

**Application – Co-Sponsored & Non College Sponsored Programs hosting Minors on campus.**

**Program:** \_\_\_\_\_

**Program overview:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Sponsoring Organization:** \_\_\_\_\_

**Organization Business Address:** \_\_\_\_\_

\_\_\_\_\_

**Organization Business Phone:** \_\_\_\_\_

**Organization Business Email:** \_\_\_\_\_

**Organization website address:** \_\_\_\_\_

**Program Director:** \_\_\_\_\_ **Office Phone:** \_\_\_\_\_

**Primary Program Contact:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Office Phone:** \_\_\_\_\_

**Mail Stop:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Secondary Program Contact:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Office Phone:** \_\_\_\_\_

**Mail Stop:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_



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Ages of Minors eligible to participate (check all that apply):  0-5     6-12     13-17

Estimated number of Minor participants for each regularly scheduled Program event/session:

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Supervision ratio (Authorized Adult to Minor):

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Does the Program use/maintain Authorizations/Waivers and Releases as follows:

- Participation:     Yes             No  
Photographs:     Yes             No  
Medical:             Yes             No  
EMS:                 Yes             No  
Medication:       Yes             No  
Transportation:  Yes             No

Others: \_\_\_\_\_

Does the Program maintain compliance with the requirements and regulations of:

NYC Department of Education (DOE):     Yes     No

NYC Department of Health (DOH):         Yes     No

Does the Program successfully complete personnel background investigations that meet the requirements of DOE and/or DOH for all Authorized Adults serving in the Program?

Yes     No    Frequency: \_\_\_\_\_

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**Organizations sponsoring a Program hosting Minors on the Teachers College campus must comply with the following requirements of the Teachers College Polices and Guidelines for the Supervision of Minor Children on Campus:**

### Presence of Minors on Campus

The College reserves the right to condition, restrict, or deny access to College Facilities by Minors at its discretion. All Minors, including those participating in Programs, shall be

subject to all College regulations while on campus, and may be asked to leave the campus if unable or unwilling to comply.

Minors under the age of 16 must be supervised by an Adult at all times while on campus.

Minors are permitted in the areas of the host Program (classrooms, offices, and activity rooms), general use areas, and public spaces, with an Authorized Adult, but are prohibited from the high risk areas of:

- Facilities mechanical rooms, boiler rooms, trade shops, food preparation areas, shops, studios, exercise rooms, computer rooms (unless associated with a Program activity), and construction sites.
- Any area of the College containing power tools or machinery with exposed parts.
- Rooftops, driveways, parking lots, loading docks, playing in or on stairways (external or internal), or playing adjacent to open swinging doorways (external or internal).
- Offices or classrooms not specifically assigned to the Minors Program.

## **Minor Children of Guests**

Line of sight supervision by the parent or guardian is required at all times for Minors under the age of 16.

Minors are not allowed in high risks areas as defined above.

The parent or guardian must assure that Minors are not disruptive to others.

The parent or guardian must not leave a Minor under the age of 16 unattended at any College function or activity.

Minors under the age of 16 may not be left unattended in building lobbies, at Public Safety Desks, in the Libraries, or in lounges or any other public space.

Minors and Authorized Adults not meeting relevant College community conduct standards may be asked to leave campus.

## **Access Control – Available Entrances to Campus**

Program attendees, volunteers, parents and guardians must use the Zankel Building entrance to campus. The Thorndike Hall driveway entrance may be available for select Programs with special needs and pre-approval of the Office of Public Safety. The Whittier Hall entrance and the Grace Dodge Hall entrance may not be used for Programs. The Broadway entrance to Horace Mann Hall and the Cowin Center may be available for special events and select programs.

## **Access Control- Authorized Adults**

Authorized Adults for a Non-College Sponsored and/or Co-Sponsored Program, who are not students, faculty, or staff of Teachers College, must check in at the Zankel Public Safety Desk upon arrival to campus, present a government issued photo identification, and receive a TC Visitor Pass, each day they are on campus.

### **Access Control – Minor attendees**

Minors under the age of 16, who are attending a Non-College Sponsored Program and/or a Co-Sponsored Program, must be met at the Zankel Public Safety Desk (the main entrance to campus at 525 West 120<sup>th</sup> Street) by an Authorized Adult of the Program, signed in, and escorted to and from the Zankel Public Safety Desk and the Program location.

Minors over the age of 16, who are attending a Non-College Sponsored Program and/or a Co-Sponsored Program, must sign in at the Zankel Public Safety Desk, and if applicable to his/her Program present a Program identification card issued by the Program in a design, format and color that has been approved by the Office of Public Safety. Minors 16 years of age or older may enter campus and be on campus on their own without direct adult supervision.

Upon request of a Program Director, provisions may be made to expedite the sign-in procedures for large groups of Minor attendees, Adults, and Authorized Adults. Such a provision shall require an attendance roster from the sponsoring Program.

### **Access Control – Parents and Guardians of Minor Attendees**

Parents and guardians of Minor attendees of a Non-College Sponsored and/or Co-Sponsored Program must sign in at the Zankel Public Safety Desk upon arrival to campus, present government issued photo identification (driver's license, state ID card, NYC ID card, passport), and receive a TC Visitor Pass, each day they are on campus.

### **Communication Plan**

All Programs shall develop a procedure for notification to parents or legal guardians of Program attendees in the event of an emergency. All Programs shall obtain and maintain in readily accessible format contact information for attendees parents or legal guardians, and in addition, for an emergency contact other than a parent or legal guardian in the event a parent or legal guardian is not available. All Programs should provide contact information for the Program and for the College Office of Public Safety to all parents or guardians of attendees.

All Programs should provide emergency contact information, for both business hours and non-business hours contact, of the senior staff members of the Program, to the Office of Public Safety, Investigations Team. The emergency contact information shall only be used if an emergency requires the Office of Public Safety to contact the Program staff.

### **Medical Emergency Plan**

All Programs shall develop a Medical Emergency Plan which should include in part:

- Authorization from all Minor attendees' parents/legal guardians to permit transportation of Program participants via Emergency Medical Services (CU CAVA or 911 EMS) to local hospitals as deemed necessary.
- Authorization for emergency medical treatment in the event the parents/legal guardians or their designated emergency contact are not available.
- Disclosure of any allergies or other medical condition or physical limitation that might impact participation in the Program.
- Authorization for, and written procedures for, the administration of medication to Minors participating in the Program if requested to administer medication by a parent or legal guardian and if the Program is such that the administration of medication is permissible under the Program Policies and Guidelines , and if applicable, the Program compliance obligations. If administration of medication is applicable to the Program, the procedures for the administration of medication shall be established with the guidance of Health professionals (CU Health Services, St. Luke's Hospital, etc.) and pursuant to review by the TC General Counsel.

## **Transportation Plan**

All Programs shall develop a procedure for the pick-up and drop-off of attendees. The plan should be specific as to times and as to locations. The Office of Public Safety can work with the Program administrator to identify the best pick-up and drop-off locations for the Program.

The Transportation Plan shall ensure that no Minor be released to any person other than his or her parent or guardian without specific written authorization from the parent or guardian. The Plan shall provide a procedure for the positive identification of parents or guardians or other authorized persons prior to releasing a Minor. The Plan shall specify that under no circumstances shall an Authorized Adult be permitted to be alone with a Minor in a vehicle.

## **Authorizations, Waivers, and Releases**

All Programs hosting Minors on campus shall require parental/guardian signed waivers/releases for the participation of Minors in the Program.

If Minors will be photographed during the Program and those photos may be used for study, advertising, recruitment, promotion or similar uses, a parental/guardian signed waiver/release for photographs and use of photographs of Minors in the Program is required.

A medical release may be required for some Programs.

All Programs hosting Minors on campus shall require parental/guardian signed waivers/release for emergency medical treatment.

## **Insurance Requirements**

All proposed Non College Sponsored and/or Co-Sponsored Programs must meet minimum College insurance requirements, as illustrated below. Questions about College insurance requirements may be directed to the TC Office of Risk Management, Box 83, 525 West 120<sup>th</sup> Street, New York City, NY 10027-6696, location 107 Zankel Building, phone 212.678.3482, email to [Kaplan@tc.edu](mailto:Kaplan@tc.edu)

### **Insurance requirements for Non College Sponsored and/or Co-Sponsored Programs required for Programs or activities hosting Minors on the Teachers College campus:**

#### **CONTRACT INSURANCE REQUIREMENTS**

The College's insurance requirements for vendors or contractors whose operations extend to the premises of the College.

After the award and prior to the start of work, the contractors will provide evidence in the form of current **Certificates of Insurance** and a copy of the “**Additional Insured Endorsement**” certifying the following **applicable** coverages. **Failure to furnish will result in work not being allowed to commence.**

All vendors shall provide Certificates of Insurance evidencing the following and shall maintain at their own cost and expense, the following types and amounts of primary insurance with insurers rated “A-” “VII” or better by AM Best and licensed in the State of New York:

**WORKERS' COMPENSATION COVERAGE AND EMPLOYERS' LIABILITY:** Insurance covering all employees for Workers' Compensation in accordance with the laws of the State of New York and a minimum limit of \$1,000,000 for bodily injury by each employee, accident and by disease under the Employers' Liability. Such insurance shall be primary over other collectible insurance that may apply. **Teachers College Columbia University their affiliates, trustees, officers, agents and employees, volunteers, and representatives must be named as an additional insured and shall provide a waiver of subrogation in favor of Teacher College Columbia University their affiliate, trustees, officers, agents and employees, volunteers, and representatives**

**AUTOMOBILE LIABILITY:** Insurance for all owned, non-owned, and hired vehicles with limits of liability of at least \$1,000,000 combined single limit per accident for bodily injury and property damage. **Teachers College Columbia University their affiliates, trustees, officers, agents and employees, volunteers, and representatives must be named as an additional insured and shall provide a waiver of subrogation in favor of Teacher College Columbia University their affiliate, trustees, officers, agents and employees, volunteers, and representatives.** Such insurance shall be primary over other

collectible insurance that may apply. The required limits of insurance can be satisfied by any combination of primary and umbrella/excess insurance coverage

**COMMERCIAL GENERAL LIABILITY:** Insurance with a minimum of \$1,000,000 covering to include completed operations, advertising injury, bodily injury, property damage, personal-injury, subcontractors, independent contractors and contractual liability with annual limits of liability of not less than \$1,000,000 combined single limit per occurrence. Such insurance shall be primary over other collectible insurance that may apply. **Teachers College Columbia University their affiliates, trustees, officers, agents and employees, volunteers, and representatives must be named as an additional insured and shall provide a waiver of subrogation in favor of Teacher College Columbia University their affiliate, trustees, officers, agents and employees, volunteers, and representatives.**

**UMBRELLA / EXCESS LIABILITY:** Umbrella / Excess Liability insurance coverage of not less than US \$5,000,000 over the employer's liability, automobile liability, and commercial general liability coverages listed above. **Teachers College Columbia University their affiliates, trustees, officers, agents and employees, volunteers, and representatives must be named as an additional insured.**

**PROFESSIONAL LIABILITY (ERRORS AND OMISSIONS):** Insurance covering with limits of not less than \$5,000,000 per claim and \$5,000,000 in the aggregate per for any coverage and for any coverage maintained on a "claims-made" policy, for three (3) years following the term of this Agreement or completion of all Services associated with this Agreement, whichever is later.

**Cyber Liability, E-Risk, Network Liability and/or Computer Fraud:** Insurance covering with limits of not less than \$5,000,000 per claim and \$5,000,000 in the aggregate per for any coverage and for any coverage maintained on a "claims-made" policy, for three (3) years following the term of this Agreement or completion of all Services associated with this Agreement, whichever is later.

The liability insurance coverage must provide the following covers:

- a. intellectual property infringement arising out of software and/or content (excluding patent infringement and misappropriation of trade secrets);
- b. legal liability to others for computer security breaches caused by a failure of contractor's network security protection;
- c. violation or infringement of any right, privacy, breach of federal, state, or foreign security and/or privacy laws or regulations; and,
- d. data theft, damage, destruction, or corruption, including without limitation, unauthorized access, unauthorized use, identity theft, theft of personally identifiable information or confidential corporate information, transmission of a computer virus or other type of malicious code; and participation in a denial of service attack on a third party

**Architect, Engineers, Web design, Professional Consultants (professional designation or license and/or is providing professional services):** Insurance covering with limits of not less than \$5,000,000 per claim and \$5,000,000 in the aggregate per for any coverage and for any coverage maintained on a "claims-made" policy, for three (3) years following the term of this Agreement or completion of all Services associated with this Agreement, whichever is later.



**Molestation Coverage:** Insurance covering with limits of not less than \$5,000,000 per claim and \$5,000,000 in the aggregate per for any coverage and for any coverage maintained on a “claims-made” policy, for three (3) years following the term of this Agreement or completion of all Services associated with this Agreement, whichever is later.

**CRIME / EMPLOYEE DISHONESTY INSURANCE:** Must maintain coverage for employee dishonesty, loss of money and securities and other tangible property belonging to customer resulting directly from a fraudulent or dishonest act by a supplier employee, while performing supplier’s professional services for the Customer with limits of not less than **\$1,000,000 per claim**, naming **Teachers College Columbia University their affiliates, trustees, officers, agents and employees, volunteers, and representatives** as loss payee.

**CHEMICAL WASTE AND PESTICIDE DISPOSAL CONTRACTORS:** Must maintain Commercial General Liability insurance with a minimum combined single limit of \$5,000,000 for bodily injury and property damage and be endorsed to include Pollution Legal Liability. Alternatively, separate, stand alone, Commercial General Liability and Pollution Legal Liability policies each with limits of \$5,000,000 is acceptable and any coverage maintained on a “claims-made” policy, for three (3) years following the term of this Agreement or completion of all Services associated with this Agreement, whichever is later.

**ASBESTOS REMOVAL AND MONITORING CONTRACTORS:** Must maintain Pollution Legal Liability insurance with the minimum limits of \$5,000,000 combined single limit and for any coverage maintained on a “claims-made” policy, for three (3) years following the term of this Agreement or completion of all Services associated with this Agreement, whichever is later.

**BUS/TRANSPORTATION VENDORS:** Must maintain Business Auto Liability insurance coverage for all owned, non-owned or hired vehicles which **Teachers College Columbia University their affiliates, trustees, officers, agents and employees, volunteers, and representatives must be named as an additional insured in this policy.** For vehicles with seating capacity of eighteen (18) or more, a \$5,000,000 combined single limit of liability is required. Note: Yellow School Bus companies typically have \$10,000,000 in limits.

**ADDITIONAL INSURANCE OBLIGATION:** The amount and coverage of such vendor and contractor’s insurance shall not limit or expand vendors and contractor’s liability nor relieve either Party of any rights or other obligations under this Agreement. Any deductibles, self-insured retentions, loss limits, and any other retention shall be the responsibility of vendors and contractors.

**LIMITATION OF LIABILITY:**

"Notwithstanding any other provision in this Agreement to the contrary, no limitation of liability or similar restriction or limitation shall apply to vendor's obligation to indemnify **Teachers College Columbia University their affiliates, trustees, officers, agents and employees, volunteers, and representatives**, or to vendor's obligation to provide insurance, nor shall it operate to limit or reduce the payment of proceeds from any insurance coverage that vendor is obligated to furnish under this Agreement."

**CERTIFICATE OF INSURANCE REQUIREMENT:** All certificates shall contain the provision that the insurance shall not be cancelled for any reason, except after thirty (30) days written notice and indicate the nature of work being performed or goods/services being furnished **Failure to furnish will result in work not being allowed to commence. For new contracts with vendors all certificate of insurance should be provided along with the signed contract and a copy of the Additional Insured Endorsement.**

All certificate of insurance must include the following information within the description section:

**Additional Insured Language: Teachers College, Columbia University their affiliates, trustees, officers, agents and employees, volunteers, and representatives are named as an additional insured and shall provide a waiver of subrogation in favor of Teacher College and affiliates. Such insurance shall be primary over other collectible insurance that may apply**

**Job description with project number(s) and Teachers College’s “purchase order” number**

Please send all **Certificates of Insurance** and a **copy** of the **additional insured endorsement** to the Risk Management and Insurance, Teachers College, Columbia University, 525 W. 120<sup>th</sup> Street – Box 83, New York, NY 10027. Electronic copy of the Certificate of Insurance is acceptable in lieu of direct mail. Please send it to [kaplan@tc.edu](mailto:kaplan@tc.edu) and include the following within the subject line: **“CERTIFICATE OF INSURANCE” with the policy expiration date and the Vendor’s name (ABC).**

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## **Supervision Plan**

- All Programs shall develop a plan for adequate supervision of Minors, taking into consideration the type and location of the Program, the average age of attendees, and details of the Program activity. The Supervision Plan should specifically identify the individual with supervisory responsibility over all Authorized Adults serving in the Program, and the planned ratio of Authorized Adults to attendees. For Programs other than New York City Department of Education field trips the minimum Authorized Adult to Minor attendee ratio for all College sponsored or Co-Sponsored Programs is charted on the following page. Additional personnel may be required based on the needs of the Minor(s) or the activities planned.

## Supervision Ratios - Authorized Adults to Minors

### Teachers College Minimum Requirements

Age of Minors	Authorized Adults (AA)	Target Ratio
6 months – 1 year	2 AA minimum for up to 4 Minors, + 1 additional AA for each additional 1 to 3 Minors	2 AA minimum + 1 to 3 ratio
2 years – 3 years	2 AA minimum for up to 4 Minors, + 1 additional AA for each additional 1 to 4 Minors	2 AA minimum + 1 to 4 ratio
4 years – 5 years	2 AA minimum for up to 6 Minors, + 1 additional AA for each additional 1 to 6 Minors	2 AA minimum + 1 to 6 ratio
6 years – 8 years	2 AA minimum for up to 8 Minors, + 1 additional AA for each additional 1 to 8 Minors	2 AA minimum + 1 to 8 ratio
9 years – 14 years	2 AA minimum for up to 10 Minors, + 1 additional AA for each additional 1 to 10 Minors	2 AA minimum + 1 to 10 ratio
15 years to 17 years	2 AA minimum for up to 12 Minors, + 1 additional AA for each additional 1 to 12 Minors	2 AA minimum + 1 to 12 ratio

Examples:

1. A Program hosting seven Minors age three would be required to have three Authorized Adults present.
2. A Program hosting twenty three Minors age ten would be required to have four Authorized Adults present.

Programs hosting large groups of Minors for special events and activities, may, with coordination from, and concurrence of the Office of Public Safety, meet the TC minimum requirements for supervision ratios through the use of a combination of Authorized Adults and Adults.

For Co-Sponsored New York City Department of Education field trips to/from the Teachers College the Department of Education requirements for the ratio of Authorized Adults to Minors shall apply. The New York City Department of Education field trip supervision requirements are:

Type of Trip	Elementary School	Middle School	High School
DOE Routine Day Trips Within NYC	1 Staff member + 2 additional adults for up to 30 students.  For each 10 students, an additional adult is required.	1 staff member + 2 additional adults for up to 30 students.  For each additional 15 students, an additional adult is required.	1 staff member + 1 additional adult for up to 30 students.  For each additional 15 students, an additional adult is required.

*Limited exceptions to these Policies and Guidelines for Non College Sponsored or Co-Sponsored Programs, as to staffing ratios and Authorized Adults, may be made on case by case basis jointly by the Office of School and Community Partnerships and the Office of Public Safety.*

## Code of Conduct for Interacting with Minors

Adults should be positive role models for Minors, and act in a caring, honest, respectful and responsible manner. Authorized Adults working in Programs hosting Minors are expected to comply with the below Code of Conduct.

- Minors under the age of 16 must be visually supervised at all times by an Authorized Adult while on campus.
- Minors under the age of 16 entering and exiting campus, or moving from one on-campus location to another, must be escorted by an Authorized Adult at all times.
- Generally, except in clinical settings (Dean Hope Center, Mysak Clinic) and Institutional Review Board (IRB) approved clinical trials, Authorized Adults should never be alone with a Minor, and should never have on-on-one contact with a Minor outside the presence of others. It is expected that non-clinical activities where Minors are present will involve two or more Authorized Adults.
- Striking, hitting, administering corporal punishment to, horseplay, punching, poking, spanking, restraining or touching in an inappropriate way is prohibited, and in some instances illegal. Touching should generally only be in the open and in response to the Minor's needs, for a purpose that is consistent with the Program's mission and culture, and/or for a clear educational, developmental, or health related (e.g. treatment of an injury) purpose. Any resistance from the Minor should be respected. Authorized Adults should not engage in any abusive conduct of any kind toward, or in the presence of, a Minor, including verbal abuse. If restraint is necessary to protect a Minor from other Minors or from other harm, all incidents must be documented

and disclosed to the Program Director, the Office of Public Safety, and the Minor's parent/guardian.

- Hazing or bullying of any kind is prohibited.
- Engaging in the use of alcoholic beverages or illegal drugs, being under the influence of alcoholic beverages or drugs, being in the presence of alcoholic beverages or illegal drugs, or being in possession of alcoholic beverages or illegal drugs is prohibited, and in some instances illegal.
- The presence or use of sexually explicit materials, or making pornography of any form available to a Minor, or assisting a Minor in any way of gaining access or allowing access to pornography is prohibited and in some instances illegal. Authorized Adults are prohibited from engaging in any sexual activity; make sexual comments, or telling sexual jokes. Authorized Adults should not engage or allow Minors to engage the Authorized Adult in romantic or sexual conversations, or related matters, unless required in the role of a counselor or health care provider.
- Taking any photographs or videos of Minors or posting photographs or video of Minors on a digital, electronic, hosted media, web-based service or any other medium without first obtaining a release in this regard from the Minor's parent or guardian is prohibited and in some instances illegal.
- Use of an Authorized Adult's personal vehicle to transport a Minor participating in a Program, without consent of the parent or legal guardian, is prohibited.
- Engaging in communication with Minors through email, text messages, social networking websites, internet chat rooms, or other forms of social media at any time except and unless there is an educational or Programmatic purpose and the content of the communication is consistent with the mission of the Program is prohibited.
- Engaging in intimate displays of affection towards others in the presence of Minors is prohibited.
- Participating in a sleepover under the auspices of a Program, unless in the presence of a Minor's parent or legal guardian or with written consent of a Minor's parent or legal guardian is prohibited.
- Being alone with a Minor in an Authorized Adult's living quarters is prohibited.
- Sharing a bed or sleeping bag with a minor is prohibited.
- Showering, bathing, or undressing with or in the presence of a Minor is prohibited.
- Authorized Adults should not meet with Minors outside of established times for Program activities. Any exceptions require written parental authorization and must include more than one Adult from the Program. Authorized Adults should not invite individual Minors to the Authorized Adult's home. Any exceptions require authorization by the Program Director and written authorization by a parent/guardian.
- Authorized Adults are required to immediately report any abuse, harassment, or exploitation of a Minor by other Minors participating in the Program or by any Authorized Adult.

## **New York State Mandatory Reporting**

New York State recognizes that certain professionals are specially equipped to perform the important role of mandated reporter of child abuse or maltreatment. Those professionals include school officials, child care workers, day care workers, camp directors, and others. Any individual serving as an Authorized Adult in a Program hosting Minors on campus may be considered a “Mandated Reporter” under New York State Law.

Mandated reporters are required to report suspected child abuse or maltreatment when they are presented with a reasonable cause to suspect child abuse or maltreatment in a situation where a child, parent, or other person legally responsible for the child is before the mandated reporter when the mandated reporter is acting in his or her official or professional capacity. “Other person legally responsible” refers to a guardian, caretaker, or other person 18 years of age or older who is responsible for the care of the child. Mandated reporters who are social services workers have expanded reporting requirements. Social services workers are required to report when, in their official or professional role, they are presented with a reasonable cause to suspect child abuse or maltreatment where any person is before the mandated reporter and the mandated reporter is acting in his or her official or professional capacity.

Reasonable cause to suspect child abuse or maltreatment means that, based on your rational observations, professional training and experience, you have a suspicion that the parent or other person legally responsible for a child is responsible for harming that child or placing that child in imminent danger of harm. Your suspicion can be as simple as distrusting an explanation for an injury.

**As soon as you suspect abuse or maltreatment, you must report your concerns by telephone to the New York Statewide Central Register of Child Abuse and Maltreatment (SCR). The SCR is open 24 hours a day, seven days a week, to receive your call. The timeliness of your call is vital to the timeliness of intervention by the local department of social services’ Child Protective Services (CPS) unit. You are not required to notify the parents or other persons legally responsible either before or after your call to the SCR. In fact, in some cases, alerting the parent may hinder the local CPS investigation and adversely affect its ability to assess the safety of the children.**

**The telephone numbers to report abuse or maltreatment are:  
Mandated Reporter (800) 635-1522  
Public Hotline (800) 342-3720**

Oral reports to the SCR from a mandated reporter must be followed within 48 hours by a written report to the local department of social services’ CPS unit on form LDSS-2221A. A copy of this form and the local mailing address can be obtained from the TC Office of Public Safety, Investigations Division, or by contacting the New York City Administration for Children’s Services, or by visiting the New York State Office of Children and Family Services (OCFS) website at [ocfs.ny.gov](http://ocfs.ny.gov). Click on “Forms” and then “Child Protective Services” to access LDSS-2221A.

**Application process for Non College Sponsored and/or Co-Sponsored Programs requesting to use College facilities**

Individuals or organizations requesting to use Teachers College facilities for a Non-College Sponsored Program or event, or a Co-Sponsored Program or event must request facilities use through the Teachers College Office of the Registrar/Room Assignments. If the proposed Program or event involves hosting of and/or interacting with Minors, the Office of Registrar/Room Assignments shall forward the request to the Office of School and Community Partnerships (OSCP). OSCP shall review, and approve or disapprove the request, and forward the results of their review to the Office of the Registrar/Room Assignments. If a Program is approved to use College facilities, the Office of the Registrar/Room Assignments shall provide the proposed sponsor with an Application for Minors on Campus. The application shall require detailed information about the Program or event, information about the sponsor, and a certification that the sponsor will comply with Teachers College Policies and Guidelines for the Supervision of Minors on Campus. The completed application and certification must be returned by the sponsor to the Teachers College Office of Public Safety for review. The Teachers College Office of Public Safety may request additional information from the sponsor. Applications meeting the Teachers College Policies and Guidelines for the Supervision of Minors on Campus shall be routed from the Office of Public Safety to the Office of the Registrar/Room Assignments. Upon receiving approval to proceed from the Office of Public Safety, the Office of the Registrar/Room Assignments shall evaluate the application for use of College facilities. The approval to proceed by the Office of Public Safety pertains only to the ability to host Minors on campus, and is not an approval for use of College facilities. The Office of the Registrar/Room Assignments shall evaluate each request in totality of all College facilities use requirements and then determine if College facilities may be made available.

IMPORTANT NOTE – Co-Sponsored Programs that are jointly sponsored by an office/department of Teachers College and an off-campus individual or organization shall be approved as a “Co-Sponsored Program” only if a representative of the co-sponsoring College office/department is fully involved in the program and shall have a responsible representative on-hand, on-campus, during the Program event or activities.

### **Application process for Non College Sponsored and/or Co-Sponsored Programs requesting to use Gottesman Libraries facilities**

Individuals or organizations requesting to use Gottesman Libraries facilities at Teachers College for a Non-College Sponsored Program or event, or a Co-Sponsored

Program or event must request Libraries space through the Gottesman Libraries. If the proposed Program or event involves hosting of and/or interacting with Minors, the Gottesman Libraries shall forward the request to the Office of School and Community Partnerships (OSCP). OSCP shall review, and approve or disapprove the request, and forward the results of their review to the Gottesman Libraries. If a Program is approved to use College facilities, the Gottesman Libraries shall provide the proposed sponsor with an Application for Minors on Campus. The application shall require detailed information about the Program or event, information about the sponsor, and a certification that the sponsor will comply with Teachers College Policies and Guidelines for the Supervision of Minors on Campus. The completed application and certification must be returned by the sponsor to the Teachers College Office of Public Safety for review. The Teachers College Office of Public Safety may request additional information from the sponsor. Applications meeting the Teachers College Policies and Guidelines for the Supervision of Minors on Campus shall be routed from the Office of Public Safety to the Gottesman Libraries. Upon receiving approval to proceed from the Office of Public Safety, the Gottesman Libraries shall evaluate the application for use of Gottesman Libraries facilities. The approval to proceed by the Office of Public Safety pertains only to the ability to host Minors on campus, and is not an approval for use of Gottesman Libraries facilities. The Gottesman Libraries shall evaluate each request in totality of all Gottesman Libraries facilities use requirements and then determine if Gottesman Libraries facilities may be made available.

IMPORTANT NOTE – Co-Sponsored Programs that are jointly sponsored by an office/department of Teachers College and an off-campus individual or organization shall be approved as a “Co-Sponsored Program” only if a representative of the co-sponsoring College office/department is fully involved in the program and shall have a responsible representative on-hand, on-campus, during the Program event or activities.

## **Background Checks for Program Staff**

Non College Sponsored or Co- Sponsored Program/events involving Minors must certify that each person (student, staff, faculty, volunteer, independent contractor, parent or legal guardian) proposed to serve as an Authorized Adult supervising



Minors within the scope of the proposed Program or event at Teachers College has successfully completed a personal background check prior to participating in such Program or event at Teachers College. Personnel background checks must include, at minimum:

- Verification of identification
- State and National Criminal History search
- State and National Sex Offender Registries
- State Child Abuse search

A successful completion of a personnel background check shall be defined as:

- Verified identity through a social security trace, date of birth, motor vehicle records, or any other authoritative and documented means to positively verify identity.
- No criminal convictions, a an adult, related to child endangerment, contributing to the delinquency of a Minor, child abuse, or any sex offense,
- No registration in State or National Sex Offender registries
- No record of child abuse, maltreatment, or neglect

Those non- College Sponsored or Co- Sponsored Programs that need to complete background checks on proposed Authorized Adults may seek a referral from the TC Office of Public Safety to one or more professional firms that can complete a background check within 24 to 72 hours at a cost ranging from approximately \$50.00 to \$75.00.

### **Reporting inappropriate behavior, abuse and maltreatment of Minors:**

- Every member of the Teachers College community, including staff members of Non-College Sponsored and/or Co-Sponsored Programs hosting Minor on campus, has an obligation to report immediately to the Teachers College Office of Public Safety any instances or suspected instances of the abuse of or inappropriate interactions with Minors.
- It is the policy of the College that no individual making a good faith report of suspected abuse or neglect will be retaliated against in the terms and conditions of employment or educational Program.
- If a Minor is in **immediate danger** you should **immediately** phone the New York City Police Department via 911, or the TC Office of Public Safety from an on-campus phone at extension 3333, or from an off-campus phone at 212.678.3333.

### **Authorized Adult Roster for Applicant Program**

Please include sponsoring Organization staff, College staff, volunteers, or others who shall compromise staff for this Program.

Authorized Adult	Title and affiliation	Address	Phone
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			
11)			
12)			
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28)			
29)			
30)			

Non College Sponsored Programs requesting to host Minors on campus should complete this application form and return the completed and signed form to the TC Office of Public Safety, Mail Stop 225, Suite 1A Whittier Hall, Attention: Assistant Director, Investigations, at least 180 days prior to the start of the Program. Questions may be directed to the Assistant Director, Investigations, at 212.678.7468.

The Teachers College Office of Public Safety may request additional information from the sponsor. Applications meeting the Teachers College Policies and Guidelines for the Supervision of Minors on Campus shall be routed from the Office of Public Safety to the Office of the Registrar/ Room Assignments Team (and/or to the Gottesman Libraries for Program requesting Libraries space). Upon receiving approval to proceed from the **Office** of Public Safety, the Office of the Registrar/Room Assignments Team (and/or Gottesman Libraries) shall evaluate the application for use of College facilities. The approval to proceed by the Office of Public Safety pertains only to the ability to host Minors on campus, and is not an approval for use of College facilities. The Office of the Registrar/Room Assignments Team (and/or Gottesman Libraries) shall evaluate each request in totality of all College facilities use requirements and then determine if College facilities may be made available.

**Programs hosting Minors on Campus must comply with these *Teachers College Policies and Guidelines for the Supervision of Minor Children on Campus.***

**As the Director of this Program and/or as the Chief Executive Officer of the Organization sponsoring this Program my signature below certifies that I have received, read, and understand the *Teachers College Policies and Guidelines for the Supervision of Minor Children on Campus*, and agree to comply with the *Teachers College Policies and Guidelines for the Supervision of Minor Children on Campus* listed above, and certify that all Program staff have successfully met the Background Requirements listed above.**

**Program Director:** \_\_\_\_\_  
(Please print name)

**Signature:** \_\_\_\_\_ **Date of signature:** \_\_\_\_\_

**Chief Executive Officer:** \_\_\_\_\_  
(Please print name)

**Signature:** \_\_\_\_\_ **Date of signature:** \_\_\_\_\_

.....  
..... For Office of Public Safety use only:

Received: \_\_\_\_\_

Site visit: \_\_\_\_\_

Program staff meeting: \_\_\_\_\_

AA review: \_\_\_\_\_

Approved: \_\_\_\_\_

Not Approved: \_\_\_\_\_

Comments: \_\_\_\_\_