I. Purpose and Scope

A. Purpose. This policy establishes the College’s commitment to the health, safety, and well-being of all children who come to Kalamazoo College’s campus and of those children with whom our students and employees interact in other locations.

B. Scope. This policy applies to all students, faculty, and staff of Kalamazoo College, as well as vendors and individuals or organizations operating events or programs on campus. The policy applies to Kalamazoo College’s campus, all properties owned or leased by the College, and all off-campus sites at which students, faculty, or staff participate in College-sponsored activities.

C. Kalamazoo College policies. All adults and children participating in Kalamazoo College programs and events on the Kalamazoo College campus must comply with Kalamazoo College policies (https://reason.kzoo.edu/hr/policies/). Further, programs and events involving children may be subject to the policies of the sponsoring Kalamazoo College academic or administrative unit. Adults participating in Kalamazoo College programs or events should check with the academic or administrative unit sponsoring the event for any additional policies.

II. Definitions

A. Child. For the purposes of this policy, a “child” is any minor, defined by law as an individual under the age of 18 who is not:

   a. enrolled or accepted for enrollment at Kalamazoo College, or
   b. a prospective student.

B. Prospective student. For the purposes of this policy, a “prospective student” is a person visiting campus for purposes of considering admission to Kalamazoo College.

C. Adult responsible for a child. For the purposes of this policy, an “adult responsible for a child” includes the child’s parent, legal guardian, or individual authorized by an off-campus entity to supervise the child.

D. Event. An “event” is a single scheduled performance or activity that may be open to the general public.

E. Program. A “program” is a scheduled series of events.

F. College-sponsored. A program or event is College sponsored when it is organized, funded, coordinated, or hosted entirely, or in part, by a Kalamazoo College academic
department, administrative unit, or registered student organization.

III. Reporting Requirements

A. What to report. The reporters defined below must report child abuse or neglect as defined by MCL 722.622. “Child abuse” includes harm or threatened harm to a child’s health or welfare through nonaccidental physical or mental injury, sexual abuse, sexual exploitation, or maltreatment. “Child neglect” includes harm or threatened harm to a child’s health or welfare.

B. Michigan law.

1. Who must report: Certain individuals, including school administrators, school counselors, teachers, doctors, nurses, physicians assistants, and licensed professional counselors are mandated by the Child Protection Law of the Michigan Compiled Laws (MCL 722.623) to report child abuse or neglect.

2. How to report: Mandated reporters who have reason to believe that a child has been subjected to abuse or neglect must immediately notify Children's Protective Services (CPS) at the Michigan Department of Human Services (855-444-3911). Mandated reporters are required to make an immediate verbal report to CPS and a written report within 72 hours when they suspect child abuse or neglect. Mandated reporters must also notify the head of their organization of the report and should also notify the Kalamazoo Department of Public Safety.

C. College requirements.

In addition to making the reports required by Michigan law, any employee or student of Kalamazoo College who has reason to believe that a child has been subjected to neglect or abuse on Kalamazoo College’s campus, or any properties owned or leased by the College, or any off-campus sites at which students, faculty, or staff participate in College sponsored activities, must immediately notify Campus Security (337-7321) who will also notify:

A. Kalamazoo Department of Public Safety,
B. the President, and
C. the divisional head (and director of off-campus site if applicable).

IV. General Provisions for the Treatment of Children

A. Treatment of children. The College strongly recommends the “rule of three,” in which at least two adults or two children are in each group at all times. In addition, Kalamazoo College employees, students, and adults responsible for a child will not:

1. Engage in abusive conduct of any kind toward, or in the presence of, a child.

2. Strike, hit, administer corporal punishment to, or touch any child in an
inappropriate or illegal manner.

3. Allow, encourage, or engage in hazing or bullying (including verbal, physical, and cyber bullying).

4. Provide alcohol or illegal drugs to any child.

5. Provide prescription drugs or any medication to any child.

6. Allow, encourage, or engage in any action that reasonably can be considered to promote the maltreatment of a child. This includes, but is not limited to, physical, sexual, or psychological abuse or neglect.

B. Responsibility and Liability. Parents, legal guardians, and adults responsible for a child are responsible and liable for any injuries or damage sustained to or by their child while on Kalamazoo College’s campus or any properties owned or leased by the College, and when bringing their child on College-sponsored trips or other activities covered under this policy, unless such injuries or damages are caused by the sole negligence of the College, its officers, agents, or employees.

V. Children of Kalamazoo College Employees and Students on Campus

A. General. Kalamazoo College is an institution of higher learning for young adults, and as such, the environment is not always well suited for unsupervised minors.

1. Understandably, there will be times when a College employee may occasionally need or want to bring their child to campus while the employee is engaged in work or educational activities. We encourage employees to be mindful of others in the community when bringing children into the workplace and educational setting and acquire the approval of their supervisor. Supervisory approval is not required for children making brief visits to campus.

2. Students with children may wish to bring their child onto campus for social events and are welcome to do so while being mindful of others around them. While bringing a child into an educational setting is discouraged, we acknowledge that on rare occasions a parent may have no alternative due to sudden loss of childcare. In such situations the student must acquire approval of the instructor as early as possible. Some educational settings, such as a chemical lab or areas of high risk, are not suitable for children.

B. Responsibility for Child’s Behavior. The adult responsible for a child is also responsible for the child’s behavior, and is expected to ensure that the child complies with the directions of College personnel and does not disrupt the activity or enjoyment of any other person. The adult responsible for a child is also responsible for any damage to College property caused by the child.

C. Requirements. Employees or students who bring children to campus are expected to comply with the following:
1. Children should not be left unsupervised by a parent or legal guardian on campus at any time or for any reason, with the exception stated in subsection 3 below.

2. The employee or student is responsible for arranging for appropriate childcare while the employee or student is at work or in class, and for any payment required for such care. Employees should consider whether it is appropriate to hire current students, supervisees, or other persons over whom they hold a position of authority to provide childcare services. Student workers paid by the College for a task other than child care may not provide child care during their regularly scheduled work hours and will not be paid by the College for child care services. However, the College may provide child care for special events from time to time and hire student workers specifically for this task.

3. Children of Kalamazoo College employees or students are permitted in shared or closed work space under the direct supervision of their parent or legal guardian and with the prior approval of any other employee(s) using the space.

4. Employees who live in a residence hall as a condition of their employment may leave their children supervised by someone appointed by the parent until the children reach the age of 13. Employees who live in a residence hall as a condition of their employment may exercise discretion to leave their children over the age of 13 unattended in their personal residence space.

D. Revocation. Allowing employees and students to bring their children to campus or on College-sponsored trips is a privilege extended by the College and may be revoked at the discretion of the College if this policy is violated or the privilege is abused. The College may also prohibit an employee or student from bringing a child to campus if other members of the College community object. Kalamazoo College employees who are not comfortable with the presence of children in their work setting should advise their supervisor or Human Resources. Students who are not comfortable with the presence of children in their work or educational setting should advise their supervisor or the Dean of Students.

VI. Children on Campus for Events

A. College-sponsored events. The College sponsors a number of events in the performing arts, athletics, and other areas that may be appropriate and open to children. In order to ensure their safety and that of other guests, we require that the parent, legal guardian, or other adult responsible for each child comply with the following:

1. No child under 13 may be left unsupervised by a parent, legal guardian, or adult responsible for the child at any time or for any reason.

2. Children must remain in the area of campus where the event is located.
3. The adult responsible for a child is also responsible for the child’s behavior, and is expected to ensure that the child complies with the directions of college personnel and does not disrupt the enjoyment of any other guest at the event.

4. The adult responsible for a child is also responsible for any damage to College property caused by the child.

B. Events sponsored by other entities. The provisions stated above also apply to any events on Kalamazoo College’s campus that are sponsored by entities other than the College.

VII. Children on Campus for Programs

A. College-sponsored programs. Kalamazoo College sponsors a number of programs specifically designed for children, such as tutoring programs, summer camps, and cultural events. Each program has specific operating protocols related to its nature and purpose, but all programs are expected to use reasonable care to minimize the risk to minors participating in the program. Children should be kept in the program area. A child should not be left unsupervised at any time. If a child is removed from the program area, the adult who is removing the child should notify another adult working in the program before doing so. In addition:

1. Adults supervising children in these programs are required to comply with state law pertaining to proper training, credentials and background checks.

2. The recommended ratio for supervision is at least one program adult for every ten children. This ratio may be higher or lower depending on the needs and purpose of the program.

3. No personal visitors are permitted at the program site except with the permission of the program director or in case of emergency.

4. Photographs may only be taken of children in the program for program-related purposes, and only after the child’s parent or legal guardian has signed a college-provided waiver allowing the photograph.

5. All children participating in the program must have written permission from a parent or legal guardian allowing Kalamazoo College to seek medical treatment in case of an emergency.

B. Programs sponsored by other entities. Kalamazoo College also allows selected outside entities to rent College facilities for programs specifically designed for children. The College requires the sponsoring entity to:

1. Maintain certain insurance coverage, and the College reserves the right to require sexual abuse/molestation coverage;
2. Comply with provisions of state law relating to criminal history record checks for facilities that care for or supervise children (MCL 722.623).

VIII. Working with Children in Off-Campus Programs

All Kalamazoo College participants in off-campus programs and activities are required to comply with the child protection requirements, such as training and background checks, of the off-campus site where the activities occur. All students participating in off-campus programs sponsored by a Kalamazoo College academic or administrative unit must also follow the sponsoring unit’s policies for working with children.

IX. Transportation of Children

A. College-sponsored trips. Students and employees are generally discouraged from taking children on College-sponsored trips, but may do so under the following conditions:

1. The student or employee must obtain prior approval from the person(s) directing the trip. If the person(s) directing the trip is bringing their child, they must obtain approval from their supervisor.

2. If transportation is provided in College-owned or personal vehicles, the child and any childcare provider may only ride in a vehicle with the child’s parent or legal guardian.

B. Kalamazoo College vehicles. Any program or event that uses Kalamazoo College vehicles to transport children must have:

1. Written permission from each child’s parent or legal guardian to transport the child, and

2. Written permission from the program or event director to transport the child. If the program or event director is transporting their own child, they must obtain written permission from their supervisor.

C. Personal vehicles. Transporting children in a College employee’s personal vehicle before, during, or after a program or event is prohibited unless the child is accompanied by their parent, legal guardian, or someone authorized by the parent. Drivers of personal vehicles should be aware that they will incur liability while driving a personal vehicle on College business. (Please see Transportation Policy)

D. Transporting minors in vehicles seating 11 or more passengers. According to Michigan law, minors involved in school-related events may not be transported in a vehicle, other than a school bus, with a manufacturer’s rated seating capacity of 11 or more passengers, including the driver (MCL 257.1810). Kalamazoo College program and
event directors must comply with this law.

X. **Cameras and recording devices**

A. To ensure everyone’s privacy, no cameras, cell phones, video recorders, or other recording devices may be used in any bathrooms, dressing rooms, or locker rooms on campus.

B. Employees and students must obtain a signed model release form from the minor’s parent or guardian prior to taking photographs, motion picture films, and/or video recordings of minors for promotional purposes.

XI. **Prospective student overnight visits**

College academic or administrative units sometimes arrange for prospective students to visit Kalamazoo College on an overnight stay. Any Kalamazoo College academic or administrative unit sponsoring a visit must register the visit with the Admission Office. The Admission Office informs Campus Security of the prospective student’s presence on campus.