

**Protection of Minors
Overview and Reminders
August 2018**

History:

The Protection of Minors policy was passed by Academic Senate on March 23rd, 2016 and has been in effect since January 1, 2018. All members of the University community are expected to become familiar with and comply with the Protection of Minors Policy ("Policy") which can be found on the University Policy and Procedures website at <http://policy.illinoisState.edu/>. The policy outlines requirements for faculty, staff, students, student employees, and volunteers who work in activities and programs with minors, and informs individuals of their reporting obligations in instances of known or suspected child abuse or neglect of minors.

The Policy applies to all Illinois State University employees, public volunteers, and/or organizations who wish to participate in programs serving minors. All University sponsored programs/activities involving direct contact with minors must register **annually** with the Minors Activity Compliance Committee (MACC) **no less than 60 days** prior to the start of the program.

Submission Process:

The organizing unit's sponsor must register the program by completing the online [Formstack](#) registration form. In this Formstack application process, sponsors will provide additional details for the event as well as attest to policy compliance statements.

Faculty/staff members that are supervising ISU students participating in student teaching, practicums, and clinicals related to their course-work or degree requirements in external settings will only be required to complete the abbreviated application one time, as long as there is no break in service.

All other Program/Activities Involving Minors will need to be registered annually by the sponsor as a University-sponsored program/activity.

The MACC is comprised of representatives from Academic Affairs, University Police Department, General Counsel, Risk Management, Environmental Health and Safety and the faculty that will review all University program/activities involving minors to ensure the requirements of the policy are met. After MACC review, the sponsor will be asked to submit a list of names of all adult volunteers (Any volunteers, students, or employees working the event). These adult volunteers will need to complete criminal background checks and crime reporting training in accordance with the policy. Please list individuals even if you believe they already had a background check. The names will be cross checked within Human Resources and Office of Equal Opportunity and Access, and if the individual already has the necessary background check or crime reporting training on file, they will not need to complete it again. Please note that employees must complete annual Mandated Crime Reporting Training. The Sponsor is responsible for ensuring that all listed adults participating in the University sponsored program/activity have successfully completed the required checks and training before participating in the program/activity.

Outside Groups and Independent RSOs that use property owned or controlled by the University for events or activities are subject to requirements applicable to Outside Groups under the University Protection of Minors Policy. The Protection of Minors Policy requires Outside Groups that conduct events/or activities where Outside Group individuals have Direct Contact with minors, to complete criminal background and sex offender registry checks for those individuals.

More information on the Protection of Minors Policy and program requirements can be found at the Protection of Minors webpage at <http://ehs.illinoisState.edu/minors/> or contact Alicia Lage the Minors Compliance Coordinator at protectionofminors@ilstu.edu or 309-438-5367.