

# MC Working with Minors

## » KEY CONCEPTS, REPORTING GUIDANCE AND BEHAVIORAL EXPECTATIONS

**Audience:** College Employees and 3rd Parties Using College Facilities for Youth Serving Events

Montgomery College is committed to providing a safe environment for minors who participate in College programs and activities. To provide a framework, the College established the Protection of Minors Policy & Procedure (P&P 75005) and put in place a youth protection coordinator. These two resources establish expectations for programs/events involving minors, provide guidance on safe practices, and ensure compliance oversight. This document provides the following:

- Overview of P&P 75005 Protection of Minors Policy & Procedure
- Compliance requirements for youth serving programs/events
- Behavioral expectations for interacting with youth
- Expectations regarding mandatory reporting of suspected child abuse

It is the expectation that outside programs using College facilities comply with the Protection of Minors Policy.

A minor is defined as a person under 18 years of age who is not participating in a credit or non-credit course. Expectations for minors participating in credit or non-credit courses fall under other guidance. However, the Protection of Minors P&P provides best practice guidance and should be consulted for all interactions with minors.

### The core components of the Protection of Minors P&P:

- **Program Registration:** All youth serving events must be registered at least 30 days prior to the event. The program registration process allows the event organizer and youth protection coordinator to address compliance requirements prior to the start of the program. Register at: [montgomerycollege.edu/policies-and-procedures/protection-of-minors](http://montgomerycollege.edu/policies-and-procedures/protection-of-minors)
- **Screening:** Employees, students, and volunteers who will interact with minors are subject to background screening. Outside organizations using College facilities for more than 2 days must certify that they have conducted background screening of those individuals who will interact with minors
- **Training:** College employees who interact with minors are required to complete the on-line training course *Protecting Youth*, available through MC Learns in the Compliance section. The course must be completed every 2 years. Training expectations for volunteers and 3rd party users of College facilities are determined by the youth protection coordination during the Program Registration process.



































### Behavioral Expectations

- **Rule of 3:** The College prohibits those working with youth from being alone with a minor before, during or after an event. The Rule of 3 calls for two responsible adults to be present at all times. At no point may an adult and minor be alone in a private area not readily observable by others. Both College and non-College sponsored programs and events must be structured to observe the Rule of 3 at all times.

- **Best Practices for Engaging with Youth:** Appropriate interactions with youth provide enriching opportunities that are in line with the mission of the College. Creating a positive environment that promotes the health, wellness, safety and security of youth is of the utmost importance to the College. To ensure the safety of youth, prior to interacting with minors, be sure to review the “Do’s and Don’ts” on the back.
- **Supervision Ratios:** Event organizers work with the youth protection coordinator to establish a supervision ratio that is reasonable in light of the proposed activity and the number and ages of participant. The ratio establishes a baseline expectation for adult to minor participants. Once a supervision ratio has been approved, it is expected to be observed throughout the event.

## SUPERVISION OF MINORS

### AGE ADULT # OF MINORS

4-5		6      
6-8		8       
9-14		10        
15-17		12         

*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.*

### Mandatory Reporting of Suspected Child Abuse

Anyone who has reason to believe a child has been abused or neglected must make a report to authorities; it is mandatory, according to Maryland state law and College policy. This applies to College employees, students, volunteers, visitors and 3rd party users of College facilities. The mere existence of a suspicion triggers the responsibility to report. If unsure, contact the youth protection coordinator for guidance. Otherwise:

- In an emergency, dial 911.
- If not an emergency, report the incident to the Montgomery County Child Welfare Services reporting line: 240-777-4417 (24-hrs)
- After reporting, contact the Deputy Title IX & Youth Protection Coordinator, Kristen Roe at: 240-567-4279 or [kristen.roe@montgomerycollege.edu](mailto:kristen.roe@montgomerycollege.edu) to advise the College of the official report.

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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**

Office of Compliance, Risk and Ethics, Youth Protection Coordinator, Kristen J. Roe • Office: 240-567-4279  
protectionofminors@montgomerycollege.edu • montgomerycollege.edu

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