I. Goal
The Transylvania University Athletic Department (hereafter referred to as the Athletic Department) will follow policies and procedures intended to ensure children are safe and well protected while attending Athletic Department programming.

II. Definitions
- “Abused or neglected child” is defined by Kentucky law (KRS 600.020) as a child whose health or welfare is harmed or threatened with harm by a person responsible for the child’s care. Examples include:
  - inflicting physical or emotional injury to a child other than by accident;
  - neglecting the basic needs of the child, for instance not providing adequate food, clothing, shelter, education, medical care, supervision or protection necessary to meet the child’s immediate and ongoing needs;
  - committing or allowing a child to be sexually abused, sexually exploited, or prostituted;
  - abandoning or exploiting a child;
  - does not provide the child with adequate care, supervision, food, clothing, shelter, and education or medical care necessary for the child’s well-being.
- “Child” or “children” shall include all persons under the age of eighteen (18) years.
- “Staff” shall include Athletics Department employees.
- “Volunteer” shall include individuals or groups acting on the behalf of the Department.

III. Screening of Individuals Working with Children
The Athletic Department will pre-screen staff and volunteers responsible for children during Athletic Department programming by conducting a criminal background check. The Athletic Department maintains the right to deny placement in positions requiring contact with children for any reason.

Criminal background checks will be conducted on an annual basis for staff and volunteers having contact with children.

IV. Acknowledgement of Policies
Prior to working with children, staff and volunteers must acknowledge in writing that they have read, understand and agree to abide by the Athletic Department Child Protection Policy.

V. Volunteer training
The Department will provide opportunities for staff and volunteers to learn about topics which promote the safety of children (for example, basic child abuse and neglect and specialized child sexual abuse prevention workshops). Staff and volunteers are also encouraged to attend additional child safety training offered by other organizations (e.g., Boy Scouts, Girl Scouts and YMCA).

VI. Safety of children
It is the responsibility of all staff and volunteers participating in Athletic Department programming to promote the emotional and physical safety of the participants, giving due regard to all factors and circumstances known to them. If, in their opinion, an unsafe condition exists, such persons shall immediately take appropriate precautions under the circumstances to protect all children, and notify the Athletics Department supervisor responsible for the program. If the situation is deemed an emergency, staff and volunteers will first contact 911 and then report to the Athletics Department supervisor.
VII. Guidelines for One-Adult One-Child Circumstances
One-adult one-child circumstances should be avoided whenever possible. No single staff or volunteer shall be alone with one child in circumstances where they cannot be observed by others. Whenever possible, two staff and/or volunteers shall be in attendance at all times when children are being supervised during an Athletics Department activity.

VIII. Duty to Report Child Abuse and Neglect
Kentucky law (KRS 620.030) requires any person who has reasonable cause to believe a child is being physically abused, sexually abused, neglected or is dependent is required to report this information to the Department for Community Based Services 1-(877)-KYSAFE1, the Kentucky State Police, County or Commonwealth Attorney. This includes circumstances in which a child discloses abuse or neglect to a staff or volunteer.

If a staff or volunteers suspects a child is a victim of child abuse, this may also be reported this to the Athletic Department supervisor responsible for the program. Reporting to a supervisor will not release the staff or volunteer from the legal obligation to report to the entities listed prior. Additionally, Kentucky law (KRS 620.030) requires any supervisor who receives a report from an employee must promptly make a report.

When reporting, be prepared to share the following information:
- The Child’s Identity
- Any person believed to be responsible for the abuse or neglect if that person is known
- The nature and extent of the abuse or neglect
- The name and address of the reporter (IF he/she so chooses, you may remain anonymous)
- Where the child can be found

VIV. Immunity
Kentucky law (KRS 620.050) states anyone with reasonable cause to suspect a child is abused or neglected and making a report in good faith shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. The same immunity applies to participants in judicial proceedings resulting from the report.

VIV. Confidentiality
All reports of child abuse or neglect shall be held in absolute confidence. No person shall communicate any information concerning the alleged event to any person except as necessary to cooperate with any official investigation. An authority of the Athletics Department, in consultation with the official conducting the investigation, may disclose that an allegation has been made if necessary to protect other children from harm, particularly where the person responsible for the abuse cannot be identified. In no case shall the identity of the victim, the accused person or the person reporting the allegations be disclosed except as required by law.

X. Investigation of alleged abuse or neglect
No person, other than authorities authorized by KY law, shall attempt to conduct an investigation either through examination or interrogation of the child, the accused person, or a witness.

XI. Suspension of duties
The Athletic Department maintains the right to remove staff or volunteers from a position requiring contact with children at any point. Any staff or volunteer suspected of child abuse or neglect will be removed from all Athletics Department related duties requiring contact with children until such time the safety of children can be ensured.
Transylvania University

Summer Camp Guidelines and Expectations Acknowledgement Form

Transylvania University is committed to providing a safe and positive learning environment for all youth participating in summer camps and programs. Counselors and instructors serve as role models for participants and are expected to be enthusiastic, polite, respectful, patient, observant and prepared at all times. Participant safety is a priority and counselors must always be alert to hazards and to know where each child is at all times.

"If you see something, say something". Every member of the university community has an obligation to report immediately instances or suspected instances of the abuse of or inappropriate interactions with Minors to the Department of Public Safety (DPS) and to the Program Director.

All camp personnel must abide by the following expectations;

1. Swearing, vulgar or abusive language is not permitted.
2. Any incidence of bullying, hazing, intimidation or harassment must be stopped immediately.
3. Workers are not permitted to be alone with any minor child. A “three person rule” will be utilized at all times. Preferably, two workers should be present at all times.
4. Inappropriate contact of any type with participants is strictly forbidden.
5. Workers will also comply with any other rules which are applicable to the respective camp or program.
6. Any violation or incident shall be reported to the program director immediately.

I understand the expectations for employment and expectations and agree to abide by Athletic Department Child Protection Policy as outlined on pages 1-2. I have also read and understand the brochure For Camp Counselors from the National Center for Missing and Exploited Children and have had the opportunity to ask questions. I also understand that a pre-employment background check will be completed.

_________________________  ____________________________  ____
Name printed               Signature                       Date