

# MEMORANDUM

## Summary of SUNY Child Protection Policy (CPP) – School of Education

- The definition of a “child” is an individual under the age of seventeen years who is participating in a Covered Activity. The term “child” shall not include a matriculated student of the University or a person accepted for matriculation.
- An activity is only “covered” if it meets the two-part Policy definition:
  - (a) it is sponsored or approved by University/ University-affiliated organization / vendor-licensee- permittee for which a license or permit for use of University facilities has been approved, occurring on or off campus
  - AND
  - (b) for the duration of the activity, custody, control and supervision of children is vested in the University, University-affiliated organization or the approved vendor, licensee or permittee.
- Internships, fieldwork, practicum, and student teaching are *not covered* under this policy because the responsibility for custody, control and supervision of the children is not vested in the college. The childcare center is also exempt.
- On-campus activities involving children organized by faculty may or may not be “covered activities.” However, all events are considered “covered activities” when custody, control and supervision of the children is vested in the college for the duration of the activity (e.g. Numeracy Club, Literacy Clinic, STEP, HVWP Saturday Seminars, etc.). **Instructors who facilitate “covered activities” must email their class rosters to Chris Whitaker ([whitakec@newpaltz.edu](mailto:whitakec@newpaltz.edu)) no later than December 1st for the spring semester and no later than June 1st for the fall semester.**
- All “covered persons”—those working with children in a way that is covered by this policy—must undergo a registry check using both New York and National Sex Offender registries. **To initiate this process**, all covered persons (including instructors) must download and complete the “CPP Acknowledgement Form” located under “Resources” on the School of Education homepage. Follow the directions by reviewing the online training modules and be sure to *electronically sign* the form. Lastly, please email the CPP Acknowledgement Form to [schoolofed@newpaltz.edu](mailto:schoolofed@newpaltz.edu).
- All covered persons, when working with children, have to wear a lanyard or other form of identification with photo ID.
- In general, adults should not be alone with a child. There are exceptions of course, but the policy is clear that we should avoid all one-on-one meetings with children.
- There are rules about third parties using our facility, so before we have a group use our space with kids, we should review those requirements. From the start, all third parties or vendors using the campus with children have to fill out, sign, and get approval for a Revocable Permit for Covered Activities.

- Before doing anything involving children, beyond what we normally do, review the policy in light of the event. There are some nuances, depending on the event, its duration, who is running it, etc. For more information, please visit the online CPP resource:  
<http://system.suny.edu/compliance/topics/childprotection/sunycpp/>