



## 2.11P Child Protection and Mandatory Child Abuse Reporting and Prevention Procedure

Category: Administration

Name of Responsible Office: Campus Events, Public Safety, MCC Association Inc.

Title of Responsible Executive: Vice President, Academic and Student Affairs; Vice President, Economic and Workforce Development and Career and Technical Education; CFO and Vice President, Administrative Services

Date Established: October 5, 2015

Date Last Approved: January 10, 2024

### Process

#### *Procedures*

In furtherance of the MCC Child Protection and Mandatory Child Abuse Reporting & Prevention Policy, Monroe Community College and any College-affiliated organization shall:

1. Designate a Responsible College Official for each Covered Activity.
2. Determine on a limited basis that this Policy, which prohibits a Covered Person from being alone with a child, shall not apply to certain Covered Activities when the pedagogical or health-related nature of the Covered Activity requires such one-on-one contact with a child. Examples may include tutoring, music lessons, speech therapy, and medical, dental or optical services.
3. Communicate the requirements of this Policy to Covered Persons.
4. Provide for and require training conducted by the Public Safety Office, on this Procedure and related Policy for all Covered Persons who are employees, volunteers, students or agents of Monroe Community College or a College-affiliated organization prior to the commencement of a Covered Activity.
5. Obtain New York Sex Offender Registry and National Sex Offender Public Registry searches for Covered Persons who are employees, volunteers, students or agents of Monroe Community College or a College-affiliated organization and complete a review of such searches not more than ninety (90) days prior to the commencement of a Covered Activity.
  - a. A search of the NY Sex Offender Registry means a search of the file of persons required to register pursuant to Article 6-C of the Correction Law maintained by the NYS Division of Criminal Justice Services (DCJS) pursuant to NY Correction Law § 168-b for every level of sex offender (Level 1 through Level 3), which requires an email, CD or hard copy submission of names and identifiers to DCJS as described on the [NYS Division of Criminal Justice Services' Sex Offender Registry Submissions webpage](#); and retention of the records of the results of such search. Note that an internet search alone will not meet the requirements of this Procedure.
  - b. A search of the National Sex Offender Public Registry means a search by first and last name of the [National Sex Offender Public Website](#) maintained by the United States Department of Justice; and retention of the records of the results of such search.
6. Provide for the prompt investigation and preparation of written findings by the Department of Public Safety of reports of suspected physical abuse or sexual abuse, and if there is reasonable cause to believe a crime has been committed, coordination by the Department of Public Safety with other law enforcement officials.

7. Provide a mechanism to report and respond to allegations of retaliation (as described below).
8. Retain documentation of the search results from the New York and National Sex Offender registries for Covered Persons who are employees, volunteers, students or agents of Monroe Community College or a College-affiliated organization for six (6) years after the covered person has separated from employment.

### Third Party Use of College Facilities

The use of College facilities by vendors, licensees or permittees for commercial and noncommercial Covered Activities shall be accomplished pursuant to a revocable permit. The following minimum terms shall be included in all such revocable permits:

1. A specific definition of the areas accessible to the Covered Activity. For example, revocable permits for sporting events held on athletic fields should include the athletic field, as well as any ancillary areas or structures where minors will be permitted, such as adjacent grounds, parking lots, rest rooms, locker rooms, accessory structures, etc.
2. A provision requiring insurance coverage in the types and amounts listed below, naming the College, the Monroe Community College Association, Inc., the Monroe Community College Foundation, Inc. and Monroe County as additional insured, and requiring that evidence of such insurance be provided to the College within five (5) business days of execution of the revocable permit or at minimum two weeks (14 days) prior to the scheduled use of College facilities.
  - a. General Liability insurance one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) in the aggregate;
  - b. New York State Workers' Compensation insurance during the term of the revocable permit for the benefit of permittee's employees required to be covered under the NYS Workers' Compensation Law.
  - c. For those instances in which the College believes that the activity is so long or substantial and that the obtaining of such insurance will not unduly preclude beneficial use of Colleges facilities, additional insurance in the form of: Sexual Abuse and Molestation insurance, either under the above-described general liability policy or in a separate policy, with coverage not less than one million dollars (\$1,000,000) is required. Any insurance coverage for sexual abuse and molestation insurance written on a claims made basis shall remain in effect for a minimum of six (6) months following the use of College facilities.
3. If the Covered Activity is a Children's Camp as defined in Section III-E of this policy, a permittee is required to provide the Office of Campus Events with a copy of its camp operator permit issued by the New York State Commissioner of Health, either upon execution of the permit or not later than two weeks (14 days) before the scheduled use of College facilities.
4. A representation and warranty from the permittee that for all of its employees and volunteers, and employees and volunteers of its sub-permittees, who shall enter upon College facilities for purposes related to a Covered Activity, the permittee has conducted within the ninety (90) day period preceding the use of College facilities (i) a search of the NY Sex Offender Registry; and (ii) a search of the [US Department of Justice National Sex Offender Public website](#).
5. A representation and warranty from the permittee for all Covered Activities:
  - a. It shall adhere to the American Camp Association standards for minimum staff-to-child supervision ratios, minimum staff age and minimum staff accreditation requirements (available on [American Camp Association's Standards at a Glance webpage](#)); and
  - b. That the overall supervisor for each Covered Activity is an adult with certification or documented training and experience in the Covered Activity.

6. A representation and warranty from permittee that any transportation it provides for participating minors to and from the College's grounds shall conform to the American Camp Association's transportation standards (available on [American Camp Association's Standards at a Glance webpage](#)).
7. A provision requiring written acknowledgement from the permittee that it has received a copy of the College's Child Protection and Mandatory Child Abuse Reporting & Prevention Policy and agrees to abide by all of its terms, including its requirement that any suspected physical or sexual abuse be immediately reported to the Department of Public Safety.

## Forms

- [Monroe Community College Revocable Permit](#)

## Contact Information

- Office of Campus Events:
  - Building 3, Room 108
  - Phone Number: (585) 292-2010
  - Fax Number: (585) 292-3844
- Department of Public Safety
  - Building 21, Room 140
  - Phone: (585) 292-2912
  - Fax Number: (585) 292-3873
- Economic and Workforce Development and Career and Technical Education
  - Downtown Campus
  - 321 State Street, 7<sup>th</sup> floor
  - Building 32, Room 774
  - Phone Number: (585) 685-6004
  - Fax Number: (585) 292-3836

## Related Information

2.11 Child Protection and Mandatory Child Abuse Reporting and Prevention Policy