

## Procedures for On Campus Activities involving Children under Age 17

1. Every proposed on or off campus event involving children under the age of 17 must be reviewed by the appropriate individual. If the event involves campus faculty, staff or students, it must be approved by the Leadership Team member responsible for the functional area. If the event is for an outside group (ex. vendor/third party) and is being handled through the Office of Outreach & Workforce Development, this office must review the proposed event and will be responsible for ensuring that the provisions of the SUNY Child Protection Policy are followed. This includes all camps and all residential programs.
2. Campus faculty and staff proposing such an event must complete an **“Approval Form for Events Involving Children under Age 17”** and submit it to the relevant Leadership Team member at least two weeks prior to the date of the proposed event.
3. If the event is being sponsored or co-sponsored by the college or an affiliated group (CADI, the College Foundation, the Alumni Association, student organization), the relevant Leadership Team member must determine if it is a Covered Activity (see [Decision Tree](#)).
4. If it is determined that the event is a Covered Activity, the Leadership Team member will approve or deny the event within one week of receiving the request and return a copy of the “Approval Form for Events Involving Children under Age 17” (AKA Approval Form...) to the requestor and the Child Protection Coordinator.
5. If the event is approved, the Leadership Team member must designate a Responsible University Official (RUO). This individual must be available during the activity or event (does not need to be on campus but needs to be reachable). The RUO is responsible for ensuring that all of the requirements of the Child Protection Policy are met.
6. The RUO must:
  - a. Identify all Covered Persons (faculty, staff, students, volunteers) who will be responsible for the custody, control or supervision of children during the activity.
  - b. Provide a copy of SUNY Delhi’s Child Protection Policy and SUNY’s Mandatory Reporting and Prevention of Child Sexual Abuse Policy to each Covered Person and obtain an acknowledgement form certifying receipt of the policy and granting permission to conduct checks of the NYS Sex Offender Registry and National Sex Offender Registry. RUOs must also ensure that each Covered Person has completed the required training for Covered Persons within 2 years of the date of the Covered Activity.
  - c. Provide to the Office of Human Resources at least two weeks prior to the event:
    - i. “Approval Form for Events Involving Children under Age 17”
    - ii. “Child Protection Policy Acknowledgement” forms for each individual who will be a Covered Person
  - d. Provide an event official lanyard to each Covered Person to individuals (who have been cleared under both sex offender registries and certified in the required training) and instruct Covered Persons to place their official SUNY Delhi college ID card inside the event official lanyard during the Covered Activity. Event official lanyards are available in the Office of Outreach & Workforce Development.
  - e. Be present at the event or be available by phone during the event.
  - f. After the event, collect and return all event official lanyards to the Office of Outreach & Workforce Development.

7. The Office of Office of Human Resources (OHR) will be responsible for:
  - a. Conducting both types of sexual offender checks promptly upon receipt of the required information from the RUO.
  - b. Provided that all sex offender checks are cleared, OHR will sign the “Approval Form...” then return it to the RUO and appropriate Leadership Team Member.
  - c. Maintaining the sexual offender result records.
  - d. Maintaining “Child Protection Acknowledgement Forms”
8. Upon clearance from OHR, the RUO will provide copies of the “Approval Form...” to the Office of Outreach & Workforce Development.
9. Office of Outreach & Workforce Development will then upload the “Approval Form...” to the Child Protection shared drive and authorize issuance of the event official lanyards. The Office of Outreach & Workforce Development may authorize CADI to create Delhi college ID when appropriate.
10. OHR may also authorize the issuance of the event official lanyards