

LYNN UNIVERSITY PROGRAMS WITH MINORS

CHECKLIST HANDOUT FOR AUTHORIZED ADULTS

REQUIREMENT 1: PROPER MINOR TO ADULT RATIOS

- Do you have enough program staff to exceed the recommended minor supervision ratios?
 - 5 years: 1 staff for each 5 overnight campers & 1 staff for each 6 day campers
 - 6-8 years: 1:6 for overnight & 1:8 for day campers
 - 9-14 years: 1:8 for overnight & 1:10 day campers
 - 15-18 years: 1:10 for overnight & 1:12 day campers

REQUIREMENT 2: ONLINE TRAINING

- Lynn University is committed to providing a safe learning, working, and living environment that is free from violence and unlawful discrimination and harassment. As part of that commitment, the Office of Compliance will be monitoring the completion of the following training course for all authorized adults:

“Protecting Children: Identifying and Reporting Misconduct”

- To begin training, go to <https://learn.ue.org/351G0292654/LynnFacultyStaff>
- *Additional information on how to complete this task can be found on Page 2***

REQUIREMENT 3: LEVEL 2 BACKGROUND CHECKS

- To be an authorized adult you must have an approved level 2 background check within the past year. The Office of Compliance will be monitoring the completion of this requirement for all authorized adults.
- Identify with Employee Services if a vendor will be coming on campus before your camp/clinic, or contact the following organization for an appointment to complete your background check:
- *Additional information on how to complete this task can be found on Page 2***

Spirit of Giving Network
261 N.W. 13th St. Boca Raton, FL 33432
To set an appointment: 561-385-0144 or SpiritofGivingNetwork.com

REQUIREMENT 4: STANDARDS OF BEHAVIOR

- All authorized adults must review our Standards of Behavior handout prior to working with minors
- *A copy of our Standards of Behavior is attached on Pages 3 & 4***

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ONLINE TRAINING

Lynn University is committed to providing a safe learning, working, and living environment that is free from violence and unlawful discrimination and harassment. As part of that commitment, Lynn asks that all faculty and staff involved in events or activities with minor participants complete the following online training course:

“Protecting Children: Identifying and Reporting Misconduct”

To begin training, go to <https://learn.ue.org/351G0292654/LynnFacultyStaff>

Complete the Registration form.

- Enter your first name, last name, and email address and click Register.
- You will receive a welcome email with your username and a temporary password.
- Follow the link in the email to sign on.
- You will be prompted to:
 - Enter your temporary password
 - Create a new password
 - Create and answer a security question
- Once you are logged in, be sure to complete all courses assigned to you.
- A history of your completed courses is available in “My Completions.” You will also receive an email containing a link to your completion certificate, upon successful completion of the course.

LEVEL 2 BACKGROUND CHECKS

To be an authorized adult you must have an approved level 2 background check within the past year

Identify with Employee Services if a vendor will be coming on campus before your camp/clinic, or contact the following organization for an appointment to complete your background check:

Spirit of Giving Network
261 N.W. 13th St. Boca Raton, FL 33432
To set an appointment: 561-385-0144 or SpiritofGivingNetwork.com

If you go off campus to the Spirit of Giving, you must bring a government issued ID & this form

Date of Fingerprinting: _____

Name: _____

Lynn ID#: _____

Email: _____

TCN #: _____

VECHS #
E50030102 - Employees
V50030102 - Volunteers

Please return this paperwork to Employee Services within 30 days of fingerprinting

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STANDARDS OF BEHAVIOR

1. At no time during an approved event or Program involving minors should an employee, coach, member of University staff, volunteer/third-party vendor or other person defined in this Policy as an Authorized Adult be alone with a minor. Put simply, one-on-one contact is prohibited.
2. No minor participating in a University sponsored or affiliated Program shall be left unsupervised.
3. If any Authorized Adult is assisting minors in a changing room, locker room or restroom, doors to the restroom should be open, and another Authorized Adult should be present.
4. Authorized Adults will conduct all private activities of minors such as putting on swim suits or showering and in pairs. Under no circumstances may an Authorized Adult undress, bathe or shower in the presence of a minor.
5. No corporal punishment of any kind is permitted in University sponsored or affiliated Programs. This includes physical abuse, verbal abuse, sexual abuse, mental abuse or neglect. Any type of abuse will not be tolerated and is cause for immediate dismissal.
6. A minor's right to say "No" to any touching of any kind is to be encouraged and respected. A rule of thumb for Authorized Adults is that minors are not to be touched in areas of their bodies that would be covered by a bathing suit.
7. Authorized Adults will use appropriate touch, including pats on the back or shoulder, side hugs, handshakes and high fives, and will refrain from full frontal hugging touching of personal areas, or patting of the buttocks.
8. Authorized Adults should use positive techniques of guidance including, redirection, positive reinforcement and encouragement rather than competition, comparison and criticism.

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STANDARDS OF BEHAVIOR CONTINUED

9. Authorized Adults will not give gifts or special favors to individual minors or show preferential treatment to a minor or group of minors to the exclusion of others.
10. Authorized Adults will not have private interactions through social media, or online through computer, tablet or hand-held electronic devices with minors in any Program under this Policy.
11. Authorized Adults will respond to minors with respect and consideration and treat all minors equally regardless of sex, race, religion, sexual identity, culture, or other protected characteristic.
12. Authorized Adults will refrain from intimate displays of affection toward others.
13. Using, possessing or being under the influence of alcohol or illegal drugs during participation in any Program under this Policy is prohibited. Smoking or use of tobacco in the presence of minors or parents during participation in any Program under this Policy is prohibited.
14. Profanity, inappropriate jokes, sharing intimate details of one's personal life and any kind of harassment is prohibited when in the presence or earshot of any minor participating in Programs.
15. Authorized Adults are not to transport minors, who are not family members, in their own vehicles without the permission of the director of the Program.
16. Authorized Adults may not date or seek an intimate relationship with Program participants.
17. Under no circumstance should a minor be released to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (must have written parent authorization).
18. All Authorized Adults are required immediately to report any suspicion of child abuse to the proper law enforcement authorities, are required to read & sign all policies relating to identifying, documenting and reporting child abuse, & complete required prevention training provided.