

# LCSC Policy 4.135 Minors on Campus Information Packet

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**Title:** Minors on Campus

**Background:** This policy establishes guidelines for observing and reporting minor abuse on campus.

**Point of Contact:** Events and Conferences

**Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:** Public Safety, Admissions, KinderCollege, Residence Life, Athletics, Human Resource Services, Vice President for Academic Affairs

**Date of approval by LCSC authority:** June, 2023

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** New Policy

**Summary of Major Changes incorporated in this revision to the policy:** New Policy

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1. **General Purpose:** To ensure the protection and safety of minors on campus
2. **Policy Statement:** This policy establishes guidelines for those in the college community who may work or interact with minors, with the goal of promoting the safety and well-being of minors. The college is committed to providing a safe environment for all, therefore, all faculty, staff, students, contractors, subcontractors, and volunteers will prevent minor abuse, when possible, and report it when suspected.
3. **Scope:** This policy applies to all employees, students, contractors, subcontractors, and volunteers who interact with minors through college-sponsored or affiliated programs or activities. College faculty and others on campus who only interact in classes or other academic and instruction-related activities with students who may be minors are not obligated to undergo the background checks required by this policy. Provisions of this policy detail how non-college programs and activities apply in relation to this policy.
4. **Definitions**
  - A. **Minor:** Any person under the age of eighteen (18). LC State students who are under the age of eighteen (18) are treated by this policy similarly to all other students in college sponsored or affiliated programs, and are not subject to the provisions of this policy.
  - B. **Custody and Control:** Accepting supervision over and responsibility for minors in the absence of their parent(s) or other legal guardian(s). If no form of contract, waiver, or written assumption of supervision is entered into with a minor's legal guardian, there is a presumption that the college program or non-college program has not assumed custody and control over a minor.
  - C. **College Programs or Activities:** Any program or activity the college operates or sponsors where the responsibility for custody and control of minor participant(s) is assumed by the college operated or sponsored program or activity, whether on or off college-owned or controlled property. Examples of college programs include, but are not limited to, athletic camps, academic camps, lessons, workshops, competitions, and clinics.
    - i. Examples of college programs that may not be subject to this policy include, but are not limited to:
      - a) A program or activity at which it is required or expected that a minor be accompanied by a parent or guardian.
      - b) A program or activity designed primarily for enrolled college or high school students, including dual enrollment, credit courses, and community service projects organized by the college.

- c) A program or activity open to the general public.
  - d) Orientation and campus tours/visitation programs.
  - e) A program or activity (e.g., science fairs) using college-owned or controlled property that is conducted by other education institutions, including but not limited to, K-12 schools, Field trips supervised by a minor participant's school or organization.
  - f) Social functions that may be attended by a minor accompanied by a parent or guardian (for example, festivals, theater productions, and sporting events).
  - g) Practicums and internships off campus.
  - ii. Programs will be evaluated on a case-by-case basis to determine **custody and control**, as defined above.
- D. **Non-College Programs:** Any program or activity held on college property involving minors that the college does not host, where the responsibility for custody and control of the minor participant(s) is assumed by the non-college program or activity. Examples of non-college programs include, but are not limited to, athletic camps, academic camps, lessons, workshops, competitions, and clinics.
- i. Examples of non-college programs that may not be subject to this policy include, but are not limited to:
    - A program or activity at which it is required or expected that a minor be accompanied by a parent or guardian.
    - a) A program or activity open to the general public.
    - b) A program or activity using college-owned or controlled property that is conducted by other education institutions, including but not limited to, K-12 schools, such as science fairs.
    - c) Field trips supervised by a minor participant's school or organization.
    - d) Social functions that may be attended by minors accompanied by a parent or guardian (for example, festivals, theater productions, and sporting events).
  - ii. Programs will be evaluated on a case-by-case basis to determine **custody and control**, as defined above.
- E. **Minor Abuse:** The infliction of physical or emotional injury, sexual abuse or exploitation of a minor (whether by an adult or another minor); negligent treatment or maltreatment of a minor; or abandonment of a minor. This includes the failure to make reasonable efforts to prevent minor abuse as well as emotional injury.
- F. **Employee:** Any individual currently employed by LC state and compensated through its payroll system.
- G. **Student:** Anyone enrolled as a student at LC State for credit or non-credit courses. For purposes of this policy, "student" includes all student employee positions.
- H. **Volunteer:** A person who performs services and/or engages in activities on behalf of or for the benefit of LC State without promise, expectation or receipt of compensation. The term "volunteer" does not include LC State students participating in activities that are part of a course or program in which the student is enrolled. It does include LC State students who are volunteering not in relation to a course or program.
- I. **Campus:** All LC State locations and premises, field research areas, vehicles, grounds, buildings, commercial operations and residences under college ownership or control.

## 5. Reporting Minor Abuse

A. When to Report Minor Abuse

- i. Under this policy and state law, all employees, students, contractors, subcontractors, non-college program hosts, and volunteers who suspect minor abuse are required to report the abuse within 24 hours. There is no need to investigate or ensure that evidence exists before reporting.
- ii. Any doubt as to whether or not to report should be resolved in favor of making the report to ensure that appropriate professionals in law enforcement and/or child protective services can assess the report and evaluate the safety of the minor.

B. Where to Report Minor Abuse

All reporting options below allow anonymous or confidential reporting.

- i. Idaho law requires anyone who suspects minor abuse to report it immediately. If a minor may be in imminent harm, dial 9-1-1.
- ii. Immediately report the incident to:
  - a) Department of Public Safety at 208-792-2815, **or**
  - b) Lewiston Police at 208-746-0171, **or**
  - c) The Child Protection Division at the Idaho Department of Health and Welfare at [\(877\) 456-1233](tel:8774561233) or using Idaho Department of Health and Welfare's Care Line by dialing 2-1-1.

C. Additional Reporting Requirements

All employees are designated as Mandatory Reporters under Policy 3.110 Discrimination, Sexual Harassment and Retaliation Prohibited (non-discrimination, sexual harassment, sexual misconduct, dating violence, domestic violence and stalking). Additionally, any person designated as a Campus Security Authority under the Jeanne Clery Act must follow established reporting requirements (see [Policy 3.204 Campus Security Authority](#)).

**6. Participation in College Programs**

Employees, students, contractors, subcontractors, and volunteers must:

- A. Always be vigilant in protecting the well-being and safety of minors with whom they interact on campus or elsewhere.
- B. Review and commit to the principles in Sections 11.A: Code of Conduct for Interacting with Minors; Section 11.B: The Signs of Abuse and Neglect of Minors; and Section 7.D: Training Requirements for those who work with Minors.
- C. Watch for signs of minor abuse (as outlined in Section 11.B) and promptly report suspected instances of minor abuse, or violations of this policy or law, as previously outlined.
- D. Before engaging in any LC State sponsored or affiliated program or activity involving contact with minors, meet the requirements of this policy related to training and criminal background checks (as outlined in Sections 7.C – 7.D).
- E. Comply fully with investigations and on-site reviews of college programs by the Department of Public Safety and/or the Title IX Coordinator, which may be announced or unannounced.

**7. Managing Programs for Protection of Minors**

A. Program Registration

- i. The college sponsored or affiliated program or activity organizer, director, dean, or department chair will register all on-going or one-time programs with the Office of Events & Conferences. Events & Conferences will keep an electronic record of these programs. Contact Events & Conferences for related forms and deadlines.

- ii. Events must be registered with Events & Conferences at least fourteen (14) days prior to the start of the program to ensure compliance with this policy.

B. Background Checks

A background check must be completed for each person prior to that person's interaction or participation with minors in college programs. This includes, but is not limited to:

- i. Third party, non-LC State employees, and others that were not previously affiliated with the college.
- ii. College administrators, faculty, staff, students, contractors, subcontractors, and volunteers.
  - a) The background authorization form will be emailed directly to the individual requiring a background check. This form must be completed, signed and sent to LC State Human Resource Services at [hr@lsc.edu](mailto:hr@lsc.edu) for processing.
  - b) All positions with duties requiring interaction or participation with minors in college programs, noting exceptions in 4.D, require background checks at the time of initial hire and not to exceed once every five (5) years thereafter.
  - c) Individuals are required to self-disclose criminal proceedings that occur while the individual is involved with the college within three (3) college business days.
  - d) Background checks typically take between seven (7) to ten (10) business days to complete.
  - e) Non-college organizations and entities that operate programs or activities on campus involving minors must conduct criminal background checks that meet LC State standards on their employees, volunteers, and representatives. The college may request any additional information it deems necessary to meet the requirements of this policy.

The college has the ability to conduct background checks for non-college individuals and will assess an administrative fee for this service.

C. Mandatory Training on the Prevention, Recognition, and Reporting of Minor Abuse

LC State employees, students, contractors, subcontractors, and volunteers who participate in programs involving minors, as well as employees, volunteers and other representatives of non-college organizations or entities that operate programs or activities involving minors on campus, are required to satisfy specific training and certification requirements. The training is **mandatory** and must be completed at least forty-eight (48) hours prior to the start date of the program or activity involving minors.

Individuals who continue to interact with or participate with minors in college programs are required to complete the training annually.

- 1) At a minimum, training must include:
  - a) Basic warning signs of abuse or neglect of minors.
  - b) Guidelines for protecting minors from emotional and physical abuse and neglect.
  - c) Requirements and procedures for reporting incidents of suspected abuse, neglect, or improper conduct.
- ii. Training may be expanded depending upon the program or activity and the trainee's role in the program or activity.
- iii. Non-college organizations and entities that wish to operate programs involving minors on campus must provide documentation to Events & Conferences indicating that all individuals who will be interacting with minors (and anyone who supervises such individuals) have received training that meets or exceeds the minimum requirements of this section.
  - a) The college reserves the right to request any additional information it deems necessary to meet the requirements of this policy.
  - b) If a non-college program fails to provide any requested documentation necessary to verify compliance with this policy, that program may be canceled or not allowed to use college property and facilities for future events.
  - c) The college has the ability to provide training for non-college individuals and will assess an administrative fee for this service.

## **8. Oversight and Responsibilities**

Events & Conferences is responsible for:

- A. Ensuring college program information and written agreements comply with this policy and best practices in the prevention of minor abuse.
- B. Coordinating the completion of background checks for college programs by Human Resource Services.
- C. Ensuring completion of minor abuse prevention training for college programs.
- D. Overseeing the registration of non-college programs, which may be audited for compliance with this policy and notifying non-college programs of the requirements under this policy.
- E. Program organizers, or their designees, are responsible for ensuring their non-college program(s) adheres to the procedures and timelines described in this policy, including but not limited to background checks and training.

## **9. Enforcement**

Violations of this policy may include the full range of corrective actions available including suspension, expulsion, dismissal, termination, and exclusion from campus. The college may also take necessary interim actions before determining whether a violation has occurred. The college may terminate relationships or take other appropriate actions against non-college entities that violate this policy. Any violations of law will be reported to the proper authorities.

## **10. Policy Implementation and Modification**

Questions about the interpretation or application of this policy should be raised with Events & Conferences, which shall update or modify this policy as necessary and administer and oversee the implementation of the policy in a manner that best achieves its goals.

## 11. Related Information

- A. Code of Conduct for Interacting with Minors: all employees, students, contractors, subcontractors, and volunteers who interact with minors through programs are required to comply with the following code of conduct when interacting with minors:
- i. Do not spend time alone, either on or off campus, with a minor away from others.
    - a) If one-on-one interaction is required, meet in open, well-lit rooms or spaces with windows observable by other adults from the program.
    - b) It is expected that activities where minors are present will involve two or more authorized adults.
    - c) When it is not possible to comply with the above, parents/guardians of minors must sign a specific waiver acknowledging that they understand their minor is engaged in a program that requires a one-on-one interaction (minor to adult) such as a private lesson or medical exam.
  - ii. Do not engage in any behavior of a sexual nature with, or within the vicinity of minors, including but not limited to: engaging in sexual actions, making sexual comments, or telling sexual jokes. Do not touch minors in a manner that a reasonable person could interpret as inappropriate, including but not limited to:
    - a) Contact with a minor's breasts, buttock, groin, or genitals, or touching a minor with any of these body parts;
    - b) Making a minor touch himself/herself or another person with or on the breasts, buttock, groin, or genitals;
    - c) Other bodily contact in a sexual manner, though not involving contact with breasts, buttocks, groin or genitals, for example, back or shoulder massages.  
Bodily contact required to provide competent medical services is explicitly exempted from this section.
  - iii. Do not shower, bathe, or undress with or in the presence of a minor.
  - iv. Do not engage in any abusive conduct of any kind toward, or in the presence of a minor, including but not limited to verbal abuse, hitting, punching, poking, or inappropriate restraining, except as required to protect a minor or others from harm. All incidents involving such conduct, whether or not required to protect a minor or others from harm, must be documented and disclosed promptly to the program director and the minor's parent/guardian.
  - v. Be aware of the impact of words and language upon minors.
  - vi. Do not use, possess, share, or be under the influence of alcohol or illegal drugs while on duty or when responsible for a minor's welfare. The misuse of prescription medications shall be determined to be a violation. Refer to the policies 3.113 Drug and Alcohol Policy and 3.114 Drug Free Workplace for additional information.
  - vii. Do not distribute any medication or dietary supplement to a minor without prior written approval of the minor's parent/guardian, except in case of emergency.
  - viii. Do not meet with minors outside of established times for program activities. Any exceptions require prior written parental authorization and must include more than one adult from the program.
  - ix. Do not engage or converse with minors through email, text messages, social networking websites, or other forms of social media at any time except and unless there is an

educational or programmatic purpose for the communication and the content of the communication is consistent with the mission of the program and the college.

- x. When transporting minors in a program, more than one adult from the program must be present in the vehicle at all times during the transportation, except when multiple minors will be in the vehicle. Use of personal vehicles is not permitted. When it is not possible to comply with this guideline, parents/guardians of minors must sign a specific waiver acknowledging they understand their minor is engaged in a program that requires one-on-one interaction (minor to adult).
  - xi. Do not tell minors “This is just between the two of us” or use similar language that encourages minors to keep secrets from their parent/guardians.
- B. Signs of Minor Abuse and Neglect: There are often certain recognizable physical and behavioral indicators of Minor abuse or neglect. The following signs, by themselves, may not be conclusive evidence of a problem, but serve as indicators of the possibility that a problem exists:
- i. Signs of Physical Abuse
    - a) Bruising, welts or burns that cannot be sufficiently explained; particularly bruises on the face, lips, and mouth of infants or on several surface planes at the same time
    - b) Withdrawn, fearful or extreme behavior
    - c) Clusters of bruises, welts or burns, indicating repeated contact with a hand or instrument
    - d) Burns that are insufficiently explained; for example, cigarette burns
    - e) Injuries on children where children don’t usually get injured (e.g., the torso, back, neck, buttocks, or thighs)
  - ii. Signs of Sexual Abuse
    - a) Difficulty walking or sitting
    - b) Pain or itching in the genital area
    - c) Torn, stained or bloody underclothing
    - d) Frequent complaints of stomachaches or headaches
    - e) Sexually transmitted infection
    - f) Bruises or bleeding in external genitalia
    - g) Feeling threatened by physical contact
    - h) Inappropriate sex play or premature understanding of sex
    - i) Frequent urinary or yeast infections
    - j) Direct statements the minor was sexually abused
  - iii. Signs of Emotional Injury
    - a) Speech disorders
    - b) Inability to play as most children do
    - c) Sleeping problems
    - d) Anti-social behavior or behavioral extremes
    - e) Delays in emotional and intellectual growth
    - f) Sudden loss of self-confidence or self-esteem
    - g) Avoidance of certain situations/activities



- h) Desperate seeking of affection
- iv. Signs of Neglect
  - a) Lack of medical or dental care
  - b) Chronically dirty or unbathed
  - c) Lack of adequate school attendance
  - d) Lack of supervision; for example, young children left unattended or with other children too young to protect or care for them
  - e) Lack of proper nutrition
  - f) Lack of adequate shelter
  - g) Self-destructive feelings or behavior
  - h) Alcohol or drug abuse
  - i) Taking food or money without permission
  - j) Eating a lot at one sitting
  - k) Hiding food for later consumption
- v. Each case of minor abuse or neglect is individual. The child who has been hurt is always the victim. If you believe a child may be the victim of abuse or neglect, contact the Idaho Department of Health and Welfare at (208) 334- 5437 or the Care Line at 2-1-1. Additionally, the LC State Department of Public Safety can be reached at 208-792-2815. Dial 9-1-1 in case of an emergency.

## **12. Roster Documentation**

The program coordinator (for college and non-college programs) must provide a roster listing every individual who will be working or volunteering for the program involving minors to Events & Conferences. Events & Conferences may be contacted by phone at 208-792-2060. The roster should be provided with sufficient advance notice to allow a reasonable amount of time for the Minors on Campus Program Coordinator, to ensure each worker and volunteer has completed the requirements of this policy prior to the start of the program.

# Minors on Campus Process at Lewis-Clark State College

## CHECKLIST FOR MINORS ON CAMPUS POLICY COMPLIANCE

Lewis-Clark State College Policy 4.135: Minors on Campus provides guidelines intended to safeguard minors who participate in College-sponsored or affiliated programs. The requirements of this policy apply to all individuals who interact with minors through college-sponsored/affiliated programs or non-college programs where custody or control of the minor participants is accepted during the program. The requirements listed below are expected to be completed prior to the start of the program.

### Registration

At least 21 days prior to the start of the program, register the program with the office of Events & Conferences. Register by filling out a “Reservation Request” on the Events & Conferences webpage; [lcsc.edu/event-services](http://lcsc.edu/event-services).

### Program Employee/Volunteer Roster

Provide a roster listing every individual who will be working or volunteering for the program to the office of Events & Conferences in care of the Minors on Campus Program Coordinator. Requires first and last name and email address of the individual and indication of approved background check and training (see below).

### Background Verification

All individuals who will be participating or interacting with minors in programs must successfully complete a background verification before they can participate in the program. There are two ways to fulfill this requirement:

1. Check “Yes” on the roster to indicate that the individual has received a background check within the last five (5) years.

**OR**

2. Check “No” on the roster to indicate that the individual has not received a background check within the last five (5) years. LC State Human Resources will contact the individual via the email address provided on the roster.

### Safety Training – Supervising Minors

At least forty-eight (48) hours prior to the start of the program, all individuals who will be participating or interacting with minors in programs must complete the safety training for supervising minors. There are two ways to fulfill this requirement:

1. Check “Yes” on the roster to indicate that the individual has taken minor abuse training that meets the standards of LC State (see Policy 4.135 section 7.B).

**OR**

2. Check “No” on the roster to indicate that the individual has not received the safety training for supervising minors. Events & Conferences will send a the training link to the individuals.

# Minors on Campus Process at Lewis-Clark State College

## CHECKLIST FOR MINORS ON CAMPUS POLICY COMPLIANCE

**MOC Event Acknowledgment Form**

Event administrators must sign and return form to Event & Conferences office.

**Request Campers Insurance two weeks prior to your program. [Program Insurance Request](#)**

**LCSC Events/Programs Only: Registration form**

LCSC event administrators are responsible for the distribution and collection of this form. This form should be filled out for every minor participant in the event/program. **Forms should not be collected or kept electronically.** Physical copies of these forms are to be kept from six (6) years after the official close of the event. Shred and properly dispose of forms after ensuring Events & Conferences has copies of the forms.

**Events & Conferences will offer final approval of the program once all items have been completed or addressed.**

## What should you do if you see a child who appears to be lost?

The National Center for Missing & Exploited Children (NCMEC) encourages people to be alert and report situations regarding children who appear to be lost. NCMEC teaches children to seek the assistance of adults who may be sources of help if they become lost. NCMEC encourages children to ask for help from adults such as uniformed law-enforcement or security officers and business/store personnel wearing name-tags. But what should you do when you see a child who appears to be lost? The steps noted below are ways you can provide assistance to a lost child.

1. Get involved if you see a child that appears to be lost.
2. Comfort the child but avoid physically touching him or her.
3. Ask the child if he or she is lost or knows the location of his or her parent/guardian.
4. Refrain from requesting too much personal information. Children are taught to not give out this information to people they don't know.
5. Contact Campus Security (208-792-2226) or Lewiston Police Department (208-746-0171) to report the incident.
6. Ask other adults in the area for assistance in reporting the incident to a person in a position of authority while waiting for law enforcement to arrive.
7. Remain in the immediate location, and DO NOT take the child elsewhere. Do not place the child in your vehicle and drive to seek help.
8. Wait with the child until help arrives.

If you see a **child who you recognize as one who is missing**, based on information from sources such as media reports, missing child alerts, or fliers issued by law enforcement authorities, immediately call law enforcement and follow their instructions.

# Protocol for Reporting Suspected Child Abuse or Neglect

LC State Policy: 4.134 Minors on Campus

Idaho law and College policy requires anyone who suspects minor abuse to report it immediately to law enforcement or the Idaho Department of Health and Welfare

Witness or suspect  
child abuse

OR

Law Enforcement:  
If minor may be in imminent harm,  
dial 9-1-1 or  
LC State Department of Public Safety at  
208-792-2815 or  
Idaho Department of Health and Welfare:  
If minor is not in imminent harm,  
contact 877-456-1233  
or by using IDHW Care Line at 2-1-1

OR

Report the information to the  
Title IX Coordinator  
Phone: 208-792-2689  
Email: [titleix@lsc.edu](mailto:titleix@lsc.edu)  
Website: [Report an Incident](#)  
Report anonymously to LC State  
Light House Services  
Phone: 855-840-0070

## What Information to Report

Information about the child:

- Name
- Contact Information
- Parent/Guardian's Name
- Parent/Guardian's Contact Info

Information regarding the incident,  
disclosure, or observation leading  
to the report.

Information about the person  
suspected of committing the abuse.

*You do not have to possess all of the above  
information to make a report.*

