

University of Arkansas at Pine Bluff

Faculty/Staff Handbook

Policy: **PROTECTION OF MINORS ON CAMPUS**

Policy #: **6.11**

The University of Arkansas at Pine Bluff is strongly committed to maintaining a safe and secure environment for children. This policy briefly summarizes important steps to protect children on campus or participating in programs that may be connected with the University, and to comply with applicable legal requirements and institutional policies.

Reporting Suspected Child Maltreatment

If any University employee or volunteer reasonably suspects or observes child maltreatment, he or she should immediately do the following, (and must immediately do the following if a mandated reporter):

- a. Report, as required by State law, the suspected maltreatment to the state's Child Abuse Hotline, at 1-800-482-5964. The hotline is toll-free and is staffed 24 hours per day. (In a nonemergency situation only, a report form available at the web site: http://www.arkansas.gov/reportARchildabuse/report_child_abuse.html may be faxed to 1-501- 618-8952.)
- b. Report the suspected maltreatment to the University of Arkansas at Pine Bluff Public Safety Department at 870-575-8102. This must occur immediately after the Hotline report is made. After receiving a report of suspected maltreatment, the UAPB Public Safety Department shall promptly coordinate an appropriate response with state officials and local law enforcement, as appropriate. In addition, the UAPB Public Safety Department shall notify the appropriate vice chancellor for any program, location or employee involved in the allegations.

Questions regarding mandatory reporting obligations may be directed to Chief Maxcie Thomas at (870) 575-8102.

Background Checks

The University of Arkansas System and this campus have adopted and begun implementing policies requiring certain types of background checks based on job duties. It is important for all units with programs or personnel involving care or supervision of minors to review and ascertain whether they have identified all positions (including part-time and student worker positions) that must be subjected to criminal background checks (including sex offender checks) as part of the hiring process.

Questions regarding background checks may be directed to the Office of Human Resources at 870-575-8400.

Camps and Other Programs, Activities or Locations Involving Minors

Numerous University units either operate, host programs, or permit third parties to use University facilities involving minors, such as camps. All campus units should carefully review all

programs that they operate or host which includes participation by minors, or locations that they control which are frequented by minors, to determine whether additional training or protocols may be needed to help prevent child abuse.

For example:

Units that operate their own camps or similar on-campus programs should consider whether further training on preventing child sexual abuse or additional policies governing staffing patterns and interactions between minors and adults is needed. As another example, units should prohibit or strictly limit staff from being alone with children, especially in a place that is isolated or not easily visible to others.

Units that operate facilities or locations frequented by children, and where inappropriate interactions could occur, should consider whether additional policies or measures are needed.

Campus units that host camps operated by non-University entities should require that contracts with such entities properly address such elements as criminal background checks, staffing patterns, training, and insurance/liability.

For information related to Mandated Reporters & Child Maltreatment reference the Protection Of Minors on Campus Policy.

Resource(s):
Approved by:
Approval date:
Custodian: