



The State University
of New York

Child Protection Policies Training

Prepared by:
SUNY Office of General Counsel
SUNY Compliance Office

2015



The State University
of New York

Child Protection Policies Training

Module 1: Introduction & Background

Prepared by:
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Child Protection Policies Training Outline

This training program will cover the following topics:

- **Overview of two SUNY System-wide Child Protection Policies:**
 - (1) Policy on Mandatory Prevention and Reporting of Child Sexual Abuse and
 - (2) Child Protection Policy
- **Defining and Recognizing Child Abuse**
- **In-Depth Review of the SUNY Child Protection Policy, including:**
 - Policy Application
 - Policy Definitions
 - Campus, University Affiliates, and System Administration Responsibilities
 - Required and Prohibited Conduct by “Covered Persons”
 - Duties of “Responsible University Officials”
 - Third Party Use of University Facilities

Child Protection Policies Training Audience

The Intended Audience of this Training is:

System Administration, Campuses and University Affiliated Organizations

- Administrators, campus offices and employees who will be responsible for the implementation and administration of the SUNY Child Protection Policy and the Policy on Mandatory Prevention and Reporting of Child Sexual Abuse, and for the development of local procedures and training.
- These individuals are defined as “Covered Persons” and “Responsible University Officials” under the SUNY Child Protection Policy, as will be further explained.

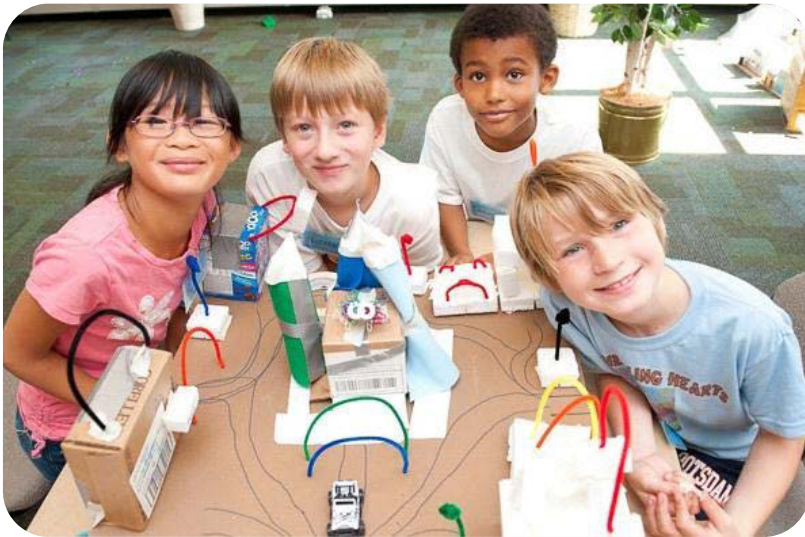
NOTE: The primary focus of this training is the [SUNY Child Protection Policy No. 6505](#), the training also covers SUNY’s system-wide [Policy on Mandatory Prevention and Reporting of Child Sexual Abuse No. 6504](#), which assigns ALL SUNY STAFF, STUDENTS & VOLUNTEERS an affirmative duty to report suspected incidents of child sexual abuse ONLY related to activities on campus or University-sponsored events off campus.

Child Protection Policies Training Outline

Training Program Modules

- 1. Introduction and Background**
- 2. Defining and Recognizing Child Abuse and the Threshold for Reporting**
- 3. Overview of SUNY's two Child Protection Policies; Policy Resources**
- 4. Requirements of the Mandatory Reporting Policy; Impact of the Child Protection Policy**
- 5. Child Protection Policy: Policy Definitions**
- 6. Child Protection Policy: Responsibilities of Campuses, University Affiliates and System Administration**
- 7. Child Protection Policy: Conduct of "Covered Persons"**
- 8. Child Protection Policy: Duties of "Responsible University Officials"**
- 9. Child Protection Policy: Third Party Use of University Facilities**
- 10. Child Protection Policy: Review of Policy Resources**

SUNY CAMPUSES HOST CHILDREN



SUNY campuses **host programs** for children and **provide space to third parties** for events involving children.

Child programs may include:

- Summer camps
- Academic programs
- Athletic programs
- Community Outreach activities
- Volunteer Programs
- Student Instruction Programs

Background on SUNY's Policies and Actions

- The 2012 report of special investigative counsel concerning child sexual abuse at **Penn State University** (the “Freeh Report”) reviewed egregious instances of long term, undetected child sexual abuse.
- The Freeh Report made recommendations and cited best practices for unaccompanied children at university facilities, housing and university programs.
- Higher education institutions across the country, including SUNY, have enacted policies and best practices to protect children.

SUNY's Commitment to Child Protection

- SUNY has two System-wide policies to protect children at SUNY facilities and in SUNY programs.
- Both policies were adopted by the SUNY Board of Trustees upon the Chancellor's recommendation and both policies affirm SUNY's commitment to making the protection of children a System-wide priority.

Policy on Mandatory Prevention and Reporting of Child Sexual Abuse

Adopted by Board on Dec. 17, 2012



Mandates reporting of child sexual abuse for all University activities on and off University property.

Child Protection Policy

Adopted by Board on June 17, 2014



Sets policy for local procedures to protect children on campus.



The State University
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Child Protection Policies Training

Module 2: Defining & Recognizing Child Abuse Reporting Threshold

Prepared by:
SUNY Office of General Counsel
SUNY Compliance Office

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Defining and Recognizing Child Abuse

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Defining and Recognizing Child Abuse



Before we discuss SUNY's policies in detail, let's first take a **step back** to define child sexual abuse and child physical abuse and what it means within the context of SUNY's policies.

Child Protection Policy

Definition of Physical Abuse

(Definition from the SUNY Child Protection Policy)

Physical Abuse: Physical contact with a child by a covered person which is intended to cause, or causes, pain or physical injury, including punching, beating, shaking, throwing, kicking, biting and burning, or directing a child, outside the norm of the supervised activity, to perform physical activity which is intended to cause physical injury.

Defining and Recognizing Child Abuse

Indicators of Child Physical Abuse

- **Frequent injuries of any kind (bruises, cuts, burns), especially if the child is unable to provide an adequate explanation of the cause.**
 - Injuries may appear in distinctive patterns such as grab marks, human bite marks, cigarette burns, or impressions of other instruments.
 - Human bites compress flesh causing bruises; animal bites normally tear the flesh.
- **Injuries to both sides of the head or body.**
 - Accidental injuries typically only affect one side of the body.

Source: New York State Office of Children & Family Services

Defining and Recognizing Child Abuse

Indicators of Child Physical Abuse

- **Injuries to the nose**
 - Bleeding
 - Swelling
 - Deviation of the bone
- **Injuries to the mouth**
 - Bleeding
 - Swelling
 - Loose or missing teeth
 - Bruises from gags
- **Injuries to the eyes**
 - Hemorrhages

Source: New York State Office of Children & Family Services

Defining and Recognizing Child Abuse

Indicators of Child Physical Abuse

- **Injuries to the ears**
 - Bleeding
 - Twisting injuries of the lobe
 - Bruises
- **Injuries to the head**
 - Bald patches caused by hair pulling
 - Paralysis of facial muscles
 - Bruises on the face
- **Injuries to the abdomen**
 - May cause vomiting

Source: New York State Office of Children & Family Services

Defining and Recognizing Child Abuse

Indicators of Child Physical Abuse

- **Skin Injuries**
 - Lacerations, bruises and welts resembling the shape of the instrument used (strap marks, belt buckles, looped cords; electrical cords).
 - The presence of multiple skin injuries in various stages of healing.
 - Presence of multiple old and new bruises.
 - Choke marks on the neck.
 - Rope burns or blisters, especially around the wrists or ankles.
 - Bruises on the back of the legs.

Source: New York State Office of Children & Family Services

Defining and Recognizing Child Abuse

Indicators of Child Physical Abuse

- **Skin Injuries - Burns**
 - Burns in geometric shapes.
 - Contact burns involving both palms.
 - Burns or blisters on the backs of the hands.
 - Immersion burns (sock-like; glove-like).
 - Cigarette burns.
 - Burns on areas typically protected by clothing.
 - Blistering from chemical burns.

Source: New York State Office of Children & Family Services

Defining and Recognizing Child Abuse

Indicators of Child Physical Abuse

- **Skeletal Injuries without Fracture**
 - Tenderness at joints (from pulling, jerking or dislocation).
 - Tenderness in the ribs.

Source: New York State Office of Children & Family Services

Defining and Recognizing Child Abuse

Behavioral Indicators of Child Physical Abuse

- **Destructive, aggressive or disruptive behavior.**
 - Aggression towards peers or siblings
 - Apprehensive when other children cry
 - Destruction of property; vandalism
- **Passive, withdrawn, or emotionless behavior.**
 - Child shies away from touch; flinches at sudden movement; is wary of adults
- **Behavioral extremes: aggressiveness – withdrawal.**
- **Fear of going home; of parent(s); of caregiver(s).**
- **Seeks affection from any adult.**
- **Wears long-sleeved or similar clothing to hide injuries.**

Source: New York State Office of Children & Family Services

Child Protection Policy

Definition of Sexual Abuse

(Definition from the SUNY Child Protection Policy)

Sexual Abuse: Engaging in a sexual offense with a child and/or encouraging or promoting sexual performance by a child. Pursuant to the NYS Penal Law Articles 130, 263, and Sections 260.10 and 260.25, sexual offenses include: **sexual misconduct, rape, criminal sex acts, forcible touching, persistent sexual abuse, sexual abuse, aggravated sexual abuse, course of sexual conduct against a child, facilitating a sex offense with a controlled substance, sexually motivated felony, predatory sexual assault against a child, and sexual performance by a child.** This also includes Penal Law offenses relating to children including endangering the welfare of a child and unlawfully dealing with a child in the first degree. Sexual performance by a child, as defined by the Penal Law, is any behavior which results in touching of the sexual or other intimate parts of a child for the purpose of sexual gratification of the child and/or adult, including touching by the child and/or adult with or without clothing, and all acts as defined by New York State Penal Law Articles 130, 263 and Section 260.10.

Defining and Recognizing Child Abuse

Physical Indicators of Child Sexual Abuse

- **Injury to genital area.**
 - Pain or itching in genital area
 - Difficulty in walking or sitting
 - Bruises or bleeding in external genitalia
- **Symptoms of sexually transmitted diseases.**
 - Including oral venereal infections
- **Torn, stained or bloody underclothing.**
- **Pregnancy, especially in early adolescent years.**

Source: New York State Office of Children & Family Services

Defining and Recognizing Child Abuse

Behavioral Indicators of Child Sexual Abuse

- Unwillingness to change clothing for athletic/physical activities.
- Withdrawal, fantasy or infantile behavior.
- Sexually suggestive, inappropriate, promiscuous or seductive behavior or verbalization.
- Poor peer relationships.
- Expression of age-inappropriate knowledge of sexual relations.
- Sexual victimization of other children.
- Exaggerated fear of closeness or physical contact.
- Self-injurious behavior.

Source: New York State Office of Children & Family Services

Reporting Physical or Sexual Abuse

When to Report

**REASONABLE
CAUSE TO SUSPECT
=
REPORT**

Reporting Physical or Sexual Abuse

Reasonable Cause to Suspect

“Reasonable cause to suspect” means that based on your rational observations and experience, you have a suspicion that the child is being physically or sexually abused.

Adapted from: NYS Office of Children & Family Services Summary Guide for Mandated Reporters

Reporting Physical or Sexual Abuse

Reasonable Cause to Suspect

- **“Reasonable cause to suspect” means you have a logical basis to suspect.**
- **You do not need proof or certainty.**
- **“Reasonable cause” can be doubt or distrust of a child’s explanation for injuries.**

Adapted from: NYS Office of Children & Family Services “Summary Guide for Mandated Reporters”; and “Concerned Citizen’s Guide.”

Reporting Physical or Sexual Abuse

Reasonable Cause to Suspect

Report each instance of physical or sexual abuse that you have reasonable cause to suspect.

Retaliation is Prohibited

The SUNY Child Protection Policy prohibits retaliatory action against anyone acting in good faith, who has reported alleged physical abuse or sexual abuse in accordance with the policy, or who is involved in investigating or responding to allegations of physical or sexual abuse.

Don't be silent



REPORT

Retaliation is Prohibited

Report whenever you have reasonable cause to suspect physical or sexual abuse of a child.

The Child Protection Policy prohibits:

- Retaliatory employment actions affecting salary, promotion, job duties, work schedules and locations;
- Retaliatory actions negatively impacting a student's academic record or progress;
- Any retaliatory action affecting the campus environment, including harassment and intimidation.





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Child Protection Policies Training

Module 3: Policies Overview & Resources

Prepared by:
SUNY Office of General Counsel
SUNY Compliance Office

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Child Protection at SUNY:

Overview of two SUNY System-wide Child Protection Policies

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SUNY's Policies on Protection of Minors:

How Are the Two Policies Different?

Mandatory Prevention and Reporting of Child Sexual Abuse Policy

Aimed at DETECTION and REPORTING of CHILD SEXUAL ABUSE

Leaves most implementation decisions to the campus

Applies in ALL circumstances where children are present, on or off University property if University business or University sponsored events are involved.

Requires reporting of sexual abuse by all members of University community.

Child Protection Policy

Aimed at PREVENTION, DETECTION, and REPORTING of CHILD SEXUAL and PHYSICAL ABUSE

SPECIFIC directives and action items for all campuses, SYSAdmin and University Affiliates

Applies when University, University Affiliates or third parties is responsible for custody, control, and supervision of children.

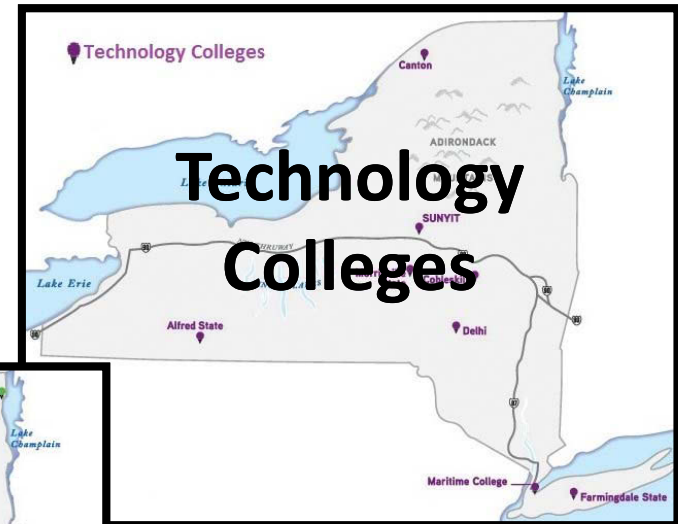
Requires reporting of sexual and physical abuse .

VS.

VS.

VS.

Both policies apply directly to all SUNY
State-Operated Campuses



SUNY's Child Protection Policies: Application

SUNY Community Colleges:

Policies are not directly applicable, but Community Colleges are ***strongly encouraged*** to adopt similar protections.



Finding the Child Protection Policies and Resources on SUNY's website

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Child Protection Policies Training

SUNY's Policies on Protection of Minors

→ Both SUNY System-wide Board policies are available on the SUNY Policies and Procedures Website [suny.edu/sunypp/] in the **Protection of Minors** Category

The screenshot shows the website www.suny.edu/sunypp/. The URL is circled in blue. A red dashed box highlights the left sidebar menu, which includes sections for "SUNY University Wide Policies & Procedures [?]", "Forms & Appendices [?]", and "SUNY Regulations [?]", each with sub-links for "By Category (+)", "By Alphabetical", and "By Numerical". A red dashed circle highlights the "Quick Search" section, which has input fields for "By Name:" and "By Number:". A blue oval callout points to the search input field with the text "Search for: 'Child Protection Policy' or 'Mandatory Reporting'".

www.suny.edu/sunypp/

SUNY University Wide Policies & Procedures [?]

- By Category (+)
- By Alphabetical
- By Numerical

Forms & Appendices [?]

- By Category (+)
- By Alphabetical
- By Numerical

SUNY Regulations [?]

- By Category (+)
- By Alphabetical

Quick Search

By Name:

By Number:

Search for:
'Child Protection Policy'
or 'Mandatory Reporting'

Child Protection Policy Resources

Policies

[Policy on Mandatory Prevention and Reporting of Child Sexual Abuse](#)

[Child Protection Policy](#)

SUNY Websites

[SUNY Policies and Procedures Website](#) www.suny.edu/sunypp

[Compliance Website](#), pages devoted to Child Protection at SUNY
www.suny.edu/compliance

www.suny.edu/compliance → Topics → Child Protection

[URL: http://system.suny.edu/compliance/topics/childprotection/](http://system.suny.edu/compliance/topics/childprotection/)

Child Protection Policy Resources

Guidance Material and Templates

Child Protection Policy Guidance document

- Available in the '[Other Related Information](#)' section of the [Child Protection Policy](#) → Available on the [SUNY Policies and Procedures Website](#)
- Guidance clarifies specific topical areas of the Child Protection Policy and its applicability in various circumstances
- Updated regularly to include the latest information and policy clarifications

Revocable Permit Template (available in policy appendices)

- For Use of University Facilities for Covered Activities under the State University of New York Child Protection Policy

Child Protection Listserv

- Listserv established to allow campuses to ask questions of Counsel's Office and one another on issues related to implementation of Child Protection Policies
- To join listserv, send email to the [Director of Compliance](#)



The State University
of New York

Child Protection Policies Training

Module 4: Policy on Mandatory Reporting of Child Sexual Abuse
Child Protection Policy System-wide Impact

Prepared by:
SUNY Office of General Counsel
SUNY Compliance Office

2015

SUNY System-wide Policy on Mandatory Reporting and Prevention of Child Sexual Abuse

[the “Mandatory Reporting Policy”]

Effective Dec. 2012

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Mandatory Reporting Policy

Any employee or student of or volunteer for the State University of New York who witnesses or has reasonable cause to suspect any sexual abuse of a child occurring on State University property or while off campus during official State University business or University-sponsored events shall have an affirmative obligation to report such conduct to the relevant University Police Department immediately. Such report should include the names of the victim and assailant (if known), other identifying information about the victim and assailant, the location of the activity, and the nature of the activity. Upon receiving such a report, the applicable University Police Department shall promptly notify the Commissioner of University Police at SUNY System Administration who shall report such incidents to the Chancellor for periodic reporting to the Board of Trustees.

In addition, to aid in the prevention of crimes against children on property of the State University of New York and/or during official State University business at events sponsored by the State University of New York, relevant employees should be trained on the identification of such crimes and proper notification requirements. Vendors, licensees or others who are given permission to come onto campus or to use University facilities for events or activities that will include participation of children shall ensure that they have in place procedures for training, implementation of applicable pre-employment screening requirements and reporting of child sexual abuse.

For purposes of this policy, the applicable definitions of child sexual abuse are those used in the NYS Penal Law in Articles 130 and 263 and Section 260.10 and “child” is defined as an individual under the age of 17.

Mandatory Reporting Policy

Mandates Reporting to University Police

Employees + Students + Volunteers



have an AFFIRMATIVE DUTY to report Child Sexual abuse to University Police when abuse occurs

On university property

OR

Off university property during official university business or during university-sponsored events

Mandatory Reporting Policy

Threshold for Reporting

“Reasonable cause to suspect” means that based on your rational observations and experience, you have a suspicion that the child is being sexually abused* **on SUNY property** or **off campus** during official SUNY business or during SUNY-sponsored events.

**REASONABLE
CAUSE TO SUSPECT
=
REPORT**

* Adapted from the NYS Office of Children & Family Services.

Mandatory Reporting Policy

- Policy creates mandated reporting requirement for SUNY.



**ALL SUNY STAFF, STUDENTS & VOLUNTEERS
have an affirmative duty to report incidents
ONLY related to
activities on University property
or
University-sponsored events off campus**

- “Mandated reporting” has different meaning than “Mandated Reporters” under New York State law, who are ALWAYS required to report.

Mandatory Reporting Policy

Police Investigation

- Upon receiving such a report, the applicable University Police Department will promptly notify the Commissioner of University Police at SUNY System Administration, who will report such incidents to the Chancellor for periodic reporting to the Board of Trustees.



Mandatory Reporting Policy

Application

Example: SUNY employee at the grocery store learns of child sexual abuse unrelated to SUNY.

→ Not obligated to report under SUNY policy.



Example: SUNY employee at the grocery store learns of child sexual abuse at SUNY program.

→ Affirmative duty to report under SUNY policy.

Example: SUNY employee participating in a campus-sponsored volunteer event off-campus learns of child sexual abuse during the event.

→ Affirmative duty to report under SUNY policy.



Mandatory Reporting Policy

Training

RELEVANT employees must be trained **recognizing child sexual abuse**; on their **obligation to report** such abuse, and on proper reporting protocols.

Third Parties

Vendors and others using University facilities for activities involving children must have **procedures in place to screen their employees and to train their employees to recognize and report child sexual abuse.**

Mandatory Reporting Policy

Campus Local Procedures

1. Must include affirmative duty for **students, employees and volunteers** to report.
2. Must include **training** on identification of sexual abuse and proper notification requirements for relevant employees and students; AND
3. Ensure that **third parties and others using University facilities**, where children will be participating, **have procedures** in place **aimed at preventing child sexual abuse**.

SUNY Child Protection Policy

Adopted June 2014

The SUNY logo is located in the bottom left corner. It features the word "SUNY" in a light blue, sans-serif font. To the right of the text is a large, light blue arc that partially encircles the letters.

SUNY

Child Protection Policies Training

Child Protection Policy

POLICY:

The State University of New York is committed to protecting the safety and well-being of children who participate in University-related programs and activities, whether on or off campus, or utilize campus facilities for activities including, but not limited to, sports camps, academic and personal enrichment programs and research studies.

["Policy" Statement is Section B of the policy.]

SUNY's Commitment to Child Protection

Policy Requirements

SUNY Campuses and University Affiliates must implement procedures to promote the safety of CHILDREN.



Child Protection Policy

Summary: *Individuals must conduct themselves appropriately with children who participate in University-related programs and report instances or suspicion of physical or sexual abuse of children*

[“Summary” Statement is Section A of the policy.]

Child Protection Policy



Appropriate
Conduct with
Children



Reporting
instances or
suspicion of child
physical and
sexual abuse



***Child
Protection
Policy***



The State University
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Child Protection Policies Training

Module 5: Child Protection Policy - Policy Terms Defined

Prepared by:
SUNY Office of General Counsel
SUNY Compliance Office

2015

Child Protection Policy

Policy Terms Defined

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Child Protection Policy

Policy Terms Defined

- The Child Protection Policy uses **VERY** specific defined terms.
- Some of the policy's **DEFINED TERMS** may differ from campus definitions of the same terms.
- The policy definitions are the **operative definitions** for compliance with the policy.
- ["Definitions" is Section C in the policy]



Child Protection Policy

Definition of Child

Child: An individual under the age of seventeen years, who is participating in a Covered Activity. The term “child” shall not include a matriculated student of the University or a person accepted for matriculation.

Child Protection Policy

Definition of “Child”



But NOT
a matriculated
student *or*
person accepted
for matriculation



**Participate
in Covered
Activity**



**“Child”
for
purposes
of the
Policy**

Child Protection Policy

Definition of “Child”

Policy distinguishes among children under 17 based upon their matriculation status as defined in the policy.

- Policy applies to children under 17 participating in a “Covered Activity.”
- Policy does not apply to children under 17 who are “Matriculated.”

Definition of Matriculation:

- “To enroll as a member of a body and especially of a college or University.”
- For Policy purposes, a “child” is “matriculated” if accepted by the University as a student into an actual college course listed in the college catalog .

NOTE: *Any campus definition of “matriculation” that differs is not applicable to the Child Protection Policy.*

Child Protection Policy

Definition of Child

What does this mean for students under 17?



Child Protection Policy

Definition of “University-Affiliated Organization”

University-affiliated organization: The Research Foundation for the State University of New York, campus foundation, campus alumni association, campus auxiliary services corporation, or any other entity so designated by the Chancellor or Campus President.

Child Protection Policy

Definition of “University-Affiliated Organization”

4 Entities are University Affiliates under the policy



Campus Alumni
Association

Campus
Foundations

Campus Auxiliary
Services Corp.



...any other entity
so designated by
the Chancellor or
Campus President

Child Protection Policy

Definition of “Covered Person”

Covered Person: A person who is responsible for the custody, control or supervision of children participating in the Covered Activity and who is:

- (i) an employee of the University or University-affiliated organization;
- (ii) a University student;
- (iii) a volunteer of the University or University-affiliated organization;

OR

- (iv) a vendor, licensee, permittee or other person, who is given permission to come onto campus or to use University facilities for Covered Activities;

OR

- (v) an employee, agent or volunteer of (iv) above.

Child Protection Policy

Definition of “Covered Person”



Person who is responsible for the custody, control or supervision of children participating in the Covered Activity

who is also either

(i) an employee of the University or University-affiliated;

(ii) a University student;

(iii) a volunteer of the University or University-affiliated organization;

OR

(iv) a vendor, licensee, permittee or other person, who is given permission to come onto campus or to use University facilities for Covered Activities;

OR

(v) an employee, agent or volunteer of (iv) above.

Covered Person

Child Protection Policy

Definition of “Covered Activity”

Covered Activity: A program or activity **sponsored or approved** by the **University or a University-affiliated organization**, or an activity conducted by a vendor, licensee or permittee (**Third Party**) for which a license or permit for use of University facilities has been approved, occurring on or off campus, for the duration of which **the responsibility for custody, control and supervision of children** is vested in the University, University-affiliated organization or the vendor, licensee or permittee so approved.

Child Protection Policy

Definition of “Covered Activity”

An activity is only “covered” if it meets the 2-part Policy definition:

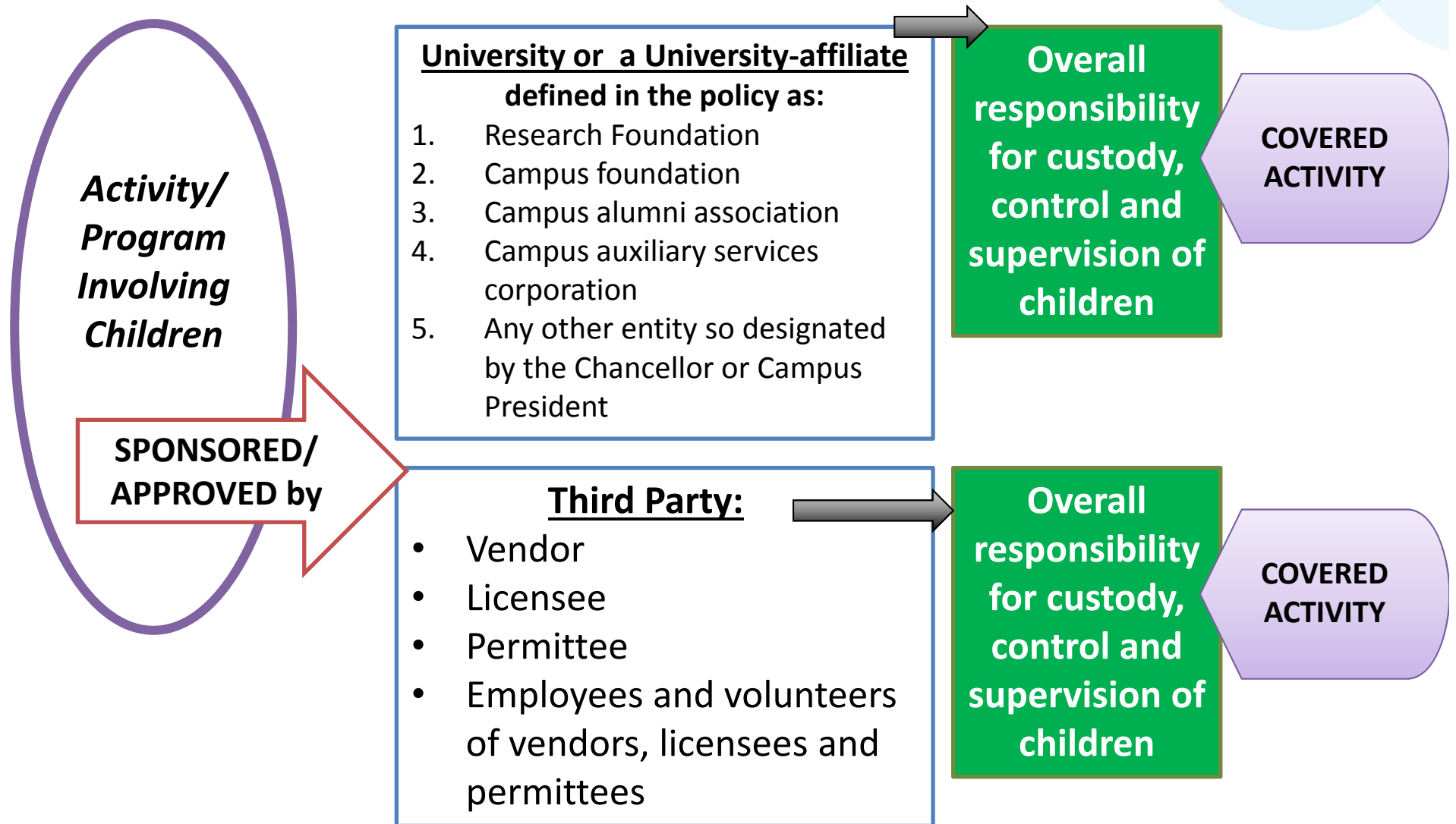
(1) it is sponsored or approved by University, University-affiliated organization, or by vendor, licensee or permittee, to whom a permit for use of University facilities has been issued;

AND

(2) for the duration of the activity, custody, control and supervision of children is vested in the University, the University-affiliated organization or the approved vendor, licensee or permittee.

Child Protection Policy

Covered Activity Test



Child Protection Policy

Covered Activity Test

Custody, Control and Supervision

- Parent or legal guardian has ***placed the child in the care of the University, University affiliate or third party*** for a ***duration of time*** and ***for a specific covered activity***.
- The University/ affiliate/ third party ***is exercising its own authority*** to guide, manage and supervise the child, ***in the place of*** the parent or legal guardian.

Child Protection Policy

Covered Activity Decision Tree

Are participants “children” under the Policy definition?

under 17 and not matriculated students under policy definition

YES

(a) sponsored or approved by

- University; **OR**
- University-affiliated organization; **OR**
- Vendor – Licensee - Permittee for which a license or permit for use of University facilities has been approved; **AND**

occurring on or off campus.

YES

(b) for the duration of the activity, custody, control and supervision of children is vested in the University, University affiliate or the approved vendor, licensee or permittee.

YES

COVERED ACTIVITY

NO

NO

POLICY
NOT
APPLICABLE

NO

Child Protection Policy

“Covered Activity” Definition

Custody, Control and Supervision Threshold

Children attending a sporting event with a parent/ guardian?



→ **NO, because Custody, Control and Supervision remains with the parent/guardian.**

Child Protection Policy

“Covered Activity” Definition

Custody, Control and Supervision Threshold

Children attending a University sponsored event with their parent/ guardian?



→ NO, because Custody, Control and Supervision threshold not met; parents retain responsibility

Child Protection Policy

“Covered Activity” Definition

Custody, Control and Supervision Threshold

Children attending a sports camp, where they are transported to campus by bus?



→ YES, at sports camp, Custody, Control and Supervision of the child has been transferred to the camp operator.

Child Protection Policy

Exception to “Covered Activity” Definition

The Child Protection Policy is **not** applicable to University on-campus child care centers.



Daycare providers are heavily regulated by State law. Many campuses have local policies and procedures for daycare centers.

In writing procedures to implement the Child Protection Policy, campuses should consider whether to coordinate/integrate any related local policies and procedural requirements.

Child Protection Policy

Covered Activity Review

Are participants “children” under the Policy definition?
under 17 and not matriculated students under policy definition

YES

(a) sponsored or approved by

- University; **OR**
- University-affiliated organization; **OR**
- Vendor – Licensee - Permittee for which a license or permit for use of University facilities has been approved; **AND** occurring on or off campus.

YES

(b) for the duration of the activity, custody, control and supervision of children is vested in the University, University affiliate or the approved vendor, licensee or permittee.

YES

COVERED ACTIVITY

NO

NO

POLICY
NOT
APPLICABLE

NO

Campus, University Affiliate, and System Administration Responsibilities

Module 6: Campus, University Affiliate & System Administration Responsibilities

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Campus, University Affiliate and System Responsibilities

“Campus Responsibilities” is Section G in the Policy

- 1. Develop local procedures to implement the Child Protection Policy.**
- 2. Identify any applicable exceptions to 1-on-1 prohibition.**
- 3. Designate a Responsible University Official for each Covered Activity.**
- 4. Communicate the policy requirements to Covered Persons.**
- 5. Train upon implementation of the policy and biennially thereafter.**
- 6. Develop procedures to handle Sex Offender Registry searches.**
- 7. Develop a mechanism for reporting child abuse.**
- 8. Develop a mechanism for investigating child abuse.**
- 9. Provide for appropriate identification of Covered Persons.**

Campus, University Affiliate and System Responsibilities

1. CAMPUS PROCEDURES

- Develop campus procedures to implement the Child Protection Policy.
- A campus may promulgate policies and procedures that supplement, and are no less stringent than, the Child Protection Policy.



Campus, University Affiliate and System Responsibilities

2. Identify any applicable exceptions to 1-on-1 prohibition

Pedagogical exceptions:

- tutoring
- music lessons

Health related exceptions:

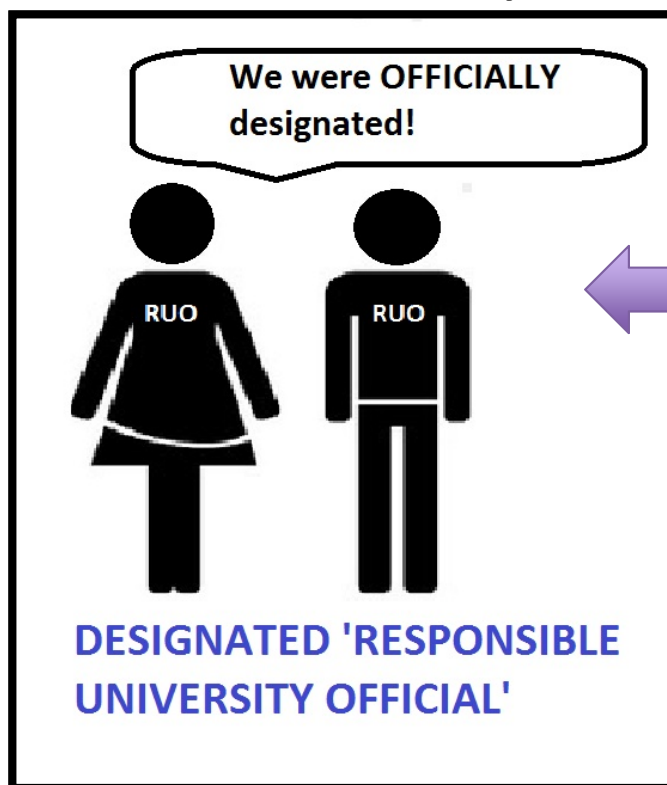
- speech therapy
- medical, dental or optical services



Campus, University Affiliate and System Responsibilities

3. Designate Responsible University Officials

Formally designate a Responsible University Official for each Covered Activity



**Responsible
University
Official**

Campus, University Affiliate and System Responsibilities

3. Designate Responsible University Officials

The campus can formally designate **one person responsible for all covered activities**, or **one person for *each* activity**; Either way, there must be a “Responsible University Official” for each “Covered Activity.”

I have been formally designated as the “RESPONSIBLE UNIVERSITY OFFICIAL” for all covered activities



OR



We have all been designated as “RESPONSIBLE UNIVERSITY OFFICIAL” for one or more covered activity

Campus, University Affiliate and System Responsibilities

3. Designate Responsible University Officials

The campus should determine **which administrator(s) or office(s) will be responsible for designating** the “Responsible University Official” for each Covered Activity.

- An administrator(s) or office(s) should **“own” the function of formal designation** so it is clear who has the responsibility to do the actual “designating.”



Student Affairs will designate all “Responsible University Officials” for academic programs that are “Covered Activities”



Athletics will designate all “Responsible University Officials” for athletic programs that are “Covered Activities”

OR



The VP and Office of the Vice President will designate all of the “Responsible University Officials”

Campus, University Affiliate and System Responsibilities

4. Communicate the Policy Requirements to Covered Persons

COMMUNICATE the requirements of this Policy to “Covered Persons”:

- (i) Employees of the University or Affiliate;
- (ii) University students;
- (iii) Volunteers of the University or University Affiliates;
- (iv) Vendors, licensees, permittees or other person who is given permission to come onto campus or to use University facilities for Covered activities;
- (iv) An employee, agent or volunteer of (iv) above.



Campus, University Affiliate and System Responsibilities

5. Develop Training and Conduct Training

The training **should include the contents of *this* training module**, plus specific campus location information, including:



- Identification of the Responsible University Officials for Covered Activities;
- The mechanisms for reporting child sexual and physical abuse;
- Contact information for the University Police designated contact;
- Identify local policies and procedures implementing the Child Protection Policy and where they may be accessed.

Campus, University Affiliate and System Responsibilities

6. Implement Sex Offender Registry Searches

Both **New York Sex Offender Registry** and **National Sex Offender Registry** searches **must** be conducted on “Covered Persons” who are **employees, volunteers, or students of the State University or a University-affiliated organization.**



Campus, University Affiliate and System Responsibilities

6. Implement Sex Offender Registry Searches

POLICY DEFINITION

A search of the NY Sex Offender Registry means:

- A search of the file of persons required to register pursuant to Article 6-C of the Correction Law maintained by the NY Division of Criminal Justice Services pursuant to NY Correction Law § 168-b for every level of sex offender (Level 1 through Level 3), which requires an email, CD or hard copy submission of names and identifiers to DCJS as described on the [DCJS website](http://www.criminaljustice.ny.gov/nsor/800info_cdsubmit.htm)
url: [http://www.criminaljustice.ny.gov/nsor/800info_cdsubmit.h
tm](http://www.criminaljustice.ny.gov/nsor/800info_cdsubmit.htm)

Campus, University Affiliate and System Responsibilities

6. Implement Sex Offender Registry Searches

POLICY DEFINITION

A search of the National Sex Offender Public Registry means:

- A search by first and last name of the National Sex Offender Public Website maintained by the United States Department of Justice at <http://www.nsopw.gov/>

Campus, University Affiliate and System Responsibilities

6. Implement Sex Offender Registry Searches

Local campus procedures must designate an Office(s)/Individual(s) responsible for conducting the New York and National Sex Offender Registry Searches on “Covered Persons” who are employees, volunteers or students of the University or University Affiliate **before** the start of a “Covered Activity.”

- Must also designate an office as the CUSTODIAN of the registry search result records, who must retain the documentation of the search results.
- Sex Offender Registry search records **must be retained** on persons who are employees, volunteers or students of the University or University Affiliate **for six (6) years** after the individual has separated from employment or the University.



Campus, University Affiliate and System Responsibilities

6. Implement Sex Offender Registry Searches

IMPORTANT NOTES

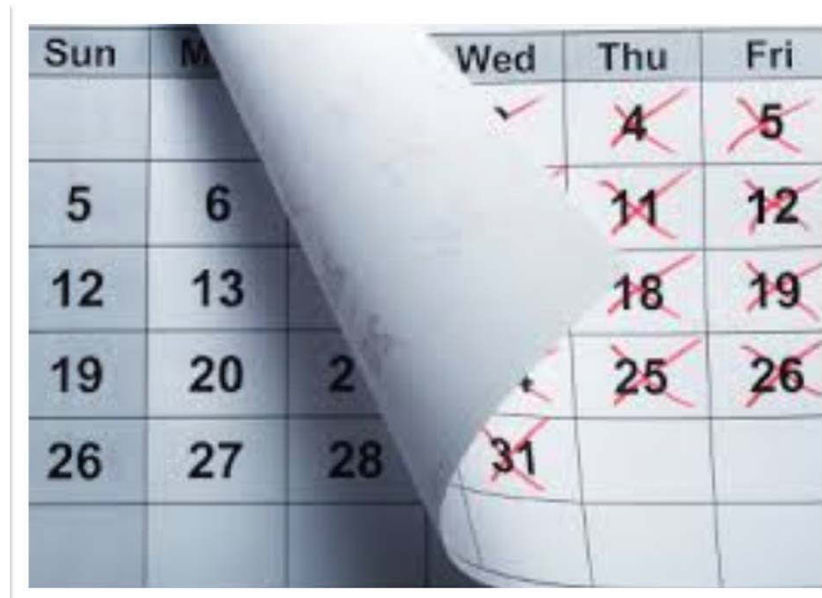
- Sex offender registry searches **ARE NOT** criminal background checks.
- Sex offender registry websites **ARE** available to the public.
- **CONSENT** of Covered Persons **IS NOT REQUIRED** to perform a search.
- If a sex offender registry search yields a positive result, the “Covered Person” **CANNOT** participate in a “Covered Activity.”

Campus, University Affiliate and System Responsibilities

6. Implement Sex Offender Registry Searches

Timing:

- Sex Offender Registry searches must be conducted **NOT MORE THAN ninety (90)** days before the commencement of a Covered Activity to assure that the results yield current information.



Campus, University Affiliate and System Responsibilities

6. Implement Sex Offender Registry Searches



Person who is responsible for the custody, control or supervision of children participating in the Covered Activity

who is also either

(i) an employee of the University or University Affiliate;

(ii) a University student;

(iii) a volunteer of the University or University Affiliate;

(iv) a vendor, licensee, permittee or other person, who is given permission to come onto campus or to use University facilities for Covered Activities;

(v) an employee, agent or volunteer of (iv) above.

Covered Person for which NY and National Sex Offender Registry searches must be conducted.

Campus, University Affiliate and System Responsibilities

7. Implement a Mechanism for Reporting

- Provide a mechanism to report child sexual abuse and physical abuse
- Provide a mechanism to report retaliation for reporting/ investigating claims

Example of Reporting Mechanism

REPORT CHILD PHYSICAL AND SEXUAL ABUSE
If you have any cause to suspect abuse, please use the following means for reporting:

TO REPORT CHILD SEXUAL OR PHYSICAL ABUSE, CONTACT:

University Police: 555-5555

Responsible University Official:

Mary Smith, Campus Responsible

University Official

555-1155

University Hall room 220

Coach Bob McDonald, Responsible

University Official for

Boys Lacrosse Camp

555-1010

Coach Facility Room 204

Visit web: www.sunycampus.edu/report

Campus, University Affiliate and System Responsibilities

8. Implement a Mechanism for Investigation

- Provide a mechanism to investigate reports of child sexual abuse and child physical abuse.
- Provide a mechanism to investigate reports of retaliation.

Police Responsibility in Investigation

- University Police Department must provide for the prompt investigation and preparation of written findings for reports of **suspected physical abuse or sexual abuse made to the campus or campus police.**
- If investigation finds **reasonable cause to believe a crime was committed**, the University Police Department **must coordinate with other law enforcement officials** in accordance with the campuses' local policy.



Campus, University Affiliate and System Responsibilities

8. Implement a Mechanism for Investigation

The policy prohibits retaliation against:

- Good faith reporting;
- Good faith investigation or response to allegations of physical or sexual abuse; and
- Good faith reporting of noncompliance with the policy

Examples of Potentially Retaliatory Acts Include:

- Adverse employment actions affecting salary, promotion, job duties, work schedules and/or work locations;
- Actions negatively impacting a student's academic record or progress;
- Any action affecting the campus environment, including harassment and intimidation of those reporting in good faith .

Campus, University Affiliate and System Responsibilities

9. Provide for Appropriate Identification of Covered Persons

Covered Persons must wear and display prominently at all times during the Covered Activity a lanyard or other form of identification that identifies the individual as a Covered Person in the program or activity.

ID should be event-specific and include:

- the event name, date(s);
- covered person's **name** and **photo**.

Why a picture ID?

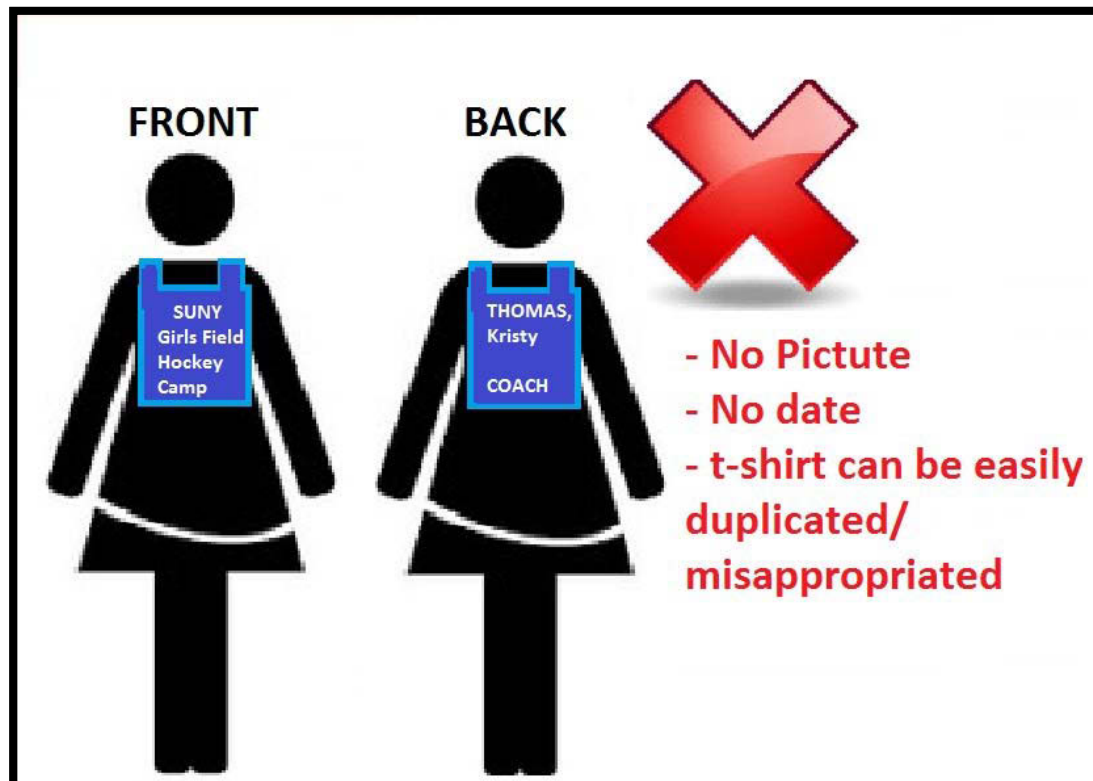
- Shirts, uniforms, hats and other attire, and non-photo IDs may be duplicated or misappropriated.



Campus, University Affiliate and System Responsibilities

9. Provide for Appropriate Identification of Covered Persons

What is NOT appropriate identification?



REQUIRED CONDUCT of a “Covered Person” Under the Child Protection Policy

Module 7: Required Conduct of Covered Persons

Child Protection Policies Training

SUNY

Required Conduct of a Covered Person

“Required Conduct” is Section E of the Child Protection Policy



“Covered Persons” are **REQUIRED** by the Policy to take **4 REASONABLE MEASURES** to prevent physical and sexual abuse of a child.



Required Conduct of a Covered Person

Required Conduct of a Covered Person Under the Policy

Reasonable measures of a “Covered Person” to prevent physical and sexual abuse of a child:

- 1. GET TRAINED**
- 2. WEAR IDENTIFICATION**
- 3. REMOVE THE CHILD FROM ABUSE**
- 4. REPORT SUSPECTED ABUSE**

Required Conduct of a Covered Person

1. GET TRAINED

Complete all required **TRAINING** on the Child Protection Policy.



Required Conduct of a Covered Person

2. WEAR IDENTIFICATION

At all times during a “Covered Activity,” wear and display prominently a lanyard or other form of identification that identifies you as a “Covered Person” in the specific program or activity

ID should be event-specific, to include:

- the event name, date(s)
- covered person’s name and photo



Why a picture ID?

- Shirts, uniforms and such attire, and non-photo IDs may be duplicated or misappropriated
- For active sports an arm or wrist band *may* be appropriate



Required Conduct of a Covered Person


Appropriate Identification



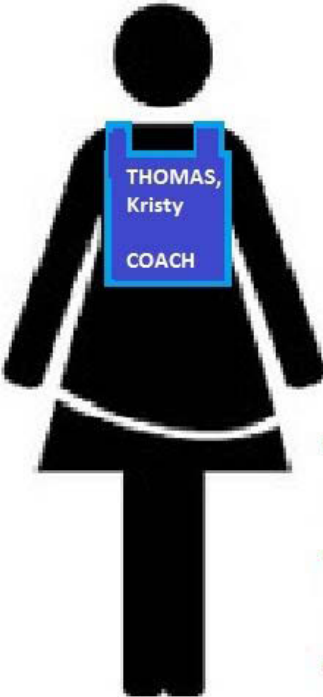
Required Conduct of a Covered Person

Inappropriate Identification

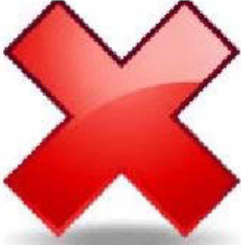
FRONT



BACK



WHAT IS WRONG WITH THIS PICTURE?



- No Picture to identify individual
- No date to identify time frame for activity
- T-Shirt can be easily duplicated or misappropriated

Required Conduct of a Covered Person

3. REMOVE THE CHILD FROM THE ABUSE

Immediately **REMOVE** a child from potential or actual physical abuse, sexual abuse or any conduct prohibited by the policy.

4. REPORT ANY SUSPECTED ABUSE

Immediately **REPORT** any **suspected** physical abuse or sexual abuse of a child to the **campus University Police Department (UPD)** in accordance with local procedures.

PROHIBITED CONDUCT by a “Covered Person” Under the Child Protection Policy

Child Protection Policies Training

SUNY

Prohibited Conduct by a Covered Person

“Prohibited Conduct” is Section D of the Child Protection Policy



“Covered Persons” are prohibited from engaging in specific actions to prevent physical or sexual abuse of children.

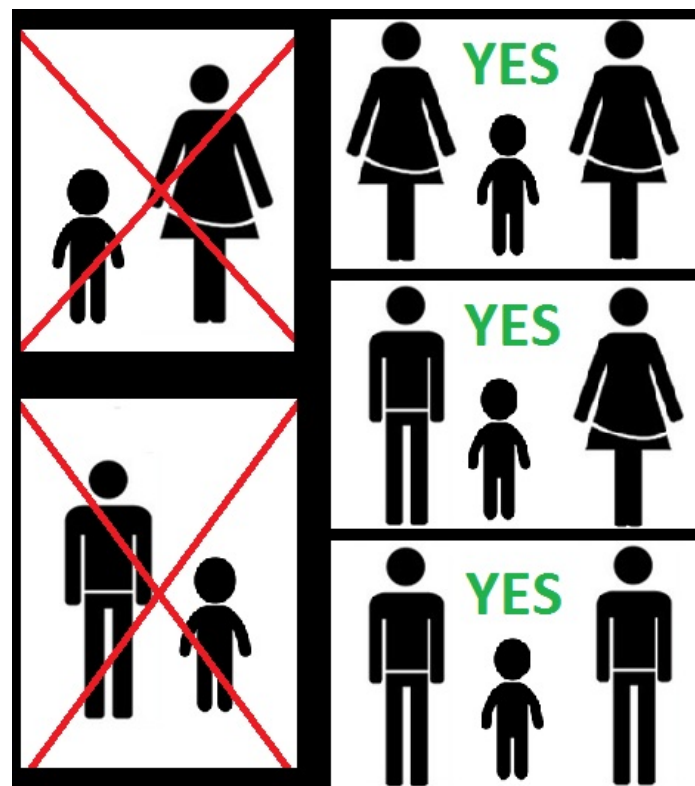


Prohibited Conduct by a Covered Person

1. No 1-on-1 Interaction (except in limited circumstances)

“Covered persons” cannot be alone with a child unless:

- the Covered Person is a relative or guardian of the child;
- OR**
- 1-on-1 contact is pre-approved by the campus when pedagogical or health-related circumstances apply.



Prohibited Conduct by a Covered Person

2. Being Alone With a Child

- In no event can a “Covered Person,” who is **not** a relative or guardian of a child, be alone with the child in a **rest room, locker room, shower, sleeping area or vehicle.**



Prohibited Conduct by a Covered Person

3. Engage in Physical or Sexual Abuse of a Child

- A Covered Person cannot engage in physical abuse or sexual abuse of a child.



4. Use Alcohol or Illegal Drugs Or Be Under Their Influence During a Covered Activity

- A Covered Person cannot engage in the use of alcohol or illegal drugs, or be under the influence of alcohol or illegal drugs, during Covered Activities.



Prohibited Conduct by a Covered Person

5. Enable, Facilitate or Fail to Address a Child's Use of Alcohol or Illegal/ Non-Prescribed Drugs

- A Covered Person cannot enable, facilitate, or fail to address a child's use of alcohol or illegal/ non-prescribed drugs



6. Contact a Child For the Purpose of Engaging in Prohibited Conduct

- A Covered Person cannot contact a child through electronic media, including social media, for the purpose of engaging in any prohibited conduct, including sexual conduct



Prohibited Conduct of a Covered Person

7. Offer or Make a Gift to a Child for the Purpose of Engaging in Prohibited Conduct

- A Covered Person cannot offer or make a gift to a child for the purpose of engaging in any prohibited conduct, including sexual conduct



8. Release a Child From a Covered Activity Without Authorization

- A Covered Person cannot release a child from a Covered Activity without a written authorization from the child's parent or guardian



Duties of the designated “Responsible University Official”

Module 8: Duties of the Responsible University Official

Child Protection Policies Training

SUNY

Duties of a Responsible University Official

["Responsible University Official" duties is Section F of the [Policy](#)]

The "Responsible University Official" is assigned seven (7) specific duties under the Child Protection Policy to protect children from physical and sexual abuse



**DESIGNATED 'RESPONSIBLE
UNIVERSITY OFFICIAL'**

Duties of a Responsible University Official

RESPONSIBLE UNIVERSITY OFFICIALS must do the following for all “Covered Activities”:

BEFORE the “Covered Activity”

1. COMMUNICATION: Confirm that policy requirements have been communicated as required;
2. TRAINING: Confirm that all “Covered Persons” have completed training;
3. SEARCHES: Confirm completion of Sex Offender Registry Searches;
4. THIRD PARTY: Confirm (if applicable) that third party acknowledgements have been submitted.

DURING the “Covered Activity”

5. REPORT: Report incidents of child abuse;
6. NOTIFY AND COORDINATE: Notify and coordinate with campus offices as required;
7. IDENTIFICATION: Ensure that “Covered Persons” are wearing proper identification.

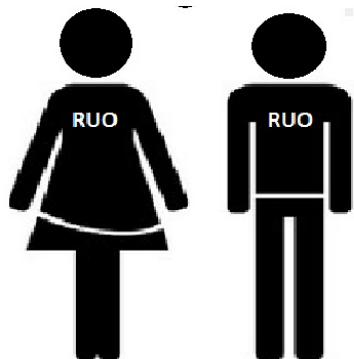
Duties of a Responsible University Official

1. CONFIRM COMMUNICATION OF POLICY REQUIREMENTS



Confirm that the requirements of this Policy have been communicated to the “Covered Persons” participating in “Covered Activities” *before* the commencement of the activity. Generally, communication to the following “Covered Persons” will occur through their completion of training:

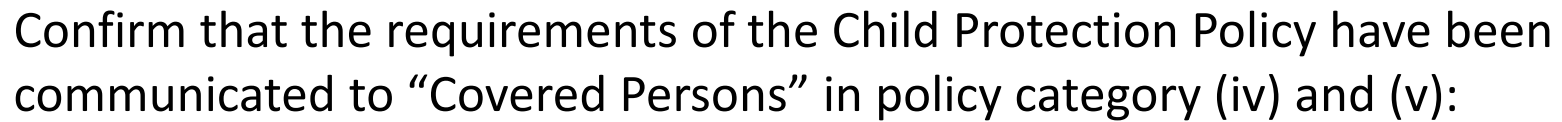
- Employees of the University and University affiliate;
and
- University students;
and
- Volunteers of the University and University affiliate



Confirm training



1. CONFIRM COMMUNICATION OF POLICY REQUIREMENTS



- 

Confirmation is given when “Covered Persons” (iv):

- Execute the revocable permit for use of University facilities, which contains representations and warranties that they will abide by SUNY Policies; and
- Execute the Acknowledgement Form appended to the Revocable Permit, acknowledging that they have received the SUNY Policies.



EXHIBIT B

Promotion Acknowledgement of Receipt of ECVY C&M Promotion Policies

State University of New York *(Printing Name)*
Rensselaer County Sheriff's Department

Promoted undersigned(s) and has received copies of the State University of New York policies entitled: (1) Child Protection Policy; and (2) Policy on Sexual Harassment and Prevention of Child Sexual Abuse. Promoted undersigned(s) has read and understood and agrees to abide by these laws, including provisions regarding the actual and suspected physical abuse and sexual abuse of a child as reported immediately to the proper University Police Department or proper County Police Department.

Promoted undersigned(s) has read the law of negligence and tortious and negligent violations of a civil provision, who shall state any University policies in regard to said civil provision, penalties as outlined in a week of the New York Criminal Code, and any other laws of the State of New York that relate to said civil provision, and shall agree to abide by the laws of the State of New York.

PERMITTED SIGNATURE

By: _____

Date/Name: _____

Title: _____

Date: _____

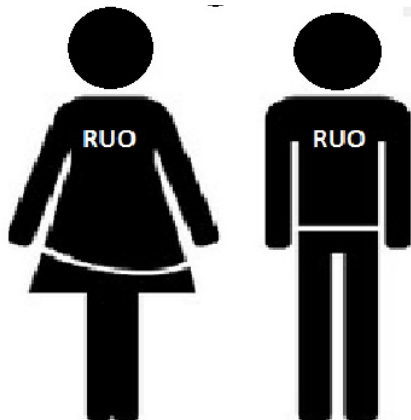
Duties of a Responsible University Official

2. CONFIRM TRAINING COMPLETION



CONFIRM that the required training on this Policy has been conducted with “Covered Persons” before the commencement of a “Covered Activity.”
“Covered Persons” whose training must be confirmed:

- Employees of the University and University affiliate;
and
- University students;
and
- Volunteers of the University and University affiliate.



Confirm training



Duties of a Responsible University Official

3. CONFIRM SEX OFFENDER REGISTRY SEARCHES

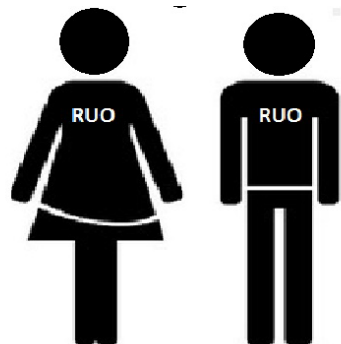


Confirm that State and National Sex Offender Registry searches have been completed for **specific “Covered Persons”** not sooner than 90 days before the commencement of a “Covered Activity”



Registry Searches must be completed for:

- Employees of the University and University affiliate;
and
- University students;
and
- Volunteers of the University or University affiliate.



Confirm Searches



Duties of a Responsible University Official

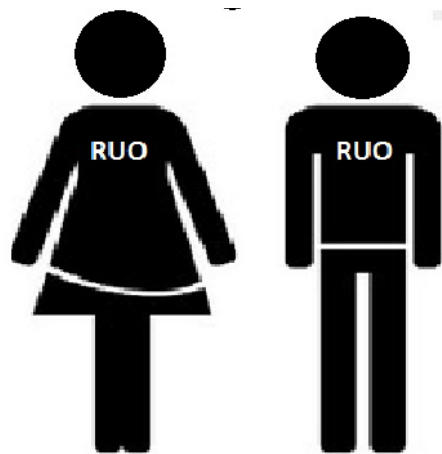
4. CONFIRM RECEIPT OF THIRD PARTY ACKNOWLEDGEMENTS



Confirm that “Covered Persons” (iv):

vendors, licensees, permittees or other persons
who are given permission to come onto campus
or to use University facilities for Covered Activities

Have completed and submitted the Acknowledgement of Receipt of SUNY Child Protection Policies form [[Exhibit D](#)] to the Revocable Permit



Confirm
Acknowledgment

THIRD PARTIES
USING
UNIVERSITY FACILITIES

Duties of a Responsible University Official

5. REPORT ALLEGATIONS OF CHILD ABUSE



IMMEDIATELY REPORT allegations of physical abuse or sexual abuse of a child to the campus **University Police Department (UPD)**.

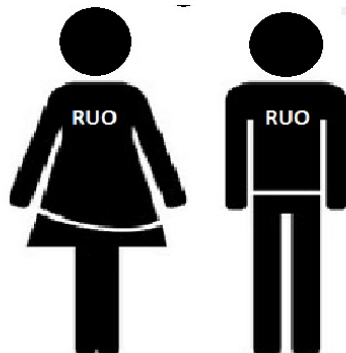


COMPLETE AND PROVIDE a written report to UPD for each allegation.



COMPLY with any other applicable reporting requirements, including:

- SUNY's [Policy on Mandatory Reporting and Prevention of Child Sexual Abuse, Document No. 6504](#) (Mandatory Reporting Policy)

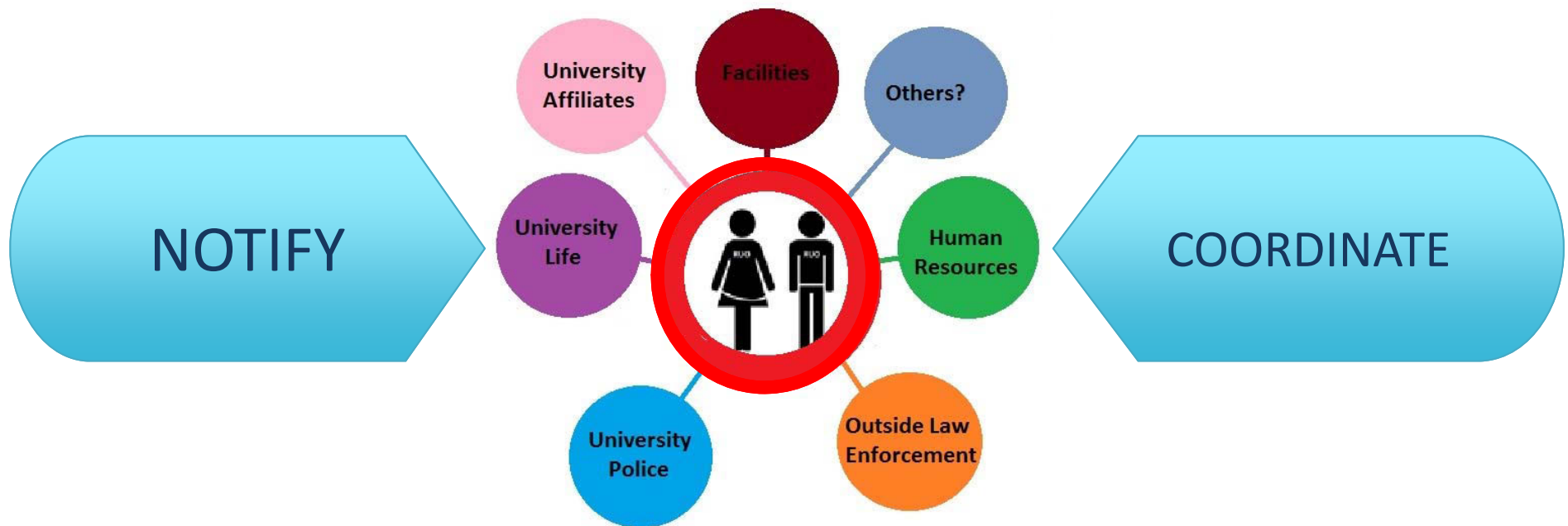


Like “Covered Persons,” we have an obligation to report physical and sexual abuse.

Duties of a Responsible University Official

6. NOTIFY AND COORDINATE WITH OTHER CAMPUS OFFICES

Notify and coordinate with appropriate campus offices to ensure that allegations of suspected physical abuse or sexual abuse are investigated and addressed appropriately.



Required Conduct of a Responsible University Official

7. ENSURE IDENTIFICATION

Ensure that “Covered Persons” participating in “Covered Activities” have the appropriate identification and are wearing and displaying their identification prominently at all times during the Covered Activity.

- **Acceptable ID:** a lanyard or other form of identification that identifies the individual as a Covered Person in the program or activity.

ID should be event-specific, to include:

- the event name, date(s)
- covered person’s **name** and **photo**

Why a picture ID?

- Shirts, uniforms and such attire, and non-photo IDs may be duplicated or misappropriated



Third Party Use of University Facilities for “Covered Activities”

Module 9: Third Party Use of University Facilities

Child Protection Policies Training

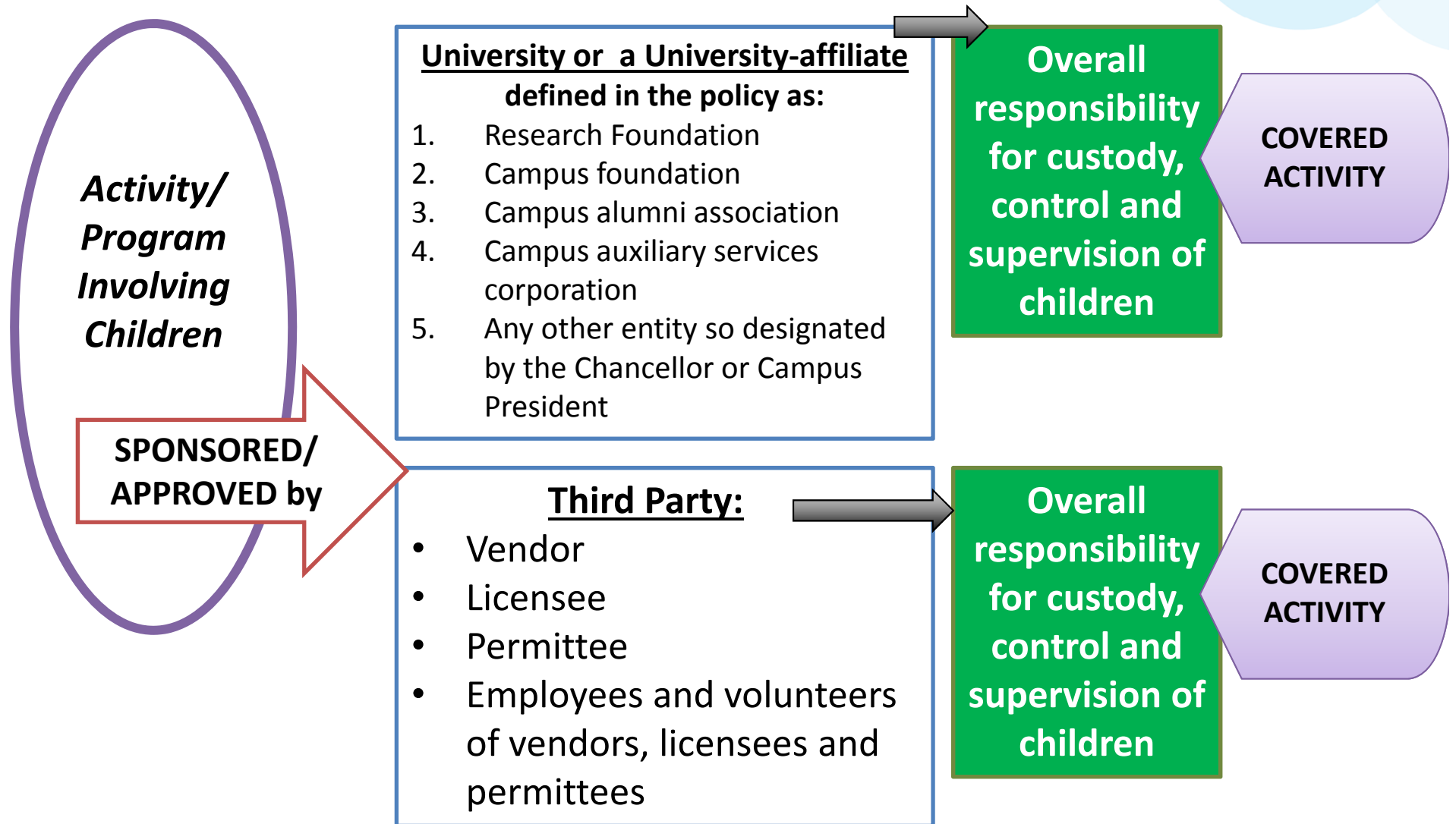
SUNY

Third Party Use of University Facilities

DEFINITION OF THIRD PARTY

- (iv) Vendor, licensee, permittee or other person who is given permission to come onto campus or to use University facilities for Covered Activities; or
- (v) An employee, agent or volunteer of (iv) above

“Covered Activity” Recap



Third Party Use of University Facilities

REVOCABLE PERMIT REQUIRED

- Third parties must sign a revocable permit for the use of University facilities for a “Covered Activity.”
- Revocable Permit template is appended to the Child Protection Policy.

Revocable Permit
Template in
Policy



Forms

There are no forms relevant to this policy.

Authority

[NY Education Law Article 8, § 355](#) (Powers of Trustees).

History

[State University of New York Board of Trustees' Resolution 2014-___](#) - [Child Protection Policy](#), adopted June 17, 2014

Appendices

[Revocable Permit - Use of University Facilities for Covered Activities Under the State University of New York Child Protection Policy \(includes Exhibits B, C & D\)](#) - Revocable Permit - Use of University Facilities for Covered Activities Under the State University of New York Child Protection Policy (includes Exhibits B, C & D)

[Exhibit A - Standard Contract Clauses State University of New York - Exhibit A](#)

Third Party Use of University Facilities

REQUIRED TERMS OF REVOCABLE PERMIT

1. IDENTIFY SPECIFIC AREAS OF FACILITIES USE: Specify the areas accessible to the “Covered Activity.”

EXAMPLE:



Sporting
event held
on athletic
fields

Revocable Permit Describes:

- Athletic fields
- Ancillary areas or structures the Permittee may use, including:
 - adjacent grounds
 - parking lots
 - rest rooms
 - locker rooms
 - accessory structures

Third Party Use of University Facilities

REQUIRED TERMS OF REVOCABLE PERMIT

2. INSURANCE: MINIMUM REQUIREMENTS

A provision requiring insurance coverage in the types and amounts listed in the policy, naming the University as an additional insured, and requiring that evidence of such insurance be provided to the University within five (5) business days of execution of the revocable permit or at minimum two weeks (14 days) prior to the scheduled use of University facilities.

MINIMUM REQUIREMENTS	LIMITS
General Liability insurance	Two Million (\$2,000,000) each occurrence; Two Million (\$2,000,000) in the aggregate.
New York State Workers' Compensation and Disability Insurance	Throughout the term of the Revocable Permit for the benefit of Permittee's employees required to be covered under the NYS Workers Compensation Law and the NYS Disability Benefits Law

Third Party Use of University Facilities

REQUIRED TERMS OF REVOCABLE PERMIT

2. INSURANCE: SEXUAL MOLESTATION COVERAGE

SEXUAL MOLESTATION INSURANCE	LIMIT
When the Covered Activity is of significant duration or involves the substantial use of campus facilities, the campus may, in its discretion, require Sexual Molestation Insurance (SMI). SMI is generally excluded from Commercial General Liability policies and must be purchased separately.	Not less than One Million (\$1,000,000)

Third Party Use of University Facilities

REQUIRED TERMS OF REVOCABLE PERMIT

3. CHILDREN'S CAMPS

- For **children's camps** defined under New York Public Health Law §1392, the **Revocable Permit must contain** a provision requiring permittee to provide a copy of its Camp Operator Permit issued by the New York State Commissioner of Health.
- Camp Operator Permit must be submitted either upon execution of the permit or not later than two weeks (14 days) before the scheduled use of University facilities.



Third Party Use of University Facilities

REQUIRED TERMS OF REVOCABLE PERMIT

4. REPRESENTATIONS AND WARRANTIES

The Revocable Permit Template requires the Permittee to make the following representations and warranties:

- **Sex Offender Registry Searches**

That the permittee has conducted Sex Offender Registry Searches on all of its employees and volunteers, and the employees and volunteers of its sub-permittees, who shall enter upon University facilities for purposes related to Covered Activity, within the ninety (90) day period preceding the use of University facilities.

- **Adherence to Standards**

That the permittee will adhere standards enunciated in the Revocable Permit for minimum staff-to-child supervision ratios, minimum staff age and minimum staff accreditation requirements.

Third Party Use of University Facilities

REQUIRED TERMS OF REVOCABLE PERMIT

4. REPRESENTATIONS AND WARRANTIES

The Revocable Permit Template requires the Permittee to make the following representations and warranties:

- **Transportation**

That for any transportation the permittee provides for children to and from the SUNY facilities, in addition to the driver of the vehicle, there will be at least one other staff member in the vehicle at all times.

Acknowledgment

Permittee must sign a written acknowledgement of its receipt of SUNY's Child Protection and Mandatory Reporting policies and its agreement to abide by the terms of these policies.

Child Protection Resources

Module 10: Policy Resources

Child Protection Policies Training

SUNY

SUNY's Policies on Protection of Minors

→ Both SUNY System-wide Board policies are available on the SUNY Policies and Procedures Website [suny.edu/sunypp/] in the **Protection of Minors** Category

The screenshot shows the website www.suny.edu/sunypp/. The URL is circled in blue. A red dashed box highlights the left sidebar menu, which includes sections for "SUNY University Wide Policies & Procedures [?]", "Forms & Appendices [?]", and "SUNY Regulations [?]", each with sub-links for "By Category (+)", "By Alphabetical", and "By Numerical". A red dashed circle highlights the "Quick Search" section, which has input fields for "By Name:" and "By Number:". A blue oval callout points to the search input field with the text "Search for: 'Child Protection Policy' or 'Mandatory Reporting'".

www.suny.edu/sunypp/

University-wide Policies & Procedures

Welcome to the [Policy](#), [Procedure](#), [SUNY Regulation](#) and [Form & Appendix](#) Library at the State University of New York.

This library contains University-wide policies, procedures and related forms. They are organized here to provide information to all University employees. For policies and procedures specific to a campus, contact that [campus](#) directly.

Content is the responsibility of the department listed as "Responsible Office" on the first page of each policy and procedure. Please contact that office if you have questions about the interpretation or content of a specific policy or procedure.

Quick Search

By Name:

By Number:

Search for:
'Child Protection Policy'
or 'Mandatory Reporting'

Child Protection Policy Resources

SUNY Policies

[Policy on Mandatory Prevention and Reporting of Child Sexual Abuse](#)

[Child Protection Policy](#)

SUNY Websites

[SUNY Policies and Procedures Website](#) www.suny.edu/sunyp

[Compliance Website](#), pages devoted to Child Protection at SUNY
www.suny.edu/compliance

www.suny.edu/compliance → Topics → Child Protection

[URL: http://system.suny.edu/compliance/topics/childprotection/](http://system.suny.edu/compliance/topics/childprotection/)

Child Protection Policy Resources

Guidance Material and Templates

Child Protection Policy Guidance document

- Available in the '[Other Related Information](#)' section of the [Child Protection Policy](#) → Available on the [SUNY Policies and Procedures Website](#)
- Guidance clarifies specific topical areas of the Child Protection Policy (the "Policy") and its applicability in various circumstances.
- Updated regularly to include the latest information and policy clarifications.

Revocable Permit Template (available in policy appendices)

- For Use of University Facilities for Covered Activities under the State University of New York Child Protection Policy

Child Protection Listserv

- Listserv established to allow campuses to ask questions of Counsel's Office and one another on issues related to implementation of Child Protection Policies.
- To join listserv, send email to the [Director of Compliance](#)

Child Protection Policy Resources

Child Protection Policy's regularly updated Guidance Document



The State University
of New York
Office of General Counsel and SUNY Compliance Office

Child Protection Policy – Guidance

A. Introduction

The purpose of this guidance document is to the Child Protection Policy (the “Policy”) and its applicability in various circumstances. The date at the bottom of the document will show when this guidance was last updated.

B. Definitions

- Custody, Control, Supervision**

“Custody, control and supervision” means that a parent or legal guardian has placed the child in the care of the University, University-affiliated organization or third party for a duration of time and for a specific covered activity. The University, its affiliate, or third party is exercising its own authority to guide, manage

Child Protection Policy Resources

Revocable Permit for Covered Activities under the Child Protection Policy

State University of New York at [Campus Name]

Revocable Permit – Use of University Facilities for Covered Activities Under the State University of New York Child Protection Policy

THIS AGREEMENT, made this _____ day of _____, 20____, by and between the STATE UNIVERSITY OF NEW YORK, an educational corporation organized and existing under the laws of the State of New York, and having its principal place of business located at SUNY Plaza, Albany, New York, 12246, by and on behalf of the State University of New York at [Campus], having its principal place of business at [Campus Address] (hereinafter referred to as "SUNY Campus" and [Permittee name] a [commercial / non-commercial] organization having its principal place of business located at [address], hereinafter referred to as "the Permittee," and collectively as "the Parties."

WITNESSETH:

WHEREAS, the Permittee will be conducting an on-campus activity which requires certain facilities; for a Covered Activity, defined herein as an activity conducted by the Permittee occurring on [Campus], for the duration of which the responsibility for custody, control and supervision of children is vested in Permittee; and

WHEREAS, SUNY [Campus] has such facilities; and

WHEREAS, the parties desire to enter into an agreement whereby SUNY Campus will make such facilities available to the Permittee for the Covered Activity,

NOW, THEREFORE, be it known that a revocable permit is hereby granted to the Permittee, subject to the terms and conditions as hereinafter provided, to use the facilities and services designated in Exhibit B, attached hereto and made a part hereof, on the date(s) and at the times specified thereon.

1. SUNY Campus shall supply all ordinary and necessary water, gas, electricity, light, heat and sewerage facilities for the premises. Unless specifically indicated otherwise in Exhibit B, no telephone service shall be provided by SUNY Campus to Permittee hereunder.
2. The Permittee shall take good care of the premises, fixtures and appurtenances to preserve the premises in good order and condition. Upon removal from said premises, the Permittee shall, at its sole cost and expense, restore the premises as nearly as possible to the condition in which these premises were in when the use by the Permittee began, other than ordinary wear and tear to the premises.

4. The Permittee agrees to provide SUNY Campus with a copy of its [Incorporation Papers or Receipt of Filing as a nonprofit agency or a commercial entity filed with the Secretary of State, or Papers Filed with the appropriate County Clerk for Conducting Business in its Name].
5. In consideration of the facilities and services to be provided by SUNY Campus as enumerated herein, the Permittee agrees to reimburse SUNY Campus in accordance with the costs or services stipulated on Exhibit C, attached hereto and made a part hereof, and any other extraordinary costs incurred by SUNY Campus to meet the requirements of the Permittee. Payment shall be made by the Permittee payable upon receipt of an official billing statement from SUNY Campus. The form and manner of presentation of the statement shall be mutually agreed upon by the Parties.
6. The Permittee shall be responsible for any and all damages or loss by theft or otherwise of property whether such property shall belong to SUNY Campus or to others, and for injury to persons (including death) which may in any way result from the operation or conducting of the Covered Activity, or may be caused by any of the persons involved in the Covered Activity, whether or not directly caused by the Permittee.
7. The Permittee shall be responsible for and shall maintain good discipline and proper behavior on the part of all persons in any way involved with the Covered Activity and agrees to remove any personnel involved in the Covered Activity whose actions, or failure to act, shall in the sole judgment of SUNY Campus, after consulting with the Permittee, be deemed to be detrimental to SUNY Campus.
8. If in the judgment of SUNY Campus the activities of any personnel in any way involved in the Covered Activity should be such that SUNY Campus, after consultation with the Permittee, shall determine that the continuation of the Covered Activity for the then remaining period covered by this Agreement shall be contrary to the best interest of SUNY Campus, SUNY Campus may terminate this Agreement without liability of any kind whatsoever therefore, and the Permittee and all personnel so involved shall be thereupon removed from SUNY Campus premises.
9. This Agreement shall be interpreted according to the laws of the State of New York. The Permittee shall comply with established State University of New York and SUNY Campus regulations and policies and with all laws, rules, orders, regulations, and requirements of Federal, State and municipal governments applicable thereto including the provisions contained in the rider attached hereto and made a part hereof as Exhibit A. If necessary, Permittee shall obtain and keep in force at its sole cost and expense, any permits or licenses which may be required by any local, State or Federal Governmental body.

Child Abuse Resources and Organizations

Resources

[Report/Prevent Child Abuse](#)

NYS Office of Children & Family Services

[Institute for Community Health Promotion](#)

SUNY – Buffalo State University

[Free, 24/7 Online NYS Mandated Reporter Training from the NYS Office of Children & Family Services](#)

<http://www.nysmandatedreporter.org>

Organizations

[The American Camp Association](#)

[New York State Council on Children and Families](#)



Child Protection at
SUNY