



**Effective May 2016**

**To Employees and Volunteers who work with minors under the age of 18  
who are not enrolled as an MCLA student**

MCLA is currently formulating a policy and procedure regarding Minors on Campus.

Until the policy and procedure are in effect, we are providing the following Behavioral Standards to employees and volunteers who work with minors on campus as a guideline for behavioral expectations.

Employees and volunteers are expected to sign the Behavioral Standards to ensure that they understand and agree to abide by the expectations.

We have also included a document entitled "Warning Signs for Child Abuse or Neglect" as reference material should it be useful.

Thank you for your understanding and cooperation with these expectations.



## **Minors on Campus Behavioral Standards**

Massachusetts College of Liberal Arts is committed to the safety and well-being of all members of its community, including minors. There are many benefits for everyone when there are opportunities to engage minors in a college setting. These Standards are designed to protect the safety of minors on campus and/or property owned or leased by the College, and to establish procedures for reporting known or suspected abuse or neglect of, or injury to, minors, regardless of the reason for their presence on campus. Employees working or interacting with minors in the context of their employment or as a volunteer must observe the following behavioral standards.

A minor is any person under the age of 18 who is not enrolled as a student at Massachusetts College of Liberal Arts.

Please contact the organizer of the event involving minors as a source of information on interpretation of the policy, parts of the standards, e.g.: how to manage private spaces if needed for a particular experience. Please contact the MCLA Public Safety Chief of Police at (413) 662- 5281 with any concerns or related situations that you are faced with while at work. While the College's primary concern is the safety and protection of minors, the College intends to interpret these standards reasonably.

### **DO:**

- Maintain the highest standards of behavior at all times when interacting with minors.
- Treat all minors in a group fairly and with respect.
- Be friendly with minors within the context of the formal program or activity while maintaining appropriate boundaries.
- Be vigilant in protecting the well-being and safety of minors. Watch for signs of minor abuse or neglect and promptly report when you have reasonable cause to believe, or actual knowledge of, abuse, neglect or injury.
- Immediately contact MCLA Public Safety and report knowledge of any suspected abuse, neglect or injury of a minor.

### **DON'T:**

- Be alone with a minor. If one-on-one interaction is necessary, have the interaction take place in an area visible to others to ensure there is no opportunity for visual privacy.
- Have any contact with a minor outside of the program. This includes direct electronic and/or social media contact with minors, unless it is related to the program and another employee is included in the communication.
- Enter a facility in use by a minor such as a bathroom, locker room, residence hall room, or similar area without another adult or additional minors present.
- Sleep in the same accommodations with a minor, unless you are a parent or guardian of the minor.

- Engage in abusive conduct of any kind toward, or in the presence of a minor. This includes, but is not limited to, hitting, physically assaulting or inappropriately touching minors.
- Use language, make suggestions, or offer advice which is inappropriate, offensive or abusive, even if the minors themselves are doing it.
- Behave in an inappropriate manner, including, but not limited to hazing, bullying, or behaving in a manner that is sexually provocative.
- Use or make sexual materials in any form available to or capable of being seen by minors or assist them in any way in gaining access to such materials.
- Act in a way intended to shame, humiliate, belittle or degrade minors or otherwise perpetuate any form of emotional abuse.
- Drive with a minor in a College or personal vehicle (e.g., transport minors to or from on or off campus activities). Note: Minors may be transported by MCLA Public Safety in an emergent circumstance.
- Use or provide alcohol, drugs or tobacco to any minor. Adults should not provide prescription or over-the-counter medication to any minor unless specifically authorized in writing by the parent or legal guardian as being required for the minor's care or emergency treatment.
- Take photos or make any recording of a minor in any manner or media without consent of the parent or guardian and never in showers, restrooms or other areas where privacy is expected.
- Give gifts to minors independent of materials provided by the program.
- Allow minors to enter any high-risk areas such as construction sites or labs without appropriate supervision.
- Violate any College policy or applicable law.

We recommend that you consider how others might perceive or misinterpret your actions and intentions and consult with your supervisors when you feel uncertain about a situation.



**Minors on Campus Behavioral Standards**

I have read the Minors on Campus Behavioral Standards. I understand and agree to abide by these Behavioral Standards.

\_\_\_\_\_  
Employee/Volunteer/MCLA Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



MASSACHUSETTS COLLEGE OF LIBERAL ARTS

**Minors on Campus Supplemental Documentation:**  
**Warning Signs for Child Abuse or Neglect**

There are often certain recognizable physical and behavioral indicators of child abuse or neglect. The Massachusetts Department of Children and Families identifies the following warning signs for child abuse or neglect. These signs, by themselves, may not be conclusive evidence of a problem, but serve as indicators of the possibility that a problem exists.

**Signs of Physical Abuse**

- Bruising, welts or burns that cannot be sufficiently explained; particularly bruises on the face, lips, and mouth of infants or on several surface planes at the same time;
- Withdrawn, fearful or extreme behavior;
- Clusters of bruises, welts or burns, indicating repeated contact with a hand or instrument;
- Burns that are insufficiently explained; for example, cigarette burns; and
- Injuries on children where children don't usually get injured (e.g., the torso, back, neck, buttocks, or thighs).

**Signs of Sexual Abuse**

- Difficulty walking or sitting;
- Pain or itching in the genital area;
- Torn, stained or bloody underclothing;
- Frequent complaints of stomachaches or headaches;
- Venereal disease;
- Bruises or bleeding in external genitalia;
- Feeling threatened by physical contact;
- Inappropriate sex play or premature understanding of sex; and
- Frequent urinary or yeast infections.

**Signs of Emotional Injury**

- Speech disorders;
- Inability to play as most children do;
- Sleeping problems;
- Anti-social behavior or behavioral extremes; and
- Delays in emotional and intellectual growth.

**Signs of Neglect**

- Lack of medical or dental care;
- Chronically dirty or unbathed;
- Lack of adequate school attendance;

- Lack of supervision; for example, young children left unattended or with other children too young to protect or care for them;
- Lack of proper nutrition;
- Lack of adequate shelter;
- Self-destructive feelings or behavior; and
- Alcohol abuse or drug abuse.