



Physical Plant Guidelines for Programs Involving Children

It is imperative that all current and prospective Physical Plant employees whose position could work with or around children should be aware of the Indiana state law reporting requirements to notify Child Protective Services (CPS) or their local law enforcement or the IU Police department if they have any reason to believe that a child is a victim of child abuse or neglect. This requires all Physical Plant employees to be knowledgeable of and follow the University's policy regarding program involving children.

1. The responsible university office for the policy is Office of the Executive Vice President of University Regional Affairs, Planning and Policy. A complete version of the policy can be found at: <http://policies.iu.edu/policies/categories/administration-operations/public-safety-institutional-assurance/PS-01.shtml>
2. Key policy definitions:
 - a) **Child/Minor:** A child or minor for the purposes of these provisions shall be any person under the age of eighteen (18).
 - b) **Programs:** The term "program" includes ongoing or planned events that are designed to include children such as camps, lessons, workshops, clubs, teams, projects, practices, tours, or open-houses. The term "programs" does not include: 1) Single performances or events open to the general public that are not targeted toward children (such as varsity athletic competitions, plays, concerts); 2) Regularly scheduled classes or activities designed primarily for enrolled students age 17 and above.
3. Notification: Indiana state law **requires** an oral report be made to Child Protective Services (CPS), local law enforcement or the IU Police Department of any suspected child abuse or neglect. Failure to report may result in criminal charges. Once notified an investigation will be conducted.
4. Background Checks: The University is required to perform a criminal background and sex offender registry check on all faculty/academic staff/staff/students/volunteers/other personnel that will work with children. These must be repeated at least every three years thereafter. Some programs or units may require more frequent updates.
5. Program Information: Units sponsoring programs that include children and units responsible for university facilities that are used by children must maintain an up-to-date list of those programs so that in the event of an emergency, consideration may be given to the possible presence of minors and the appropriate course of action to address their health and safety.

The following are the expectations for all Physical Plant employees in relation to this policy:

1. An employee must immediately report any concern related to suspected child abuse or neglect to:
 - i. Child Protective Services – (800)800-5556
 - ii. IU Police Department – (812)855-4111
 - iii. Bloomington Police Department – (812)339-4477
2. The employee will then notify their supervisor or a PHYP management representative of the situation and who he/she has contacted.
3. Employees are NOT to be alone with children/minors at any time. If work needs to occur in an area where there are minors, the employee and/or manager should arrange for a building representative to be there during the course of the work being completed.
4. If during the course of work an employee comes across a minor that has wandered away from his/her group, the employee should immediately return the minor to an adult supervising the group or contact IU Police Department.