

# Kentucky Wesleyan College

## Policy & Procedure Manual

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### **Children on Campus Policy**

**Approval:** Vice President for Student Services

**Policy Type:** College

**Policy Owner:** Vice President for Student Services

**Responsible Office:** Student Life

#### **Revision History**

**Approval Date:** 4/22/15

**Modified:**

**Next Review:** 5/30/18

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#### **1. Purpose**

- 1.1. To assure the safe and appropriate supervision of children on campus and set out appropriate conditions, locations, and situations where children are permitted.

#### **2. Scope**

- 2.1. All KWC personnel, contracted programs and camp operators, and guests of KWC on campus.

#### **3. Definitions**

- 3.1. **Children:** Minors under the age of 18.
- 3.2. **Minors Enrolled as Students:** Properly enrolled students under the age of 18 who have the rights and privileges of any other student in the classroom and on campus grounds, except that such minors between the ages of 13-15 must have a signed release form on file in the Admissions Office indicating whether they will be accompanied on campus by a responsible adult and must be in compliance with that form. Properly enrolled students under the age of 13 must always be accompanied by a responsible adult. Properly enrolled Minors shall adhere and abide by KWC's Sexual Harassment & Assault policy.
- 3.3. **Supervised:** An adult designated as responsible for the child is providing direct on-site care and attention to the child's health, safety, and welfare. An adult responsible for the child who is present but performing work, teaching, or other activities that distracts his/her attention from the child does not meet this criterion.
- 3.4. **Unsupervised:** The adult responsible for the child is not present or is performing duties that distracts from the adult's attention to the child.

#### **4. Policy**

- 4.1. Kentucky Wesleyan College encourages safe, supervised campus visitations by children for the purposes of making decisions about their academic future such as: attending educational, cultural, or sporting events and camps and authorized use of facilities.
- 4.2. Kentucky Wesleyan College campus grounds and infrastructure are designed to provide an environment conducive to academic and occupational activities performed by students and employees. For reasons that include the safety of children, and assuring the professional and efficient performance of academic pursuits, operations, and services, Kentucky Wesleyan College cannot accommodate unsupervised children in campus workplaces, classrooms, or at any other venue or event on campus.

#### **5. Procedures**

##### **5.1. Classrooms**

- 5.1.1. Presence in classrooms is restricted to properly enrolled students or visitors with a legitimate purpose, who may be adults or minors. Instructors of record are responsible for ensuring that individuals who attend their classes are properly enrolled or have been invited for the purpose of making special announcements, guest lecturing, or other authorized reasons. Instructors are also responsible for addressing situations when unauthorized individuals attend their classes.
- 5.1.2. Instructors have the discretion to make infrequent exceptions due to temporary, unforeseen emergencies. In these cases, children must remain in the classroom and are not allowed to sit in the hallway or be unsupervised in other locations on campus.

##### **5.2. Offices**

- 5.2.1. Children are allowed in offices on campus in the following situations:

- Short, occasional visitation by children who are accompanied by a responsible adult.
- Infrequent exceptions granted by the supervisor due to a temporary, unforeseen emergency and only when the responsible adult is able to be present and attend to the care and welfare of the child.

- 5.2.2. Children are not allowed in offices on campus in the following situations:

- An alternative to regular childcare provisions, e.g., infant care or childcare during summers and holidays.
- When the child is too ill to be sent to regular childcare location or school.
- Provision of regular and routine childcare after the Campus School or any other school has dismissed, regardless of duration each day.
- Presence of child interferes with normal operations.

- 5.2.3. Supervisors are responsible and accountable for ensuring that this policy is followed. Should employees require time to resolve their childcare situation, they are required to leave work and paid time off will be assessed.

### **5.3. Camp Grounds and Facilities**

- 5.3.1. Due to safety issues, under no circumstances may unsupervised children be allowed to play on campus grounds, roam campus buildings, or sit unaccompanied in campus buildings or benches on the grounds. Areas that are off limits to unsupervised children include, but are not limited to:

- Hager Hall
- Yu Hak Hahn Science Center
- Parking lots
- Residence Halls
- Cafeteria
- Winchester Center
- Game rooms
- Athletic fields
- Facilities/Maintenance Building

- 5.4. Anyone finding an unaccompanied child on campus grounds should first determine if the parent(s) are on campus and try to reunite the child with the parent(s). If unable to do so, the adult should inform the Student Life Office of the location of the child during the hours of 8 AM – 5 PM Monday-Friday. Call (270) 852-3285 to request such assistance. After 5 PM and during weekend hours, please call Campus Security at (270) 929-8609. If you are unable to reach Student Life (during 8 AM – 5 PM) or Campus Security (after 5 PM and on weekend hours), please contact Sarah Begley, Assistant Dean of Students, at (270) 776-1651.

### **5.5. Areas Totally Off Limits to Children, Regardless of Supervision**

- 5.5.1. Due to safety and health hazards, and in the interest of an effective learning environment, some campus areas are totally off limits to children, regardless of supervision by a responsible adult. These areas include, but are not limited to:

- Student computer labs
- Research laboratories
- Teaching laboratories where chemicals are present
- Chemical storage areas

- KWC vehicles and golf carts
- Mechanical rooms
- All kitchens

## 5.6. Conduct Requirements

5.6.1. Employees or any adult participating in programs and activities covered by this Policy shall:

- Provide an environment free from sexual harassment and sexual assault. Management and supervisory personnel, including all authorized adult participants/supervisors, shall ensure that sexual harassment in any form will not be tolerated and are responsible for taking reasonable and necessary action to prevent sexual harassment and assault.
- Participate in periodic education and training programs regarding conduct that could constitute a violation of KWC's Sexual Harassment and Assault policy.
- Promptly report any incident of sexual harassment or assault to KWC's Title IX/Sexual Harassment Officer, or if uncomfortable reporting to the Title IX/Sexual Harassment Officer, report to any one of the following: Vice President of Student Services, Vice President of Academic Affairs or the Director of Human Resources.

5.6.2. Employees or any adult participating in programs and activities covered by this Policy shall not:

- Have one-on-one contact with Minors; in general, it is expected that activities where Minors are present will involve two or more Authorized Adult participants/supervisors who will adhere to the Three Person Rule (i.e. no one-on-one contact between Authorized Adult participants/supervisors and Minors).
- Participate in a sleepover under the auspices of the program or activity, unless (1) two Authorized Adults are present or (2) an Authorized Adult has given his/her written consent and there is at least one other Authorized Adult or Employee, and the two Authorized Adults and/or Employees remain in each other's presence at all times.
- Engage in abusive conduct of any kind toward, or in the presence of, a Minor.
- Sexually assault, harass, or engage in the discrimination of a Minor.
- Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any Minor.
- Pick up Minors or drop off Minors from their homes, other than the driver's child or children, unless prior written authorization has been provided by the person in charge of the program or activity covered by this policy whether before, during, or after the program or activity.

- Engage in the use of alcohol or illegal drugs, or be under the influence of alcohol or illegal drugs during such programs or activities.
- Make pornography in any form available to Minors participating in programs and activities covered by this Policy or assist them in any way in gaining access to pornography.
- Engage in any activity that would risk the safety, health, or welfare of the Minor.

### **5.7. Allegation of Inappropriate Conduct**

5.7.1. Employees participating in programs and activities covered by this Policy shall:

5.7.2. Strive to ensure the health and safety of Minors participating in programs and activities covered by this Policy, and, when appropriate, remove Minors from dangerous or potentially dangerous situations. In such case, the Title IX/Sexual Harassment Officer, must be notified immediately and in the event that the Title IX/Sexual Harassment Officer is not immediately available, then the Deputy Title IX/Sexual Harassment Officer(s) should be contacted.

5.7.3. Discontinue any further participation in programs and activities covered by this Policy when an allegation of inappropriate conduct has been made against him or her, until such allegation has been satisfactorily resolved.

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