TO: Northeastern University Faculty and Staff

FROM: Deloris Pettis, Vice President, Enterprise Risk Management

DATE: September 2, 2014

SUBJECT: ANNOUNCEMENT OF NEW POLICY ON PROGRAMS INVOLVING MINORS

Northeastern University is committed to promoting an environment that is safe for those who work, study or participate in programs at or sponsored by the University. As you may know, the University is host to a diverse array of programs involving minors including academic programs, athletic camps, community service organizations and other learning opportunities. These programs add an exciting element to our campus along with the responsibility of protection.

We have recently consolidated and formalized our practices related to programs involving minors into one new policy. This new policy is effective immediately and sets forth requirements intended to protect minor children when they are on University premises participating in programs and activities designed to include minors, or when they are in the care of the University in off-campus programs sponsored by the University. In addition, all members of the community, not only those involved in Programs for minors, are required to adhere to the general standards and code of conduct for interacting with minors that underlie this new policy.

As has been the practice in the past, if you are hosting or sponsoring a program involving minors, you will be required to:

- Register the program with the Office of Risk Services;
- Successfully complete training on recognizing and reporting child abuse and neglect;
- Undergo a Criminal Background Check if you are proposing to teach, coach, supervise, mentor or otherwise have direct, potentially unsupervised contact with minors in the program;
- Secure Consent to Participate forms from the parents/guardians of the participating minors.

Third parties contracting to use University space or facilities for a program involving minors will be required under their contract with the University to adhere to the new policy. They must maintain a list of adults participating in the program as coaches, teachers, mentors, supervisors, chaperones or volunteers, and certify that these individuals have cleared criminal background checks in accordance with University requirements.
The offices of Risk Services, Compliance and General Counsel will be offering training sessions on the new policy. Over the next several weeks, we will be reaching out to key constituencies to schedule training and we encourage your attendance. To attend a training session or schedule one for your group, please contact Linnett Bryant at 617-373-5396 (l.bryant@neu.edu).

To register a program with the Office of Risk Services please visit the Risk Services website at http://northeastern.edu/risk_services for instructions and forms, or send a summary of the program to: minorsprograms@neu.edu with your contact information and the requisite forms and instructions will be provided.

Questions regarding our new policy and how it might apply to your program can be directed to Sonya Granahan, Director, Office of Risk Services 617-373-6963 s.granahan@neu.edu or Barbara Healy Smith, Assistant General Counsel, Office of General Counsel 617-373-7108 b.smith@neu.edu

Thank you

Deloris Pettis, Vice President, Enterprise Risk Management