**TEMPLATE**

**STANDARD OPERATING PROCEDURES MANUAL**

**THE PROTECTION OF CHILDREN POLICY**

**[Department/Unit]**

1. Introduction

The University of Notre Dame (University) [Department/Unit] is committed to promoting the safety and well-being of Children participating in its Programs. In compliance with the University’s Protection of Children Policy (Policy), this Standard Operating Procedures Manual (Manual) addresses the requirements outlined in Section 2.2.1 of the Policy (*See* Exhibit A). Unless otherwise specified, the Policy provides the definition for the capitalized terms used in this Manual.

1. Approval of Programs

In order for a Program to be Sponsored, directed, or controlled by the [Department/Unit], the Program must be proposed to the [Director/Supervisor] in advance for review and approval. The Program proposal submitted to the [Director/Supervisor] must, at a minimum, describe in detail the following:

1. The Program registration process and the process for collecting contact information from parents/guardians of Children participants in the Program, which contact information provided by parents/guardians should include contact information for the parents/guardians and for additional emergency contacts.
2. The process by which the Program will: (i) ensure execution of Waiver, Release and Indemnification Agreements (*See* Exhibit B1 and B2) by a parent/guardian of Children participants, if the Program will exercise Custody over Children; and (ii) maintain records of executed Waivers.
3. The process by which the Program will: (i) ensure execution of Medical Release and Consent to Treatment Forms (*See* Exhibit C) by a parent/guardian of Children participants; (ii) review completed Forms for any indication of medical issues/concerns and associated accommodations; and (iii) maintain records of executed Forms.
4. The minimum staff-to-child ratio for the Program.
5. The process by which the Program will: (i) intake Children participants; (ii) personally identify Children participants during intake and for the duration of the Program; and (iii) release Children participants only to authorized individuals with proper and verified personal identification.
6. The Program’s policy and processes regarding any transportation of Children, including any circumstances under which staff or students will be allowed to transport Children.
7. The process by which the Program will respond to medical incidents involving Children participants. The process must include: (i) how the severity of medical incidents that arise for Children participants will be assessed; (ii) what medical providers will be consulted or otherwise involved in the medical assessment of Children participants; (iii) what University Representatives will be notified of medical issues that arise for Children participants during the Program, which must include the Office of Risk Management and Safety; (iv) emergency contact information for the relevant University Representatives; and (v) the sequence in which University Representatives will be notified of medical issues that arise for Children participants during the Program and who will be responsible for making each required notification.
8. If the Program involves any Overnight Stay with Children, the specific precautions that will be taken for the Overnight Stay, which must include: (i) specification of what University Representatives will be the Responsible Parties for the Overnight Stay; (ii) how University Representatives that will be present during the Overnight Stay will be specifically trained in advance of the Overnight Stay; (iii) documentation of a policy that prohibits consumption of alcohol or controlled substances (other than by valid prescription) by any individual associated with the Overnight Stay during the Overnight Stay and the manner in which such policy will be communicated to University Representatives and Children participants associated with the Overnight Stay; (iv) how room assignments for the Overnight Stay will be made and enforced; (v) documentation of the Office of Housing rules of conduct that will be enforced during the Overnight Stay and the manner in which such rules of conduct will be communicated to University Representatives and Children participants associated with the Overnight Stay.
9. If the Program involves any Overnight Stay with Children, documentation of whether the Program will permit guests that are not University Representatives or Children participants (e.g., Children participant parents; Children participant siblings) to be present at any time during an Overnight Stay. If any such guests will be permitted by the Program, a description should be provided for the criteria that will be utilized to evaluate guest requests, the requirements (including training and background checks) that will be required of approved guests, the process by which approved guests will be monitored, and the process by which the Program will check for and expel unauthorized guests. If guests will not be permitted by the Program, a description should be provided for how such prohibition will be enforced.
10. [Other requirements as may be specified by Department/Unit.]

The [Director/Supervisor] will evaluate a Program proposal according to the reasonableness with which the proposal addresses the issues identified above and based on whether the proposed Program would further the [Department’s/Unit’s] priorities or objectives. If the [Director/Supervisor] does not approve a Program, the Program shall not be Supported, directed, or controlled by the [Department/Unit] and also may not be otherwise Supported, directed, or controlled by the University unless appropriately approved by another Department or Unit in accordance with the Policy. If the [Director/Supervisor] does approve a Program, the Program shall be conducted in accordance with the requirements set forth in the remainder of this Manual.

1. Program Coordinator

At the time of approving a Program, the [Director/Supervisor] will identify a [Department/Unit] employee to be the Responsible Party for the [Department’s/Unit’s] involvement with the Program. The Responsible Party will be responsible for identifying all [Department/Unit] representatives who are authorized to be involved with the Program, verifying that all such [Department/Unit] representatives have completed all training and background checks required under this Manual and the Policy, and otherwise coordinating the operations of the Program in compliance with this Manual and the Policy. If a [Department/Unit] representative has not been authorized by the Responsible Party to be involved with the Program, that individual shall not be involved with the Program.

1. Education and Training

All [Department/Unit] representatives authorized to be involved in a Program must satisfy education and training requirements through *complyND* prior to interacting with Children in connection with the Program. This education and training addresses:

* 1. The Facts Regarding Sexual Abuse and the Effects of Abuse on Victims
	2. University Expectations: Training, Background Checks, Program/s Registration, Audit
	3. University Core Values
	4. University Behavioral Expectations: The Guiding Principles
	5. Reporting Requirements

In order to remain authorized to be involved with a Program, a [Department/Unit] representative must remain current with his/her education and training by completing in *complyND* an additional review of the Training Resource before twelve months have lapsed since his or her prior review of the Training Resource through *complyND*.

1. Background Checks

The [Department/Unit] must ensure that all non-student volunteers and non-University employees affiliated with a Program involving Children have been subject to a criminal background check (with each criminal check examining, at a minimum, the seven (7) year period prior to the check) in Indiana and their state of residence, and a check of the national sex offender registry, within the three (3) years prior to the commencement of the Program.

The [Department/Unit] must also ensure that any University Representative who will be present in a facility with Children during an Overnight Stay undergoes a criminal background check and a check of the national sex offender registry as outlined for non-student volunteers and non-university employees.

Background checks are available through the Office of Human Resources by following these procedures:

* Non-student volunteers and other non-University employees (including students from other colleges and universities)
	+ The Responsible Party must contact the Human Resources Recruiter assigned to [Department/Unit].
	+ The Responsible Party must provide the Recruiter with the individual's full name and email address.
	+ The individual will receive an email from HireRight (the University's third party HR assistance provider) and should follow the directions therein, which will include entering personal information directly into HireRight's website.
	+ The Responsible Party will receive an email when the individual has cleared the background check.
* Current University employees who will be present in a facility with Children during an Overnight Stay
	+ The Responsible Party must contact the Human Resources Recruiter assigned to the [Department/Unit] for assistance.

*NOTE: Current employees are not required to undergo criminal and sexual offender background checks unless they will be present in a facility with Children during an Overnight Stay, as such employees have already been subject to criminal and sexual offender background checks as a condition of beginning employment.*

* Registered and Enrolled Notre Dame Students
	+ Registered and Enrolled Notre Dame students are required to sign the Sworn Statement or Affirmation for University of Notre Dame Students Volunteering to Work with Children as set forth (*See* Exhibit D) unless they will be staying in a facility during an Overnight Stay with Children. If a Registered and Enrolled Notre Dame Student will be staying in a facility during an Overnight Stay with Children, the student will be a University Representative who will be present in a facility during an Overnight Stay with children and must undergo a criminal and sexual offender background check consistent with the requirements for such individuals set forth above. In that case, the Responsible Party must contact the Human Resources Recruiter assigned to the [Department/Unit] for assistance.

Human Resources may be reached at 574/631-5900.

1. Medication and Health Insurance

Representatives of the [Department/Unit] may not store or administer medication for, or on behalf of, Children. In order for a Child to be able to self-administer medication or for a parent/guardian to administer medication to the Child, a parent/guardian must complete Exhibit E.

Representatives of the [Department/Unit] may not purchase or reimburse the cost of medical insurance. [Department/Unit] may not pay or reimburse for medical bills for Children. The University maintains a limited accident insurance policy for Children participating in Programs; any questions regarding the policy should be directed to the Risk Manager in the Office of Risk Management and Safety.

1. Registration

The [Department/Unit] shall maintain a register of all approved Programs and submit the register, on an annual basis, to the Office of Risk Management and Safety (*See* Exhibit F). The register will include:

* Name of each approved Program
* Description of each approved Program
* University Responsible Party for each approved Program
* Dates of each approved Program
* Number of adults working or volunteering in each approved Program
* Number of Children participating in each approved Program
1. Audit

[Describe the process by which the [Department/Unit] will conduct a regular audit of its compliance with this Manual and by which deficiencies will be evaluated and addressed.]

The [Department/Unit’s] Programs are also subject to an audit process administered by Audit and Advisory Services.

[Department/Unit] shall make the following documentation available for review by Audit and Advisory Services upon request:

* Training Records
* Background Check Records
* University Student Signed Statement or Affirmation Forms
* Waiver, Release and Indemnification Agreements (signed by parent/legal guardian)
1. Reporting Requirements

Indiana law requires anyone who has reason to believe that a Child is a victim of child abuse or neglect to make an oral report immediately to the local child protection service or the local law enforcement agency.  If the Child is on the Notre Dame campus, the appropriate law enforcement agency to contact is Notre Dame Security Police (NDSP) (574-631-5555). NDSP is also available to assist in the contact of law enforcement agencies off-campus.   Off-campus, in an emergency or crisis situation, the best way to contact the appropriate law enforcement agency is to call 911 or the Department of Child Service at 1-800-800-5556.

Separate from any legal duty, any member of the University community should contact NDSP (574-631-5555) or the Integrity Line (800-688-9918) to discuss any suspicious, inappropriate or unusual conduct involving a Child while the Child is on campus or is participating in a University-connected activity off campus that would lead a reasonable person to have concern for the current or future well-being of that particular Child or other Children.

If a [Department/Unit] representative has questions regarding the implications of the Reporting Requirements for any particular situation, the representative is encouraged to contact NDSP with such questions but may also present the questions to [Director/Supervisor] or the Office of Risk Management and Safety.

1. Record Keeping
2. Training records for an approved Program will be maintained by [Director/Supervisor] for a period of three (3) years from the date of the Program in [what format and where].
3. University Student Signed Statement or Affirmation Forms for an approved Program will be maintained for three (3) years from the date of the Program in [what format and where].
4. Waiver, Release and Indemnification Agreements will be maintained for an approved Program for fifteen (15) years from the date of the Program in [what format and where].