

Child Protection Policy

Oral Roberts University (ORU) is committed to provide and maintain a safe and secure environment. Toward that end, ORU has adopted this Child Protection Policy. A child covered by this policy is any individual who is under the age of eighteen (18) and who is engaged in a Covered Activity. A Covered Activity is either a child's presence on ORU premises or a child's participation in ORU sponsored and approved programs and activities off campus. Examples of such Covered Activities include:

- Summer camps
- Academic programs
- Campus tours / Recruitment events

A child's participation in Covered Activities requires an increased level of awareness of care and the requirement that individuals conduct themselves appropriately in the presence of children. The responsibilities set forth in this requirement - including treating children with courtesy, respect and dignity - apply to all ORU faculty, staff, students, trustees, volunteers, vendors and visitors.

Child Abuse and Inappropriate Conduct Prohibited¹

No form of child abuse, whether physical, emotional, or sexual will be tolerated under any circumstances. Harm or threatened harm to a child's health or welfare can occur through non-accidental physical or mental injury, sexual conduct or attempted sexual conduct. It can also occur through negligent treatment or maltreatment of a child, which would include the failure to provide adequate nourishment, medical treatment, supervision, clothing, or shelter.

Prohibited Conduct, including but not limited to the following:

- Engaging in any form of physical or emotional abuse of a child.
- Engaging in sexually inappropriate conduct of any kind toward or in the presence of a child, including but not limited to:
 - sexual abuse of a child
 - touching a child in an inappropriate or illegal manner
 - photographing/videotaping a child in an inappropriate or illegal manner
 - making pornography or other sexually inappropriate materials in any form available to a child or assisting a child in gaining access to such materials
- Neglecting the duty of care for a child under the adult's supervision, including but not limited to:
 - failure to protect children's health and safety (e.g., exposure to unreasonable risk of injury or extreme weather)

¹ This policy excludes parental rights for reasonable, moderate and necessary discipline of a child as set forth 21 O.S. §643.

- failure to ensure the use of appropriate protective equipment (e.g., in laboratory or athletic participation) failing to meet children's basic needs (i.e., food, clothing, shelter)
- leaving children consistently unsupervised.
- using inappropriate language (e.g., curse words or words discriminatory in nature) in the presence of children.
- Engaging in the use of alcohol or illegal drugs, the abuse of prescription drugs or being under the influence of alcohol or illegal drugs during programs or activities for children.
- Enabling, facilitating, or failing to appropriately address a child's use of alcohol or illegal/non-prescribed drugs.
- Participating in a sleepover unless (1) one of the child's parents or legal guardians is present or (2) one of the child's parents or legal guardians has executed and delivered a written consent form and there is at least one other adult, and the two adults remain in each other's presence at all times.

Reporting Procedures

1. Oklahoma law (Title 10, Section 7102) states any person having reason to believe that a child under the age of eighteen (18) years is a victim of abuse or neglect, shall report the matter promptly to the Department of Human Services 918-584-1222 or OK State hotline 1-800-522-3511. Failure to report child abuse is a misdemeanor.

In addition to the mandated statutory reporting requirements, all employees, volunteers, students, staff, faculty, or anyone else affiliated with ORU having reasonable cause to suspect that a child is neglected or abused, or who believes that a child is in immediate danger must report the activity to the ORU Director of Public Safety & Security, 918-495-7750.

Reporting does not require that there is proof that abuse or neglect has occurred. Any uncertainty in deciding to report suspected abuse or neglect should be resolved in favor of making a good faith report. Any ORU personnel who willfully and intentionally fail to report a case of suspected child abuse is subject to disciplinary action, up to and including, dismissal.

Incident reports should include all available information regarding the known or suspected abuse or neglect, including, but not limited to, the name of the child, age of the child, the child's whereabouts, the names, addresses and phone numbers of the parents, guardian, or caretaker and the character and extent of the injuries. The report should also contain, if known, any evidence of previous injuries to said child and any other pertinent information that might establish the cause of such injury or injuries, and the identity of the person or persons responsible for the same.

2. The Director of Security will conduct a prompt investigation, and/or coordinate with other law enforcement channels to include OKDHS in response to the report. The Director of Security will

communicate all claims alleging child abuse or prohibited conduct toward a child by ORU faculty, staff, trustees, volunteers, visitors, or anyone else affiliated with ORU to the Human Resources Director; and all claims alleging child abuse or prohibited conduct towards a child by ORU students will be referred to the VP of Student Life.

Investigation information will be maintained in a safe and secure location. ORU will undertake reasonable steps to assure the privacy of individuals involved in a report or investigation, however, confidentiality is not guaranteed and ORU may be required to investigate the matter regardless of the individual's willingness to proceed.

Retaliation

Retaliatory action is strictly prohibited against anyone who in good faith:

- reported conduct covered under this requirement
- conducted or participated in an investigation covered under this requirement
- reported a failure to comply with this requirement

Retaliatory acts may include, but are not limited to:

- employment actions affecting salary, promotion, job duties, work schedules and/or work locations;
- actions negatively impacting a student's academic record or progress; or
- any action affecting the campus environment, including harassment and intimidation.

Individuals are to report allegations of retaliation under this requirement to the Executive Director of Human Resources.

PROCEDURES FOR CHILD ABUSE REQUIREMENT ENFORCEMENT

Camps, Programs, Activities, Locations Involving Minors

The Program Director will train all employees and volunteers on how to report instances of inappropriate conduct and child abuse, consistent with this requirement. The Program Director will also ensure all contracts with non-ORU entities hosting events on campus requires such entities to provide a Certificate of Liability Insurance acceptable to ORU and written representations that criminal background checks have been completed on all individuals assigned to the camps, programs or activities. The Program Director will obtain from the responsible non-ORU group leader a signed *Acknowledgement of ORU's Child Protection Requirements* form.

Access to ORU Premises

All children participating in a program taking place on ORU premises are permitted in the general use facilities (e.g., athletic fields, public spaces, libraries, academic buildings, food service areas) but may be restricted from certain areas of the facilities or from utilizing certain equipment.

Children are permitted at events and venues open to the public. However, ORU reserves the right to determine whether selected events or venues are appropriate for children.

Guidelines for Responsible Behavior

- Authorized adult supervision is required for all children not registered for classes who are participating in:
 - an ORU program whether on or off campus
 - an activity conducted by visitors on ORU premises.
- To the upmost extent possible no person 18 years of age or older shall have one-on-one contact with a child. Depending on the situation a child may need to be escorted to the campus nurse, need assistance with a room lockout, etc. In these types of situations the authorized adult will make every attempt to find another authorized adult to assist or minimize the time spent one-on-one with the child.
- If any person witnesses a violation of this requirement or anything that gives rise to concern for the health or safety of a minor, that person shall immediately notify ORU's Department of Safety & Security at 918-495-7750.

- All Sponsoring Units offering or approving a Program which involves a child shall:
 - Follow all ORU policies and other laws or regulations applicable to Program activities.
 - Implement required training for Program Staff concerning the requirements of this Requirement.
- If Program Staff is suspected of conduct in violation of this requirement, the Program Director shall immediately discontinue any further Program participation until such allegation has been satisfactorily resolved.
- Ensure adequate supervision of children to meet the 15:1 supervisor ratio while they participate in any Program. Some factors considered in determining “adequate supervision” are the number, age, and gender of participants, the activity(ies) involved, and age, gender, and experience of the Authorized Adult.
 - Sponsoring Units offering or approving a Program must require, at all times, an Authorized Adult at least 21 years of age to be on-call and accessible to Program participants at all times.
 - Programs which include a RESIDENTIAL component must adopt and implement policies for proper supervision of minors in ORU housing, including policies requiring the following:
 - Signed ORU Liability Release and Indemnification form by the parent or legal guardian for the Minor to reside in ORU housing.
 - An age-appropriate curfew for the participants, but in no case later than midnight.
 - In-room visitation restricted to participants of the same gender.
 - Guests of participants (other than a parent/legal guardian and other Program participants) restricted to visitation in the building lobby and/or floor lounges, and only during approved hours specified by the Program.
 - Compliance with all security measures and procedures specified by the Department of Security.
 - Separate sleeping accommodations for adults and minors other than the minors’ parents, legal guardians, or other members of minors’ immediate family.

Code of Conduct

While participating in ORU-related programs and activities all ORU employees and students are expected to carefully maintain the [Honor Code](#) on and off campus. It is also expected that they conduct themselves appropriately in the presence of children.

Background Checks

As of October 2007 ORU has required background checks on all persons hired to work at ORU. This group includes, but is not limited to, fulltime & part-time staff & faculty, student workers that have contact with minor children or are degree seeking to become a licensed professional, and independent contractors that have contact with students. The hiring department is responsible to ensure that a background check is on file in the Human Resources or the Risk Management office.

Definitions

Authorized Adult - ORU personnel assigned to teach, or otherwise perform work in a program as part of their official job duties, or a representative of a group that has obtained permission to use campus facilities from an ORU department or employee authorized to grant such permission. This includes but is not limited to, faculty, staff, volunteers, graduate and undergraduate students, interns, temporary/seasonal employees, and independent contractors/consultants.

Child Abuse - Oklahoma statutes define child abuse as harm or threatened harm to a child's health, safety or welfare by a person responsible for the child. This includes non-accidental physical or mental injury, sexual abuse, or neglect (Title 10, Section 7102). It also includes serious physical or emotional mistreatment of a child, and/or engaging in sexual activity with a child; one or more physical acts (i.e., punching, beating, shaking, throwing, kicking, biting, burning) which cause serious physical injury to a child; acts likely to result in the emotional trauma of a child; and any behavior which results in touching of the sexual or other intimate parts of a child for the purpose of sexual gratification of the child and/or adult, including touching by the child and/or adult with or without clothing. Sexual abuse includes pornography which includes intentionally exposing a child to pornography and/or using a child in the production of pornography, taking indecent photos or videos of children.

Programs - programs and/or group activities designed for, marketed for, and which include minors as participants whether offered by various academic or other ORU departments or by non-ORU groups using ORU facilities.

Program(s) do not include:

- private lessons or other instruction offered by individuals using ORU facilities;
- activities that require a Guardian to be present at all times;
- on-campus events sponsored by an educational institution which has its own policies to supervise and protect minors;

- athletics competitions which involve no significant programming beyond the competition itself;
- off-campus clinical or practicum experiences supervised by a third party entity;

Sponsoring Unit - the department of ORU that offers a Program or partners with a non-ORU group to offer a Program.

Program Director - the individual employed by ORU responsible for the administration of any ORU-sponsored or ORU-affiliated Program.

Program Staff - all persons who participate in conducting a Program.

Guardian - a Minor's parent, legal guardian, or other person over the age of 18 who has been designated by a Minor's parent or legal guardian to be responsible for the Minor.

Residential Program(s) - any ORU offered or sponsored Program that involves housing minors overnight.

Contact Information

- Oklahoma Department of Human Services Child Abuse Hotline, 1-800-522-3511
- OK State Hotline for reporting child abuse, 1-800-522-3577
- Department of Public Safety & Security: 918-495-7750, Director of Public Safety & Security: Gerald Isaacs
- ORU Conference & Event Services: 918-495-6421, Director of Conference & Event Services: Jed Cravalho
- Human Resources: 918-495-7163, Director of Human Resources: Dr. Karen Adams

Acknowledgement of ORU's Child Protection Policy

Outside entities utilizing ORU's facilities for events or activities that include children must conduct themselves appropriately in the presence of children, comply with ORU's Child Protection requirements, and agree to abide by the Conduct Requirements listed below.

Conduct Requirements

Child abuse and inappropriate conduct, including but not limited to the following, is prohibited:

- Engaging in any form of physical or emotional abuse of a child.
- Engaging in sexually inappropriate conduct of any kind toward or in the presence of a child, including but not limited to:
 - sexual abuse of a child
 - touching a child in an inappropriate or illegal manner
 - photographing/videotaping a child in an inappropriate or illegal manner
 - making pornography or other sexually inappropriate materials in any form available to a child or assisting a child in gaining access to such materials.
- Neglecting the duty of care for a child under the adult's supervision, including but not limited to:
 - failing to protect children's health and safety (e.g., exposure to unreasonable risk of injury or extreme weather)
 - failing to ensure the use of appropriate protective equipment (e.g., in laboratory or athletic participation)
 - failing to meet children's basic needs (i.e., food, clothing, shelter)
 - leaving children consistently unsupervised.
 - using inappropriate language (e.g., curse words or words discriminatory in nature) in the presence of children.
- Engaging in the use of alcohol or illegal drugs, the abuse of prescription drugs or being under the influence of alcohol or illegal drugs during programs or activities for children.
- Enabling, facilitating, or failing to appropriately address a child's use of alcohol or illegal/non-prescribed drugs.
- Participating in a sleepover under the auspices of the program or activity, unless (1) one of the child's parents or legal guardians is present or (2) one of the child's parents or legal guardians has provided written consent and there is at least one other adult, and the two adults remain in each other's presence at all times.

Obligation to Report

Child abuse or Inappropriate Conduct as defined by ORU's Child Protection requirements must immediately be reported to the ORU Program Director listed below.

Individuals who witness or receive a report of child abuse, or who reasonably believe such abuse has occurred must immediately report the abuse to (1) Department of Human Services 918-584-1222 or OK State hotline 1-800-522-3511, (2) police department, if imminent, and (3) ORU Director of Public Safety & Security, 918-495-7750.

I acknowledge that I have received a copy of ORU's Child Protection requirements and I agree to abide by the Conduct Requirements included within.

Name: _____ Title: _____

Signed: _____ Date: _____

Organization: _____

Address: _____

Phone #: _____

ORU Program Director: _____ Phone: _____

Email: _____

Signature: _____ Date: _____