

## PROTECTION OF MINORS POLICY

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### SUMMARY

The purpose of this policy is to provide information about reporting abuse and neglect of minors on Wake Forest University properties and to establish guidelines related to the oversight of minors participating in programs or activities on University property.

### VALUES STATEMENT

Wake Forest University (the “University”) strives to provide a safe campus environment for all students, faculty, staff, volunteers, interns, and visitors. University community members who have oversight of minors on any of the University campuses are expected to foster and maintain an appropriate and secure campus environment for persons under the age of eighteen (18) (“minors”) and to report suspected abuse or neglect as outlined in this Policy. This responsibility includes abiding by applicable laws and University policies, including Title IX of the Higher Education Amendments of 1972, 20 U.S. C. § 1681 *et seq.* (“Title IX”), the Protection of Minors Policy, the University’s Student Sexual Misconduct Policy, and the University’s Faculty and Staff Sexual Harassment Prevention Policy.

### DEFINITIONS

**Minor:** A person under the age of eighteen (18).

**University:** Wake Forest University.

**Externally-Sponsored Program:** A program or activity occurring on University property and operated by: (1) an organization or entity that is not sponsored by the University; and/or (2) any person unaffiliated with the University; and/or (3) any University employee, student, intern, or volunteer who is acting in their individual capacity and not acting in their official University capacity.

**University-Sponsored Program:** A program or activity occurring on University property and operated by: (1) a University faculty member or staff member in their official University and/or (2) a University department and/or (3) University sponsored organization or entity.

### POLICY

- 1. Duty to Report Sexual Misconduct and Child Abuse and/or Neglect in University-Sponsored Programs and Externally-Sponsored Programs**

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- a. Law Enforcement & DSS:** Any person who reasonably believes that a minor is (1) abused, (2) neglected, or (3) without an adequately capable parent, guardian, caretaker, or custodian to care for the minor must immediately report such abuse and/or neglect to law enforcement and to the Forsyth County, North Carolina Department of Social Services (“DSS”) office in Winston-Salem, regardless of the minor’s residence.
- Law Enforcement Contact Information
    - Wake Forest University Police Department: 336-758-5911
    - Winston-Salem Police Department: 911 or 336-773-7700
    - Forsyth County Sheriff’s Office: 336-727-2112
  - DSS Contact Information
    - 24-hour Abuse Line for the Forsyth County DSS: 336-703-2287
- b. University:** University faculty members, staff members, students, interns, and volunteers are also required to immediately notify one of the following University offices of suspected sexual misconduct or other forms of abuse and/or neglect:
- Title IX Office: 336-758-7258
  - Human Resources: 336-758-4700
  - Wake Forest University Police Department: 336-758-5911

North Carolina law provides that anyone who makes a report in good faith or who participates in a DSS investigation will be protected from any criminal or civil liability that might arise from the individual’s report or participation. Furthermore, the University prohibits retaliation against anyone who makes a good faith report of abuse or neglect with regard to the terms and conditions of University employment or educational activities.

### 2. University-Sponsored Programs

#### a. Criminal Background Checks

Information regarding background check requirements for University faculty, staff, student employees, and volunteers are located in the Human Resources’ Recruitment and Selection Policy.

#### b. Guidelines for Interacting with Minors

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The University has adopted recommended guidelines, attached to this Policy as Appendix A, for University-Sponsored Programs involving minors. University faculty, staff, students, and volunteers who are responsible for planning/operating a University-Sponsored Program involving minors must ensure that all individuals working or volunteering with/for the Program have been made aware of this Policy, through training or other means, and have confirmed that they understand their reporting obligations and guidelines for interacting with minors.

### **3. Externally-Sponsored Programs**

Externally-Sponsored Programs must require successful criminal background checks on their respective employees, interns and volunteers prior to their working with minors in a planned and/or regular event on University property. Externally-Sponsored Programs should also adopt mandatory reporting procedures and guidelines similar to those provided in this Policy.

### **4. Minors as General Guests**

The University is generally not a proper environment for minors who are not directly accompanied by a parent/guardian unless they are enrolled as students or participating in a University-Sponsored Program or Externally-Sponsored Program. University students who have a minor relative, friend, or other guest visit them on campus for an overnight visit must inform Residence Life & Housing at least 24 hours in advance of the stay. The registration should include contact information for the minor's parent/guardian.

Questions relating to this policy should be directed to the University Police, Human Resources, and/or the University's Title IX Office.

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### APPENDIX A GUIDELINES FOR INTERACTING WITH MINORS

The following are recommended guidelines for all University-Sponsored Programs involving minors.

- **One-on-One Interactions:** Best practices recommend that two or more adults be present during activities when minors are present. The University recognizes that private one-on-one instruction is the accepted standard in certain educational settings, such as music lessons. In these situations, the one-on-one interaction should be held in a public area, in a room where the interaction can be (or is being) observed, or in a room with the door left open.
- **Communications:** Communication with minors, when done in the official capacity of the University faculty or staff member or volunteer, should be limited to the University-Sponsored Program. Transparency is important when communicating with minors, and the following steps reduce the risk of private or other inappropriate communication:
  - Communication that is outside the role of the professional or volunteer relationship (teacher, coach, host, etc.) is strongly discouraged. Faculty, staff, and volunteers who use any form of electronic communication, including social media and text messaging to communicate with minors may only do so for activities related to the University-Sponsored Program, and to the extent possible, should use a University address or site. If private communication best serves the minor's needs, a copy of the exchange should be retained.
  - Photographing, filming, or otherwise recording a minor without the prior written consent of the minor's parent/guardian is prohibited.
- **Boundaries:** When interacting with minors, University members must maintain appropriate physical, emotional, and sexual boundaries. Members of the University community must not engage in any covert or overt sexual behaviors with minors, including seductive speech, gestures, depictions, or physical contact that exploits, abuses or harasses.
- **Supervision:** Programs should develop supervision guidelines, including setting supervisor-to-minor ratios, curfews, quiet hours, a guest policy, and any other procedures that may be necessary to adequately supervise minors on campus.
- **Discipline:** Members of the University community are prohibited from physically disciplining a minor.
- **Drug and Alcohol Use & Other Prohibited Items:** Members of the University community are prohibited from providing a minor with alcohol, illegal drugs, tobacco products, and videos or movies not intended for the age of the minor.
- **Emergencies:** Programs should develop plans for responding to emergency events, including communication to participants and parents/guardians, and should understand how to report emergencies to University first responders. Assistance with developing such plans can be provided by the University's Emergency Manager.