

**Working with Minors:
Information for Those Participating in College
Affiliated Programs or Activities Involving Minors¹**

The Kenyon College community has a strong interest in how our society cares for children and the most vulnerable among us and wants to do what it can to prevent the victimization of child and adolescent minors and promote their safety. To further this goal, these Guidelines contain important information that individuals must review if they are participating in programs or activities involving minors that 1) the College operates; 2) that others operate in College facilities; or 3) that Kenyon students, faculty or staff are involved with in the community.²

You are receiving this information because you have been identified as participating in a covered program or activity. You must review the information contained in the College's Protection of Minors Policy, as well as these Guidelines and return the attached certification indicating that you have read the Protection of Minors Policy and these Guidelines and agree to comply with the requirements they describe. You may also be required to review additional materials that are relevant to your specific situation.

This informational packet is available online at [enter web address] and contains the following:

- 1) The College's Protection of Minors Policy and accompanying Guidelines for working with minors that will help you to maintain safe and positive interactions and reduce the risk of mistaken allegations;
- 2) Steps to take if you suspect that a minor has been abused or neglected or is otherwise unsafe, including information about how to report your suspicions or ask questions;
- 3) Advice on the signs of child abuse and neglect from the Ohio Dept. of Job and Family Services ([Appendix A](#)); and
- 4) A Certification form that you must sign to certify that you have read and understood the information and will comply with your obligations under the Protection of Minors on Campus Policy and its related appendices.

¹ Visits to the College by minors, including stays in College-owned student housing by candidates for admission, prospective student athletes on unofficial visits, siblings of enrolled students, and other minor guests are generally not considered College -affiliated programs or activities for purposes of the Protection of Minors Policy. The Student Affairs Guest Policy governs the hosting of minor guests in College-owned student housing.

² This packet describes requirements applicable to Kenyon undergraduate students, including those under the age of 18, who participate in programs involving minors.

Guidelines for Working with Minors

Those associated with programs or activities involving minors should observe the following "dos" and "don'ts" in order to maintain a safe and positive experience for program participants, encourage parental confidence, and avoid mistaken allegations.

DO:

- Maintain the highest standards of personal and professional behavior at all times when interacting with minors, realizing one's actions reflect on the program or activity.
- Maintain professional boundaries with minors at all times and serve as a role model in your behavior.
- Whenever possible, try to have another adult present when you are working with minors in an unsupervised setting. Conduct necessary one-on-one interactions with minors in a public environment where you can be observed.
- Listen to and interact with minors and provide appropriate praise and positive reinforcement.
- Treat all minors in a group consistently and fairly, and with respect and dignity.
- Be friendly with minors within the context of the formal program or activity while maintaining appropriate boundaries.
- Maintain discipline and discourage inappropriate behavior by minors, consulting with your supervisors if you need help.
- Be aware of how your actions and intentions might be perceived and could be misinterpreted.
- Encourage the use of positive and supportive language while discouraging the use of insulting, demeaning, or ridiculing language.
- Consult with other adult supervisors or colleagues when you feel uncertain about a situation.

DON'T:

- Don't spend significant time alone with one minor away from the group or conduct private interactions with minors in enclosed spaces or behind closed doors.
- Don't engage in any sexual abuse, inappropriate touching, or have any physical contact with a minor in private locations.
- Don't disparage peers or other program personnel, use inappropriate language, tell risqué jokes, or make sexually suggestive comments around minors, even if minors themselves are doing so.
- Don't give personal gifts to, or do special favors for, a minor or do things that may be seen as favoring one minor over others.
- Don't share information with minors about your private life or have informal or purely social contact with minor program participants outside of program activities.
- Don't strike or hit, commit an act of cruelty against, endanger, or use corporal punishment or other extreme punishment involving physical pain or discomfort.
- Don't relate to minors as if they are peers, conduct private correspondence or take on the role of "confidant" (outside of a professional counseling relationship).
- Don't date or become romantically or sexually involved with a minor. Don't show pornography to minors or involve minors in pornographic activities.
- Don't use technology, email, text, to engage with minors through social networking media unless there is a legitimate educational or programmatic reason to do so.
- Don't provide alcohol or drugs to minors or use them in the presence of minors.

Reporting: What to do if you suspect that a minor has been abused or neglected or is otherwise unsafe.

If you know, suspect, or receive information indicating that a minor has been abused or neglected, or if you have other concerns about a situation involving the safety of minors, follow the procedures described below

Emergencies:

In case of an emergency, immediately call Kenyon's Office of Campus Safety at (740) 427-5555, or the Knox County Sheriff at 911.

Reports of Known or Suspected Abuse or Neglect of Minors:

1. Anyone who has concerns about the safety of minors, should notify the Knox County Sheriff at 740-397-3333 and/or the Knox County Department of Jobs and Family Services, Children and Family Services Division 24-hour abuse hotline at (740) 392- 5437 (KIDS).
2. *Reports of Known or Suspected Abuse or Neglect of Minors*
ANY person participating in a College-affiliated program or activity or a non-College affiliated program or activity operating on the Kenyon College campus involving minors, who knows, suspects, or receives information indicating that a minor has been abused or neglected, **MUST** notify the Knox County Sheriff at 740-397-3333 and/or the Knox County Department of Jobs and Family Services, Children and Family Services Division 24-hour abuse hotline at (740) 392- 5437 (KIDS).
3. Additionally, **ANY** reporter of known or suspected abuse or neglect of a minor shall inform the Director of Campus Safety, as well as the College's Civil Rights/Title IX Coordinator, of the concern.
 - Campus Safety may be reached by calling (740) 427-5000
 - The College's Civil Rights/Title IX Coordinator may be reached at (740) 427-5820.

Campus Safety, with support from other appropriate offices as necessary, will help determine appropriate next steps. In addition, supervisors should be promptly notified of concerns once it is safe and appropriate to do so.

Certification

I hereby certify that I have read and understand the foregoing Information for *Those Participating in College Affiliated Programs Involving Minors*, as well as the College's Protection of Minors On Campus Policy and its related appendices. I have had an opportunity to raise any questions I have about this information and have done so if necessary.

Signature

Date

Printed Name

Program/Activity in which you are participating:
