

Minors on Campus Policy Training

The Minors on Campus policy is for any person under the age of eighteen (18) in a University-sponsored Program or a Program held at University Facilities wherein the employees/coordinators/volunteers of those Programs have Custodial Responsibility for the participating Minors.

The policy does not apply to general public events where parents/guardians are invited/expected/required to provide supervision of Minors. Nor does it apply to Minors enrolled in or accepted for enrollment in credit-granting courses. Likewise, the policy does not apply to prospective students staying with University students or guests of University students that may be under the age of 18.

For full details of the MOC policy, please visit: <https://www13.shu.edu/offices/policies-procedures/minors-on-campus.cfm>

The training requirements as per the “Minors on Campus” policy can be completed on-line by all those involved.

Steps for registering and training for an event involving minors on campus:

- *Registration Form* – please email Diane.Russo@shu.edu to obtain a copy.
- *Power Point Presentation/Training for University Representatives*
- *United Educators Training; Identify and Reporting Sexual Misconduct* – for all Authorized Adults (University & non-University)
- *Virtus Training; Protecting God’s Children* – for all Authorized Adults (University & non-University)

The link for Protecting God’s Children is:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37354

The link for United Educator’s is:

<https://learn.ue.org/LoginAndRegistration.aspx>

The information code for UE: **0946-UN37-XY12**

Within the policy document are the various links for the other documents:

- Criminal Background Checks for Authorized Adults Supervising Minors
- Media Release Form
- Code of Conduct for Authorized Adults

When returning the registration form, please include the names and email addresses of all adults involved (university & non-university) for the background check.

A background check is required for all Authorized Adults (University and Non-University). If a check was run within the last 12 months, then an additional one is not required. If the United Educator's or Virtus training has been completed prior to this event, the individual can provide a copy of that certificate in lieu of completing again.

All copies of certificates of completion must be sent to Diane Russo prior to the begin date of your event for record keeping. Please contact Diane Russo, Manager, Training & Organizational Development (x9606) with any questions.