1. Safety of Minors. The Pennsylvania State System of Higher Education is committed to ensuring that all programs conducted on its campus promote the health, wellness and safety and security of minor children who participate in the programs. The Office of Human Resources at the Office of the Chancellor is responsible for maintaining a registry of all authorized adults, program staff members and programs for minors. All programs must be registered within sufficient time to meet the requirements of Office of the Chancellor policies. To help ensure that the User fulfills this obligation, the DUC requires that the User, as a condition to this agreement submit the following ten (10) days prior to the Event:

a. The User will provide to the DUC the name(s) of the individual(s) who have primary and direct operational responsibility for managing the Event. In addition, the User will provide to the DUC the names of all program staff, paid and unpaid, who may have direct contact, interact with, treat, supervise, chaperone, or otherwise oversee minors. Any changes in the program administrators or staff will be promptly reported to the DUC. The Office of Human Resources reserves the right to collect additional information concerning the Event, in accordance with applicable Board of Governors and DUC policies.

b. All User personnel (including volunteers and subcontractors) who will provide a program, activity or service that is responsible for the care, supervision, guidance, or control of children at the facilities may be asked to adhere to certain standards concerning interactions with minors.

c. All User personnel (including volunteers and subcontractors) who will provide a program, activity or service that is responsible for the care, supervision, guidance, or control of children at the facilities will be required to have the following satisfactory background clearances conducted in accordance with applicable law, Pennsylvania State System of Higher Education Board of Governors and DUC policies and procedures/standards:

   (i) A criminal history record check from the Pennsylvania State Police (PSP) or statement from the PSP that the individual has not been convicted of a reportable offense;

   (ii) Certification from the Department of Human Services as to whether the individual is named in the statewide database as a perpetrator in a pending child abuse investigation or in a founded or indicated report of child abuse within the last five years; and

   (iii) A federal criminal history record check. The individual must submit a full set of fingerprints to the PSP to obtain this report. The PSP will submit the fingerprints to the Federal Bureau of Investigation for the purpose of verifying the identity of the individual and obtaining a current record of any criminal arrests and convictions.

The User will arrange for these background clearances at its own expense and maintain records of the background clearances. At the request of the DUC, the User will provide a report showing the name, date and satisfactory clearance status of all personnel involved with the Event. The clearances must be obtained within the past two years.

2. Mandated Reporting. In accordance with applicable law, Pennsylvania State System of Higher Education Board of Governors and DUC policies and procedures/standards, all User employees, subcontractors and volunteers who provide a program, activity or service under this agreement that are responsible for the care, supervision, guidance or control of minors are considered to be mandated reporters of suspected cases of child abuse and shall be trained as if designated a mandated reporter by Pennsylvania law. All mandated reporters shall make an immediate report of suspected child abuse or cause a report to be made if they have reasonable cause to suspect that a child is victim of child abuse under any of the following circumstances:

a. The mandated reporter comes into contact with the child in the course of employment, occupation, and practice of a profession or through a regularly scheduled program, activity, or service;

b. A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse; or

c. An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.
The minor is not required to come before the mandated reporter in order for the mandated reporter to make a report of suspected child abuse. The mandated reporter does not need to determine the identity of the person responsible for the child abuse to make a report of suspected child abuse.

Mandated reporters must immediately make an oral report of suspected child abuse to the Department of Human Services (DHS) by calling 1-800-932-0313, or a written report to DHS using electronic technologies when available. The website to file an electronic report is www.compass.state.pa.us/cwis. If an oral report is made, a written report shall also be made within 48 hours to DHS or the county agency assigned to the case as prescribed by DHS. Immediately following the report to DHS, the mandatory reporter must notify the State System Title IX Coordinator (717-720-4061), who will assume responsibility for facilitating the DUC’s cooperation with the investigation of the report. More than one report of the suspected abuse is not required.