Procedures for On Campus Activities Involving Children Under the Age of 17 in Accordance with the SUNY New Paltz Child Protection Policy:

1. Every proposed on or off campus event involving children under the age of 17 must be reviewed and approved by the office of Internal Control. If the event is for an outside group and is being handled through the Office of Conference Services, the Manager of Conference Services must review the proposed event and is responsible for ensuring that the provisions of the SUNY Child Protection Policy are followed. This includes all camps and all residential programs.

2. Campus faculty and staff proposing such an event must complete an “Approval Form for Events Involving Children under Age 17” and submit it to the Internal Control Coordinator (HAB 302) or Internal Control Officer (HAB 904) at least two weeks prior to the date of the proposed event.

3. If the event is being sponsored or co-sponsored by the college or an affiliated group (CAS, the College Foundation, the Research Foundation, the Alumni Association, student organization), the Internal Control office must determine if it is a covered activity (see decision tree).

4. If it is determined that the event is a covered activity, a copy of the Approval Forms for Events Involving Children under Age 17” will be determined and the requestor will be notified.

5. If the event is approved as an event involving children under age 17, a Responsible University Official (RUO) will be identified as the event contact by the office of Internal Control. This individual must be available during the activity or event (does not need to be on campus but needs to be reachable). The RUO is responsible for ensuring that all of the requirements on the Child Protection Policy are met.

6. The RUO must provide to the office of Internal Control:

a. A list that identifies all covered persons (faculty, staff, students, volunteers) who will be responsible for the custody, control or supervision of children during the activity.

b. The Child Protection Policy Acknowledgement Forms certifying receipt of the New Paltz Child Protection Policy and Mandatory Reporting and Prevention of Child Sexual Abuse Policy from each covered person. This form will also include the names and dates of birth of all covered persons at least two weeks prior to the event so that searches of the NYS Sex Offender Registry and National Sex Offender Registry can be conducted.

c. Coordination with covered persons for the receipt of ID cards (*this cannot take place until the Sex Offender Registry checks have been completed)*. Each event the covered person participates in will require a unique ID. Each ID will include:

* A background which is unique from all other ID’s used on campus.
* Covered Person’s full name and picture
* Event name
* Dates of event (start to finish)

e. Be present at the event or be available by phone during the event.

7. The Internal Control Office will be responsible for covered person searches on the NYS Sex Offender Registry and National Sex Offender Registry and for maintaining records and files of the acknowledgement forms. They will also provide the covered person the ID required to participate in the covered event.