mandatory Requirements Prior to Operating a Covered Activity:**

1. In order to commence a Covered Activity, the employees/campus groups who wish to conduct the activity must present a formal written request concerning the Covered Activity to the area Dean, or in the absence of area Dean, the area Vice President. The request must describe, in sufficient detail:
  - a. when (time period) and where (in which College facilities) the proposed Covered Activity will take place;
  - b. how many minor participants are expected to participate in the activity;
  - c. the fee structure and financial and/or budgetary considerations, if any, for the Covered Activity;
  - d. the proposed staffing for the Covered Activity;
  - e. the anticipated instructor-child ratio for the Covered Activity; and
  - f. whether the Covered Activity will involve providing transportation to the participants, and if so, how the transportation will be arranged.
2. No Covered Activity may be commenced at the College without a written approval of the area Dean, or in the absence of area Dean, the area Vice President, authorizing such activity to take place. Written authorization must specify:
  - a. the staff members approved for conducting/supervising the Covered Activity;
  - b. the time period for which the Covered Activity is approved;
  - c. the facilities which will be used;
  - d. the acceptable instructor-child ratio; and
  - e. arrangements/guidelines for transporting participants, if relevant.
  - f. Stipulation that all Covered Persons approved for the Covered Activity have received (or will receive) training prior to commencement of the Covered Activity, as stipulated in Section D(4) of the policy, and that such training was received no more than two (2) years prior to the commencement of the Covered Activity.
  - g. Stipulation that the Responsible College Official has conducted a search of the New York Sex Offender Registry and National Sex Offender Public Registry for all Covered persons approved for the Activity, and that none of the Covered Persons approved for the Covered Activity appeared on either list.

**D. Appropriate Staff-to-Child Ratios and other Covered Activity Guidelines:**

1. The College will comply with the American Camp Association's Guidelines concerning appropriate Staff-to-Child Ratios for Covered Activities. The appropriate ratios are listed below:
  - a. 5 years and younger: 1 staff for each 6 children

- b. 6-8 years: 1 staff for each 8 children
  - c. 9-14 years: 1 staff for each 10 children
  - d. 15-16 years: 1 staff for each 12 children
2. At least 80% of the staff for each Covered Activity must be eighteen (18) years of age or older and all staff must be at least sixteen (16) years of age; and at least two (2) years older than the children with whom they are working.
  3. The staff assigned to each Covered Activity must have training specific to the program or activity.
  4. The overall supervisor for each program and activity is an adult with certification or documented training and/or experience in that program or activity.

**E. Training:**

1. The College is responsible for arranging and requiring training on this policy for all Covered Persons who are employees, volunteers, students or agents of the College or a College-affiliated organization prior to the commencement of a Covered Activity. The Responsible College Official shall contact the Office of General Counsel to obtain the training materials at 516-572-7809.
2. Prior to commencing each Covered Activity, the Responsible College Official must ensure that each Covered Person receives training concerning this policy and their responsibilities in connection with this policy. Training must be offered on a biannual basis to all Covered Persons. Each Covered Person will fill out a form, attesting that they completed the training. An approved “Acknowledgement of Completion of Training” form is attached to this document as Form F-5600 B. Responsible College Official will forward the training completion form to the Office of Human Resources, where it will be kept on file. (For Covered Persons who are employees or volunteers of College-affiliated organizations, the training forms will be kept on file by the organizations).
3. The training shall consist of viewing a training module or participating in a workshop conducted by the Responsible College Official.

**F. Sex Offender Registry Checks:**

1. Prior to commencement of each Covered Activity, the Responsible College Official shall conduct a search of the New York Sex Offender Registry and National Sex Offender Public Registry for Covered Persons who are employees, volunteers, students or agents of the College or a College-affiliated organization, and who will be staffing the Covered Activity.
2. The searches must be completed not more than ninety (90) days prior to the commencement of a Covered Activity.
3. Responsible College Official will forward the results of the searches to the Office of Human Resources, for retention in each employee’s file. Search results will be maintained by the College for at least six (6) years after the Covered Person has separated from employment. For those Covered Persons who are not employed by

the College, but are employed by a College-affiliated organization, the Responsible College Official designated by the College-affiliated organization will ensure that the College-affiliated organization retains the results of the searches for at least six (6) years after the Covered Person's separation from employment from the organization.

**G. Investigation of Complaints:**

1. Whenever the Department of Public Safety receives a report of suspected physical of sexual abuse of a minor, they will review the report to determine whether the facts and circumstances reported by the Responsible College Official and/or Covered Person constitute "Physical abuse" or "Sexual abuse", as defined in the policy and by the State Law.
2. If there is reasonable cause to believe a crime has been committed, Public Safety personnel will immediately contact law enforcement, and will report the suspected abuse to the Mandatory Reporter Hotline. Public Safety will apprise the Responsible College Official of the outcome, and will communicate to the Responsible College Official any instructions received from law enforcement and/or the State's Child Protection Services.

**H. Departmental Responsibilities:**

Each Academic or College Department which will be operating/sponsoring a Covered Activity will be responsible for the following:

1. Hiring personnel for the Covered Activity.
2. Overseeing the completion of required forms by instructors and participants and forwarding the following required documentation to the Office of Human Resources:
  - a. Covered Persons' acknowledgement of having reviewed the College's Policy 5600 Protection of Minors on Campus;
  - b. Covered Persons' Training Completion Forms; and
  - c. Results of the Sex Offender Registry checks for each Covered Person.
3. Responding to inquiries, registering all participants, and transmitting registration fees to appropriate internal office.
4. Making arrangements for all facilities/equipment as needed.
5. Maintaining all records concerning the Covered Programs.

FORMS

FORM F-5600 A:

**Acknowledgement of Receipt of Nassau Community College  
Policy Concerning Protection of Minors on Campus**

Employee/student/volunteer acknowledges that on \_\_\_\_\_ (*insert date*), he/she has received a copy of the Nassau Community College policy entitled: **Policy 5600 Protection of Minors on Campus**. Employee/student/volunteer represents that he/she has reviewed said policy and agrees to abide by its terms, including provisions requiring that actual and suspected physical abuse and sexual abuse of a child be reported immediately to the Nassau Community College's Department of Public Safety.

**EMPLOYEE/STUDENT/VOLUNTEER INFORMATION**

By: \_\_\_\_\_  
SIGNATURE

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Employer/Sponsoring Organization: \_\_\_\_\_

Date signed: \_\_\_\_\_

**FORM F-5600 B:**

**Acknowledgement of Completion of Training  
Concerning Protection of Minors on Campus**

Employee/student/volunteer acknowledges that on \_\_\_\_\_ (*insert date*), he/she has completed the Nassau Community College training entitled: **Protection of Minors on Campus Training.**

**EMPLOYEE/STUDENT/VOLUNTEER INFORMATION**

By: \_\_\_\_\_  
SIGNATURE

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Employer/Sponsoring Organization: \_\_\_\_\_

Date signed: \_\_\_\_\_