

SUPERSEDES: 3/13/2018	SECTION: Administration
POLICY AND PROCEDURE MANUAL MERCY COLLEGE OF OHIO, TOLEDO, OHIO Signature on file <hr/> Signature: Dr. Susan Wajert, President	CODE NO. 176
	SUBJECT: Minors on Campus
	DATE ORIGINATED: 3/16/2015
	DATE COMMITTEE BOARD APPROVED: 02/22/2021
	DATE BOARD APPROVED: 03/09/2021
	DATE OF NEXT REVIEW: 2024 January 1-31

Minors on Campus Policy

PURPOSE:

Minors visit Mercy College of Ohio (the “College”) for a variety of reasons. They may visit as prospective students, as participants on field trips, to attend camps, and for other occasions. Whatever the reason for their presence, all College employees are to be particularly vigilant regarding their safety and security. With that in mind, the College has created policies aimed at protecting children who are involved with the community.

SCOPE:

This policy applies to all minors, as defined below, who are on College property or are otherwise participating in College-sponsored programs and activities.

POLICY:

I. Definitions

1. “Child abuse or neglect” is when a child has suffered or faces a substantial threat of suffering any physical or mental injury that reasonably indicates abuse or neglect, including that of a sexual nature.
2. "Minors" are persons under the age of eighteen (18) who may or may not be enrolled or accepted for enrollment at Mercy College of Ohio as a student. The term “minor” and “child” are used interchangeably in this policy.

II. Reporting Suspected Abuse or Neglect

1. Consistent with Ohio law, it is the College’s policy that any employee who knows or has reasonable cause to suspect that a minor has been subjected to abuse or neglect, may be subjected to abuse or neglect, or faces a threat of abuse or neglect shall immediately make a report as described in Procedure 176, Section I. For purposes of this paragraph, “reasonable cause” does not require that the individual making the observation conduct an investigation prior to making the report of his or her “reasonable” suspicion that a minor has been abused or neglected or is at risk of it.
2. The College will make every reasonable effort to conduct its investigation of reported child abuse or neglect occurring in College programs or activities in a manner that protects the confidentiality of the person making the report. However, it may be necessary to disclose details in the course of an investigation or when required by law.
3. Nothing in this policy is intended to prevent non-employees, such as students and visitors, from making a report if they have reasonable cause to suspect that child abuse or neglect has occurred or may occur.

III. Supervision of Minors on Campus

1. No minors (this does not include enrolled or accepted Mercy College students) are to be left alone or unsupervised on college property: this includes, but is not limited to classrooms, offices, skills labs, science labs, student lounges, waiting areas, etc. It is the responsibility of anyone who brings minors to campus to ensure supervision of that minor. If a minor has been left unattended, this should be reported as described in Procedure 176, Section II.

IV. Minors in the Workplace or Classroom

1. As discussed in this section, in certain circumstances, it may be appropriate for faculty, staff, and students to bring their minor children to the workplace or classroom. In such situations, the goal should be to foster respect for the needs of all parties impacted by the presence of the minor children. Employees and supervisors must consider issues of safety, confidentiality, disruption of operations, disruption of services, disruption to other employees, appropriateness and liability posed by the presence of the minor children in the workplace. Faculty, staff, and students:
 - a. May occasionally bring minors to the workplace for brief visits, specific campus events, situational convenience, or family emergencies. These should be occasional and not in the place of regular childcare.
 - b. Must obtain prior approval from their workplace supervisor or classroom instructor before bringing a minor to the workplace or classroom.
 - c. Accept full responsibility for the minor's safety and supervision, and for any damage to property or injury to persons that is caused by the minor's presence.
 - d. Accept responsibility for monitoring the minor's behavior to prevent interruptions to College business or instruction.
2. Minors are not allowed in high-risk or hazardous areas as defined by the supervisor or instructor. These areas may include mechanical rooms, food preparation areas, areas with heavy equipment, College vehicles, or laboratories or other specialized hazardous areas.
3. At all times, the College reserves the right to not allow a minor to attend work or class with a faculty member, staff member, or student.

Board Approved: 03/09/2021

Board Committee Approved: 02/22/2021

Revised 2/2021: *(Clarified reporting obligations for minor students and scope of College investigations)*

Board Approved: 3/13/2018

Board Committee Approved: 2/27/2018

Revised 10/2017: *(Separated policy and procedures, removed definitions, added Section IV, Minors in the Workplace or Classroom)*

Board Approved: 9/8/2015

Board Committee Approved: 8/25/2015

PROCEDURE 176:

- I. Reporting Child Abuse or Neglect
 - a. An external report should be made to one of the following:
 - i. Ohio's Child Abuse Reporting Hotline at 1-855-OH-CHILD (1- 855-642-4453)
 - ii. Toledo Resources
 1. Lucas County Children Services Agency
Child Abuse & Neglect Hotline: 419-213-CARE (419-213-2273)
In person report: 705 Adam St., Toledo, OH 43604
Hours: 8:00-5:00, Mon-Fri
 2. Toledo Police Department
Emergency: 911
Non-emergency: 419-245-3246
 - iii. Youngstown Resources
 1. Mahoning County Children Services Agency
Child Abuse & Neglect Hotline: 330-941-8888
In person report: 222 W. Federal St., 4th Floor, Youngstown, OH 44503
Hours: 8:30-4:30, Mon-Fri
 2. Youngstown Police Department
Emergency: 911
Non-emergency: 330-742-8926
 - b. To the extent possible, the report made pursuant to subsection a, above, should include the following information:
 - i. The names and address(es) of the child and the child's parents or the person or persons having custody of the child.
 - ii. The child's age.
 - iii. The nature and extent of the child's injuries, abuse, or neglect (or the threat thereof) that is known or reasonably suspected or believed to have occurred, including any evidence of previous injuries, abuse, or neglect.
 - iv. Any other information that might be helpful in establishing the cause of the injury, abuse, or neglect (or the threat thereof) that is known or reasonably suspected or believed to have occurred.
 - c. After the report has been made pursuant to subsection (a), above, the reporter should promptly provide relevant information to the following college official: Vice President of Student Affairs/Dean of Students at (419) 251-1512.
- II. Reporting Unattended Minors on Campus
 - a. If it believed that a minor is unattended on campus for any reason, this should be reported immediately to the Vice-President of Student Affairs/Dean of Students at 419-251-1512.