



Policy Number: 400.8

Policy Title: Protection and Safety of Minors in College Programs

Subject: Section 400 – Personnel

Date Adopted: April 24, 2019

Date(s) Revised: January 4, 2021

Approved by:

A handwritten signature in blue ink that reads "Sandra J. Bauman".

Sandra J. Bauman
Dean/CEO
Helena College University of Montana

POLICY STATEMENT:

As an important part of mission fulfillment, Helena College University of Montana offers programs that include minors. This policy promotes the protection and safety of minors in these programs.

All Helena College policies shall adhere to and be consistent with relevant federal and state laws, rules, and regulations, and with the Board of Regents' policies and procedures.

PROCEDURES:

College-sponsored programs for minors must ensure that all employees, students, volunteers, or other personnel who will work directly with minors have been subject to a criminal background check and sex offender registry check before working with minors. Programs will use the vendor that Helena College has selected for employee background checks.

Persons whose criminal background check and/or sex offender registry check include a record of sexually based offenses or crimes against minors are not eligible to work as volunteers or employees for Helena College programs. If criminal background reports include a record of other offenses, the Human Resources office will determine if those offenses should preclude employment or participation.

Academic and administrative supervisors are responsible for ensuring that programs are in compliance with this policy and working with Human Resources to check for any changes in the background check.

All employees and volunteers will be required to participate in training covering the protection and safety of minors on campus. This training will include information on best practices and strategies to prevent child abuse and neglect, as well as requirements as mandatory reporters of suspected abuse.

DEFINITION OF TERMS

The following definitions apply to this policy:

Minors: any person(s) under the age of eighteen (18) years.

Programs: ongoing or planned events that are designed to include minors, such as camps, lessons, workshops, and classes. The term programs do not include single performances or events open to the general public that are not targeted toward minors. It also does not include programs or events for which Helena College University of Montana facilities have been rented by an outside party. All responsibility for the protection of minors for any event hosted by another party falls to that organization.

Work directly: individual, contact with minors in the performance of a job or volunteer assignment. This does not include employees or volunteers who are part of group activities, but have no responsibility to interact directly with minors as part of their assignment.

College-sponsored: programs sponsored by a department of the College or otherwise offered by college employees as part of their employment at the College.