

**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

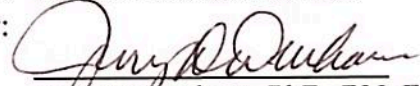
Supersedes: New

No: 2-M-100-02

Date: November 2016

Written By: Dean of Student Services

Approved By:



Jerry D. Durham, PhD, RN, FAAN
Chancellor

SUBJECT: Minors on Campus

PURPOSE: Allen College strives to protect the welfare of children who are on campus or who are participating in off-campus programs sponsored by the College.

EFFECTIVE FOR: All students, faculty and staff

EFFECTIVE DATE: August 2016

POLICY: The policy for Minors on Campus provides guidelines for maintaining a safe environment for minors at the College.

PROCEDURE:

Minors

A minor is defined as any person under the age of 18 years. Minors who are participating in college sponsored activities are welcome on campus and a variety of procedures are in place for the safety and welfare of the minors. Minors who are on campus but not participating in an on campus activity must be attended by a parent, guardian or other authorized adults. Allen College reserves the right to contact law enforcement for an unattended minor who is not participating in a campus activity. In addition, all minors on campus may be restricted from access to certain areas due to safety concerns. Minors may not accompany Allen College students to class, lab, or clinical.

College Employee Reporting Requirements

Any Allen College employee who suspects child abuse against a Minor must:

- Call 911 if the Minor is in immediate danger;
- Notify the Allen College Title IX Coordinator (319) 226-2004 or Joanna.Ramsden-Meier@AllenCollege.edu. Please refer to policy 2-S-800-06 regarding reportable offenses.

The employee or the Title IX Coordinator may also call the Iowa Department of Human Services Abuse Hotline at (800) 362-2178. In accordance with reporting procedures under Iowa Code §239.69(1), mandatory reporters must comply with all reporting procedures as directed through specialized training.

Allen College Sponsored Programs – Employee Requirements

- All Allen College employees must be authorized to have direct contact with minors in youth programs and must complete a criminal background check before the youth program begins. The Human Resource department at UnityPoint Health – Allen Hospital coordinates background checks in accordance with the hiring procedure from the College. Allen College employees who are involved in programs with minors must sign the Code of Conduct (Appendix 1).
- The Allen College employee must provide students and parents/legal guardians contact information for the Authorized Personnel.
- All staff members must complete appropriate training as defined by the Title IX Coordinator.

Allen College Sponsored Programs – Student and Parent/Legal Guardian Requirements

- Minor students must complete a Participant Information Form, including the participant's name, age, address and phone number. The form should also include parent/legal guardian contact information, including name, address, phone number, and individuals authorized to pick up the Minor.
- Minor students must complete a Medical Information and Release Form. (Appendix 2)
- Minor students must be picked up on time and will only be released to authorized parents or guardians.

Code of Conduct

1. All policies and procedures must be followed by Allen College faculty and staff, as set forth by the Professional Development Handbook, College policies and UnityPoint Health – Allen Hospital policies.
2. For the protection of minors on campus, faculty and staff should not be one on one with a Minor at any time.
3. Do not have personal contact with a Minor for any reason other than relaying information about the college-sponsored program.
4. Do not take photos or videos of Minors with personal cellular phones or cameras where there is an expectation of privacy.
5. Do not give Minors gifts other than those provided as part of the college-sponsored program.
6. Treat all Minors with respect and dignity and maintain discipline and discourage inappropriate behavior between Minors.

Employee Name

Date

Signature

Medical Information and Release Form (Example)

Name of Minor

Minor's Emergency Contact

Emergency Contact's Phone

Minor's Physician's Name

Physician's Phone

Minor's Dentist's Name

Dentist's Phone

Allergies: _____

Medical Conditions: _____

Recognizing the possibility of illness or injury, I consent to my son/daughter participating in an Allen College sponsored event to be treated by medical professionals in the event that the student's parent or legal guardian cannot be reached or the Minor is involved in an emergency situation and needs medical treatment immediately. I understand that I will be financially responsible for all expenses of such care.

Parent's Name

Date

Parent's Signature