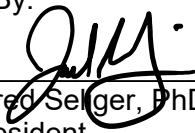


**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: 11/16

No: 2-M-100-02
Last Review Date: March 2022
Required Review Date: November 2024
Administrative Unit: Administration
Approved By:



Jared Selger, PhD, CNMT
President

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

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 activity on campus 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.

Responsible Party for Minors on Campus

Allen College will be deemed the responsible party for Minors when they are on campus for an Allen College sponsored activity without an authorized adult (parent/guardian, other adult, school district personnel, etc.) or if the authorized adult is an Allen College employee working the sponsored activity/event.

Exception: Allen College will not be deemed the responsible party for any Minors attending recruitment events/activities without an authorized adult.

College Employee Responsibilities, Training and Reporting Requirements

Responsibilities & Training

- Since all Allen College employees are employed through the UnityPoint Health Allen Hospital Human Resources department, certain training and requirements are met:
 - The Human Resource department at UnityPoint Health – Allen Hospital coordinates background checks in accordance with the hiring procedure from the College.
 - All Allen College employees must sign the Code of Conduct (Appendix 1) upon hiring.
 - All Allen College employees must complete appropriate training as defined by the Title IX Coordinator.

Reporting Requirements

- Any Allen College employee who suspects child abuse against a Minor must:
 - Call 9-1-1 if the Minor is in immediate danger
 - Notify the Allen College Title IX Coordinator (319) 226-2004 or Joanna.RamsdenMeier@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 for which the College is the responsible party for the Minor while on campus

Employee Requirements

- The Allen College employee must provide students and parents/legal guardians contact information for the Authorized Personnel.

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, age, phone number, and individuals authorized to pick up the Minor.
- Minor students must complete a Medical Information and Release Form. (Example in 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 (printed)

Date

Employee Signature

Medical Information and Release Form Example

Name of Student

Birthdate of Student

Student's Emergency Contact

Emergency Contact's Phone

Allergies: _____

Medical Conditions: _____

Recognizing the possibility of illness or injury, I consent to my student 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 student 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.

Guardian's Name (if student is a minor)

Date

Guardian's Signature (if student is a minor)