

#### 8.14.1 Safety of Children in University Programs and Reporting Abuse

This Policy sets forth requirements for Loyola University Maryland (herein after referred to as Loyola or University) students, employees (including all faculty, administrators, staff, and student workers), independent contractors, and volunteers to comply with all applicable laws and regulations related to working with minors including required CJIS background checks and reporting suspected child abuse and neglect to appropriate government authorities. This Policy also sets forth screening, training, and conduct requirements for University "covered programs" as defined below.

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- x Sodomy
- x Unnatural or perverted sexual practices

Child neglect– for purposes of the Policy, means the leaving of a child unattended or other failure to give proper care and attention to a child by any parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child under circumstances that indicate that the child’s health or welfare is harmed or placed at substantial risk of harm, or mental injury to the child or a sibling of the child.

- x Touch in an inappropriate or illegal manner, strike or hit, or administer corporal punishment to a minor at any time.
- x Engage in abusive conduct of any kind toward, or in the presence of a minor.
- x Use inappropriate language, tell riske jokes, make sexually suggestive comments to any minor.
- x Access or show any sexually explicit images or materials in the presence or vicinity of a minor.
- x Give minors access to any ~~sexual~~ explicit images, material, or media.
- x Give minors access to any tobacco, alcohol, or illegal drugs.
- x Use tobacco, alcohol, or illegal drugs in the presence or vicinity of a minor.
- x Date or become romantically or sexually involved with a minor.
- x Drive a child without a signed waiver from the child's parents or legal guardian.

While all of the foregoing constitutes a violation of this policy, certain prohibited acts also constitute violations of Maryland criminal law and/or unlawful abuse and neglect.  
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written report to the local department within 48 hours with a copy to the local State's Attorney (see <https://dhs.maryland.gov/child-protective-services/reporting-suspected-child-abuse-or-neglect/mandated-reporters/>).

If a person witnesses abuse of a child while it is occurring, the person should contact 911 immediately. Other persons are required by law to notify the local department of social services or appropriate law enforcement agency in writing.

informing participants of the University's reporting obligations at the beginning of the event. Writing assignments or essays that discuss abuse may also carry a reporting obligation if the written materials give reason to believe that abuse or neglect may have occurred. Under the law, the identity of a person making a good faith report is kept strictly confidential and is not shared with the victim or the perpetrator.

## 2. Requirements for Covered Programs

In addition to the reporting obligations set forth above, this Policy sets forth screening, training and notification requirements for covered programs as defined above.

### Screening

All individuals who are engaged by the University (whether as employee, student, or volunteer) to work in a covered program and who are expected to have substantial contact with minors (including all overnight activities) are subject to criminal background screening requirements.

The supervisor responsible for employees, students, and/or volunteers interacting with minors in a covered program should contact Human Resources at 410-617-2354 and provide the employees, students, and/or volunteers information to ensure a background check is performed prior to interaction with anyone in a covered program and being allowed on campus as a volunteer.

Additional screening and or fingerprinting may be required by law or grant/funding requirements for employees, students, or volunteers to participate in a covered program. Program supervisors / directors are responsible for facilitating any additional screening and or fingerprinting that is required for a covered program.

Independent contractors, including individuals offering academic and sports camps will need to certify in writing that a background check that meets or exceeds the minimum requirements per [Exhibit B](#) and any additional screening or fingerprinting required by law or grant/funding requirements, to the University official they report to prior to interacting with minors in a covered program.

The Human Resources screening generally will include, at a minimum, a criminal history records

Please see [Exhibit B](#) for specific information on screening.

#### Training

All individuals who work in covered programs (whether as an employee, student, independent contractors, or volunteers) are required to participate in mandatory training every year on appropriate conduct in the presence of minors, protecting children from abuse and neglect, and reporting of known or suspected child abuse and neglect.

Supervisors working with minors should email Human Resources at [humanresources@loyola.edu](mailto:humanresources@loyola.edu) and provide a name and email address of the person requiring training.

#### Contracts with Third Parties

Non-University organizations and individuals operating covered programs must provide certification to the University indicating that all individuals working in the program (paid or unpaid) who are expected to have substantial contact with minors have been screened and have received training that meets or exceeds the minimum requirements of this Policy prior to commencing services.

- x To ensure that all screenings and trainings have occurred ~~prior to~~ working with minors in a covered program, the supervisor responsible can use [Exhibit D](#) Supervisor Checklist for Working With Minors In Covered Programs.

### 3. Questions Regarding this Policy

Questions regarding this Policy, expectations regarding conduct with minors, reporting, screening, training, and notification obligations should be addressed to the Title IX Coordinator 410-617-5646, Human Resources 410-617-2354, or Risk Management 410-617-5070.

#### Cross-Referenced Policies and Procedures:

- x Employee Policy Manual 8.6 - Harassment and Discrimination Policy and Procedures