

MC Working with Minors

» TRAINING & BEHAVIORAL EXPECTATIONS

Montgomery College is committed to providing a safe environment for minors (a person under 18 years of age) who participate in College programs and activities. This includes the protection of minors from abuse or neglect, including sexual abuse, and requires prompt and effective response to suspicions of or observations of abuse or neglect.

Creating a positive environment that promotes the health, wellness, safety, and security of youth is of utmost importance to the College. It is the expectation of the College that outside programs using College facilities will adopt this same philosophy. As such, all adults working with minors must abide by established behavioral expectations. This document outlines both acceptable and unacceptable interactions with minors.

Program Registration

All programs serving minors must register with the youth protection coordinator at least 30 days before the event takes place. In addition, such programs must follow the Protection of Minors Procedure (75005CP). There are different requirements for College-sponsored programs and programs held by outside organizations in College facilities. To register a program serving youth, send an e-mail to protectionofminors@montgomerycollege.edu.

Training

All adults must adhere to behavioral expectations established by the College. This document outlines those practices. All adults authorized to interact with minors must review this handout prior to the event.

Rule of Three

The College requires those working with youth not be alone with a minor before, during, or after an event. The “rule of three” calls for two responsible adults to be present at all times. At no time may any adult and minor be alone in a private area not readily observable by others. Programs and events must be structured to observe the “rule of three” at all times.

Mandatory Reporting

It is mandatory, according to Maryland state law and Montgomery College procedures, that adults report suspected child abuse or neglect to authorities. If it is

an ongoing emergency, dial 911. If not an emergency, report the incident to local law enforcement and/or social services. A report must also be made to Campus Safety and Security.

To Report Child Abuse or Neglect

Department of Health and Human Services/Child Welfare Services: **240-777-4417 (24 hours)**

Family Crimes Division, Montgomery County Police Department: **240-773-5400 (24 hours)**

Montgomery College Safety and Security Locations

Germantown Campus: SA 282

240-567-7777 (recorded line)

Rockville Campus: CB 101

240-567-5111 (recorded line)

Takoma Park/Silver Spring: ST 117

240-567-1600 (recorded line)

After reporting, individuals are encouraged to contact the Youth Protection Coordinator. College employees are required to do so. The Youth Protection coordinator and Title IX coordinator may be able to provide remedies not available through law enforcement.









Christopher Moy, Director of ADA Compliance & Title IX Coordinator: **240-567-5412**

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SUPERVISION OF MINORS

AGE	ADULT	# OF MINORS
4-5		
6-8		
9-14		
15-17		

These are recommended adult-to-participant ratios for youth activities. The youth protection coordinator may approve or require changes to these. Groups with multiple ages—supervision number requirements are determined by the youngest members of the group.

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DO

- » Maintain the highest standards of personal behavior when interacting with youth.
- » Follow the “rule of three”—have two adults present at all times when interacting with a minor.
- » Conduct necessary one-on-one interactions with minors in a public area readily observable by others.
- » Have another adult present when you are working with a minor in an unsupervised setting.
- » Listen to minors. Provide praise and positive reinforcement.
- » Treat all minors in a group consistently and fairly, with respect and dignity.
- » Be friendly with minors within the context of the formal program or activity, while observing appropriate boundaries.
- » Maintain discipline. Challenge minors if they engage in inappropriate behavior, including inappropriate touch or language.
- » Know who is authorized to pick up a child and bar others from doing so.
- » Consult with other adult supervisors or colleagues when you feel uncertain about a situation.
- » Enjoy the opportunity to serve as a role model, teacher, and guide to minors.

DON'T

- » Spend significant time alone with one minor away from the group or interact with minors in private.
- » Engage in inappropriate touching or have any physical contact with a minor in private locations.
- » Use inappropriate language, tell risqué jokes, or make sexually suggestive comments around minors, even if minors themselves are doing so.
- » Drive any minors in your private vehicle without written parental permission.
- » Give personal gifts to, or do special favors for, a minor or do things that may be seen as favoring one minor over others.
- » Engage in rough or suggestive games, including horseplay.
- » Strike or hit a minor. Don't use corporal punishment or other punishment involving physical pain, discomfort, or humiliation.
- » Share information with minors about your private life or have social contact outside of program activities. This includes texting, e-mail, social networking websites, or other forms of social media.
- » Date or become romantically or sexually involved with a minor. Don't show pornography to minors or involve minors in pornographic activities.
- » Provide alcohol, drugs, or tobacco to minors or use them around minors.
- » Relate to minors as if they are peers, conduct private correspondence, or take on the role of “confidant.”
- » Tell a child “this is just between the two of us,” or otherwise encourage a child to keep secrets from parents or guardians.
- » Shower, bathe, or undress with a minor.



MONTGOMERY COLLEGE

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Produced by the Office of Communications 7/2017