



## **Rowan College of South Jersey**

Administrative Procedure: 2001  
**MINORS ON CAMPUS**

### **Purpose**

These procedures are provided to insure that minors (individuals under 18 years of age) while on campus, participating in College programs, when interacting with College staff or as visitors, are safe and protected from abuse.

The College is concerned for those who are potentially vulnerable, especially minors on campus, who require special attention and protection.

### **The Law**

Under New Jersey law, persons who in good faith make a report of child abuse shall not be discharged from employment and will have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. See also policy 7017 *Conscientious Employee Protection (Whistleblower)*.

**“If you see something, say something.”** It is the law as well as a moral obligation.

Any person who knowingly fails to report suspected abuse or neglect has violated the law.

### **Special Approvals**

Minors who have been approved by the Vice President and Provost to take courses will be:

- interviewed by a College advisor;
- registered in person;
- authorized by the parent or legal guardian to attend; and
- approved by their high school counselor.

Minors under 15 years of age, in addition to the above, must be evaluated by the College’s Admissions Office to determine the student’s readiness and to address specific safety concerns.

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## **Minors on Campus who are not College Students**

While the College recognizes the need to assist members of its community with balancing family and educational or work commitments, the responsibility for ensuring the safety of all persons on campus falls to the Board of Trustees.

- Minors who are not students must at all times be under the direct supervision of a parent or legal guardian.
- Minors who are not students are not allowed in areas where their presence is disruptive or where health, safety, and liability risks are identified; e.g. classrooms, testing centers, student computer laboratories, scientific and technical laboratories, the fitness center, areas that contain hazardous chemicals, machinery or equipment, etc.
- No one may use the College campus or its facilities as an alternative to childcare for minors who are not College students.
- College staff are directed to contact campus security in the event minors who are not college students are left unattended.

If bringing a non-student minor to campus, either by a student or staff member, is an unforeseen emergency, supervisors or instructors may grant an exception. This exception may only be considered if the minor does not exhibit symptoms of a potentially contagious illness and is not disruptive in any manner. An exception, if granted, may be revoked at any time.

These provisions do not affect the attendance of supervised minors at any event or program on campus that is open to the general public.

## **Administration of Medications**

The administration of medications to minors on campus and/or participation in College activities or programs is the sole responsibility of the minor's parent(s) or guardian(s).

## **Background Checks**

Employees, volunteers, and other designated individuals who are responsible for the supervision of minors or whose duties would require close contact with minors must undergo a criminal background check and sex offender registry check prior to employment, volunteering, or participation in those duties. See policy, *7401 Background Checks and Self-Disclosure of Criminal Convictions* and its implementing administrative procedure.

Based on the nature of the service provided or duties performed, an annual background check may be required.

If the results of an individual's criminal background check or sex offender registry check include a sexually based offense or crime involving a minor, then the individual may not

be permitted to serve in a role or program involving minors. If the results of an individual's background check include any other crime or offense, then the supervisor responsible for the department or program must consult with the Human Resources Office to determine if such crime or offense will prevent serving in the intended capacity.

In the event of extenuating circumstances, such as the need for numerous volunteers with short lead time, an alternative to background checks may be allowed. The alternative method utilizes a background check completed by another organization; e.g., criminal background clearance performed within the year by a local school, hospital etc. The alternative method may only be utilized for volunteers, temporary or seasonal extra help, or student workers, and may only be considered for occasional events of limited duration. However, a background check may not be waived for individuals in programs where the direct interaction with minors is required.

### **Reporting Abuse**

Every member of the College community has an obligation to immediately report instances or suspected instances of the abuse or inappropriate interactions with minors.

Any allegation of inappropriate conduct or suspicion of child abuse must be reported. While there are several agencies and methods for reporting, the College also offers the services of a liaison, the Special Assistant to the President Diversity & Equity/Title IX Compliance, located in the College Center, telephone number (856) 415-2154. If the minor is in immediate danger, call 911. A concerned caller does not need proof to report an allegation of child abuse and can make the report anonymously.

Reports can also be made to the appropriate department head and, under New Jersey law, to Division of Child Protection and Permanency at 1-877 NJ ABUSE (1-877-652-2873).

Any person who knowingly fails to report suspected child abuse or neglect according to the law is guilty of a crime.

Area: General Administration

Approved: 07/01/19

Revised: 09/13/22

President's Authorization: \_\_\_\_\_



### References:

Rowan College of South Jersey Board of Trustees Policy Manual, *2001 Minors on Campus*, *7017 Conscientious Employee Protection (Whistleblower)*, and *7401 Background Checks and Self-Disclosure of Criminal Convictions*