



PROCEDURES FOR THE PROTECTION OF MINORS AND REPORTING OF CHILD ABUSE AND NEGLECT

These Procedures accompany the University's Protection of Minors and Reporting of Child Abuse or Neglect Policy ("Policy"), and are intended to establish more detailed standards for University Sponsored activities involving minors. Terms used in these Procedures are defined in the Policy.

1. Reporting of Child Abuse or Neglect

- A. Pursuant to Connecticut state law, all University employees (except Student Employees) are Mandated Reporters of Child Abuse and/or Child Neglect and are required to report or cause a report to be made to law enforcement and/or the Department of Children and Families (DCF) if, in the ordinary course of such person's employment or profession, the individual has reasonable cause to suspect or believe that any child under the age of eighteen years has been the victim of child abuse and/or child neglect (Connecticut General Statutes §17a-101).
- B. Connecticut state law, requires that reports of known or suspected child abuse or neglect be made orally, as soon as possible, but no later than 12 hours to:
 - i. the Department of Children and Families' (DCF) 24-hour hotline at: (800) 842-2288;
 - ii. the University Police at: (860)486-4800; or
 - iii. the UConn Health Police at: (860)679-2121.
- C. Within 48 hours of making oral reports, a written report must be made to DCF using [DCF's Report of Suspected Abuse Form \(DCF-136 Form\)](#).
- D. Please Note: If you witness child abuse or if there is an imminent or ongoing threat to an individual or the community, immediately call 911.
- E. In addition to this statutory reporting requirement, University employees must also comply with any other University policies that impose additional reporting obligations, such as the [Policy Against Discrimination, Harassment, and Related Interpersonal Violence](#).

2. Registration of University Sponsored Activities Involving Minors

- A. University Sponsored activities involving minors are required to register with the University's Minor Protection Coordinator at least thirty (30) days prior to the start of the program or activity.

- B. University Sponsored activities involving minors are responsible for validating the accuracy and completeness of all requested information, including activity information and Authorized Adult information, as listed below. For additional guidance related to the registration process, please visit <http://minorprotection.uconn.edu/register>.

i. Activity Information:

- Name of Program
- Purpose/Description of activity
- Sponsoring unit
- Date(s) and time(s) of each session
- Min. & Max. Age of Participants
- Number of Authorized Adults and Participants (per session)
- Location(s) – primary day & residential
- Primary Program Contact

ii. Authorized Adult Information:

- Names of Authorized Adults
- Net ID Number
- Email Address
- Phone Number
- Background Screening Clearance Date
- Minor Protection Training Completion Date

3. Annual Minor Protection Training

- A. University Sponsored activities involving minors must ensure that all Authorized Adults successfully complete the University’s annual Minor Protection Training prior to working with minors. At minimum, such training will cover:
- i. The University’s policy and procedures for the Protection of Minors and Reporting of Child Abuse and Neglect;
 - ii. Common types and signs of child abuse;
 - iii. Common patterns of perpetrators of child abuse;
 - iv. Protocols for responding to incidents of child abuse or neglect.

Please visit <http://minorprotection.uconn.edu/training/> for additional guidance.

4. Background Screening

- A. University Sponsored activities involving minors must ensure that all Authorized Adults have successfully passed a Background Screening, as defined in the Policy, prior to working with minors.
- B. Background Screenings must be initiated using the steps provided by the University Department of Human Resources or the UConn Health Police Department, including collecting written permission and other requested forms as outlined at:
- a. UConn Department of Human Resources: <http://hr.uconn.edu/cbc/>
 - b. UConn Health Police Department: <http://police.uchc.edu/administration-home/background-checks/>

5. Standards of Conduct

All University Sponsored activities involving minors must be sponsored by a unit within the University. All University Sponsored activities involving minors must adopt, implement and comply with the University's Standards of Conduct for Minors. Listed below is the most up to date version of the Standards of Conduct for Minors. University Sponsored Activities Involving Minors must:

- i. Be coordinated in a way that ensures adequate levels of supervision at all times and eliminates one-on-one interactions with minors.
 - ii. Have protocols for accounting for the whereabouts of minors at all times and ensuring that participants are properly checked-in and only released to authorized parents, guardians, or other adults as requested in writing by the parent or guardian.
 - iii. Limit contact with minors to topics related to sanctioned activities. Online engagements with minors, including via social media, email, or text messages must be justified by the particular program or activity, and include a second adult or at minimum, take place in a public forum.
 - iv. Collect written parental consents before permitting minors to engage in program activities, including overnight activities.
 - v. Control access to, and protect the confidentiality, security, and integrity of program records, including individual participant records, and program personnel records.
 - vi. Ensure that minors are not transported in the personal vehicles of Authorized Adults, unless required by the specific program or activity.
 - vii. Transportation in University vehicles during a University-sponsored activity involving minors is permitted only if at least two adults, one of whom must be an Authorized Adult, are present in the vehicle at all times, except when multiple minors will be in the vehicle at all times.
- A. University Sponsored activities involving minors who require overnight stays or the use of University residences by minors must have the following additional protocols in place:
- i. Curfews, which are age-appropriate for the participants, and procedures to regularly account for overnight participants.
 - ii. Substance-free housing and facilities.
 - iii. Separate accommodations for adults and minors, as well as requiring that minors be housed with minors of the same gender and of a similar age group.
 - iv. Separate restroom facilities for males and females, or if not available, programs must schedule separate times for males and females, as well as minors and adults.
 - v. Procedures to ensure that no Authorized Adult enters an area where minors are or are likely to be showering, bathing, sleeping, dressing, and other areas where privacy is expected.
 - vi. Measures to control access to program participants.
 - vii. Adequate levels of residential supervision. Programs with male and female participants must have Authorized Adults of each gender in attendance.