Implications of IU Public Safety Policy for Programs Involving Children for

Credit-Bearing Service Learning Courses

The Center for Service and Learning, in consultation with the IU Office of Public Safety, has developed a brief summary of key elements of the _IU Public Safety Policy for Programs Involving Children_ that may impact service learning courses. The goal of this university policy is to advance good practice while supporting student learning in community-based settings and at the same time _maintaining current level of programming._

Due to the many variations in service learning courses and activities, Nick DauSchmidt (Office of Public Safety) is available to answer specific questions related to these university policies: 812-855-5942 or ndauschm@indiana.edu.

The following information is provided to inform faculty and staff of important aspects of this university policy when designing service learning courses and activities.

<u>IMPORTANT NOTES</u>

- This university policy has been under review over the past year and is effective immediately.

- Service learning courses and activities may not have to follow the <u>background check procedures</u> of this policy _in certain circumstances, outlined below under "Policy Procedures."_ Some organizations have their own policies in place regarding background checks. In such cases, those policies may be followed.

- A child or minor is anyone under the age of 18. If enrolled IUPUI student(s) in your course are under the age of 18, this policy does not apply to those student(s).

- This is a brief summary of key elements and relevant information. Faculty and staff should <u>read the policy in its entirety</u> when considering its implications for programming. Website: https://protect.iu.edu/publicsafety/policies.

- Each school/department is responsible for implementing the _IU Public Safety Policy for Programs Involving Children_, and faculty and staff working with programming that involves children should follow their school/department's policies that enforce and implement the Programs Involving Children policy.

- <u>Frequently Asked Questions</u> are available on the university policy website.

<u>WHEN INTERPRETING THE IU POLICY, START HERE:</u>

When developing a service learning course or activity that involves children, to ensure compliance with this policy, we recommend that you take the following action steps:

Step 1: Determine *where* your activity will take place.

    a)   If it is at an external entity, move on to step 2

    b)   If it is on IU property, you must comply fully with the policy (move on to step 3).

Step 2: Determine if the external entity has its own policy regarding background checks.*

    a)   If the entity <u>does</u> have a policy regarding background checks in place, then follow the external entity's policy. If you will be using the external entity's policy you need <u>to take no further action</u> on the IU policy.**

    b)   If the entity <u>does</u> <u>not</u> have a policy in place, then:

        i.   Contact Nick DauSchmidt to discuss your options.

                                  OR

        ii.   Follow the IU policy (move on to step 3)

Step 3:

The IU Policy has four main parts that must be followed:

    1.   <u>Notification of Suspected Child Abuse or Neglect</u>

        A.   "Indiana state law requires **any person** who has reason to believe that a child is a victim of child abuse or neglect has an affirmative duty to make an oral report to Child Protective Services (CPS) **1-800-800-5556** or to their local law enforcement or to the IU Police department. Failure to report may result in criminal charges."

        B.   "In addition to notifying CPS and/or local law enforcement, state law and the university also require that faculty, staff, students, volunteers, and other university personnel report any suspected abuse of minors to the Indiana University Director of Public Safety: Jerry Minger (812-855-4296 or <u>jminger@iu.edu</u>)."

        C.   "Indiana University law enforcement and the Director of Public Safety have the obligation to report any suspected abuse to CPS, which will conduct an investigation. "

    2.   <u>Registration</u>

        A.   All programs involving children must be registered in OneStart.

        B.   The registry may be found by logging into OneStart, clicking on the gold colored "Services" tab, selecting "Protect IU" from the left-hand side bar, and then clicking on the "Record of Programs Involving Children" button that appears. Click "Add new program" to register your program.

        C.   Note that after registering a program, the user registering the program may add additional users with full or view-only access. This can be done by clicking on the "Manage" tab at the top left corner of the screen and adding a person using his or her IU Network ID.

    3.   <u>Background Checks</u>

A. "Programs must ensure that all faculty and academic staff, staff, students, volunteers, or other personnel who will work with children have been subject to a criminal background check and sex offender registry check within the last five years. Background and sex offender registry checks must be repeated at least every five years thereafter."

B. When implementing the IU policy, work with the appropriate person in your department to create procedures around the completion of background checks for each student. NOTE: You may contact IUPUI Human Resources Administration to determine if a student has had a background check completed within the past 5 years. Those students will not need a new one.

You may email hra@iupui.edu with your entire class roster of students before the start of the semester to find out who does and does not have a background check that has been completed within the past 5 years.

C. The department/unit is responsible for payment of the background checks. However, if the department deems it necessary, they can require the students to pay for their own checks.

D. Background check results can take as little as 3-5 business days or up to 2 full weeks. For more information on completing background checks, contact hra@iupui.edu. In the event you need a background check expedited, please contact Nick DauSchmidt, in certain circumstances he may be able to notify you of the result earlier.

E. The IU Office of Public Safety receives the results of each background check and determines if the results meet university standards for the student to work with children. The Background Check Requestor (the person in the department who requests the background check) will also receive an email with whether or not the student "meets company standards" per the results of the Background Check. If the student does not meet company standards, he may not participate in the service learning activity. Faculty members need to work with their department to determine how the "meets company standards" information will be shared with faculty.

F. Contact Nick DauSchmidt with any questions regarding background check results.

4. Internal Program Policies

A. The policy requires programs to develop their own internal protocols and policies if applicable. Unless another IU policy applies, these internal policies are not mandated to conform to a specific standard, rather the Office of Public Safety asks program organizers to consider the unique nature of their programs and take appropriate steps to ensure children are safe.

B. These internal policies may include:
   i. Transportation – including the transportation of children at the beginning and end of the program, to and from the program, and within the program, whether by parents, guardians, staff or others. University programs must also comply with IU policies regarding drivers and vehicles.

      ii. Plans for weather emergencies, if the program is not inside a university facility where such plans are in place.

      iii. Appropriate levels of access to and supervision of children.

      iv. Appropriate physical contact and communication by personnel with children based on the age of children and the nature of the program activities.

      v. Appropriate forms including permission forms, medical contact information and liability waivers. Forms should be safeguarded and readily available.

      vi. First aid and medical treatment as well as dispensing of medication. Program personnel must have appropriate training.

C. Programs including overnight stays or use of university residences by children shall have the following additional policies in place:

      i. Identification to be worn by staff members, and participants if appropriate.

      ii. Curfews.

      iii. Code of conduct for participants.

      iv. Substance-free housing and facilities.

      v. Residential supervision.

D. Please contact Nick DauSchmidt if you have any questions about establishing these internal procedures for your event or program.

*NOTE: Neither the external entity nor the IU entity needs to provide anything in writing regarding use of the external entity's policy. Per Nick DauSchmidt, the two parties just need to have a conversation and understanding of the policy.

**NOTE: The Indiana state law requirement to report suspected child abuse or neglect exists for all individuals at all times—regardless of what policy is in place, or if no policy is in place, and regardless of an individual's participation or nonparticipation in the program. Please refer to Indiana Code 31-33-5 "Duty to Report Child Abuse or Neglect" and Step 3 (1) of this guide for more information on how to comply with this requirement.

If you have specific questions or clarifications, feel free to contact:

Nick DauSchmidt, Office of Public Safety, at ndauschm@indiana.edu or 812-855-5942

Morgan Studer, Center for Service and Learning, at mohughes@iupui.edu or 317-278-3474