



<b>Operational Area:</b>	Employment
<b>Responsible Executive:</b>	Vice President of Administration
<b>Responsible Office:</b>	Human Resources
<b>Effective:</b>	April 1, 2022

# Protecting Children and Minors in University Programs

## Employment

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### I. **Introduction**

- A. **Authority:** Colorado Revised Statutes (C.R.S.) § 23-54-102, *et seq.* (2022) authorizes the Trustees of Metropolitan State University of Denver (“MSU Denver” or “University”) to establish rules and regulations to govern and to operate the University and its programs. The MSU Denver Trustees retain authority to approve, to administer, and to interpret policies pertaining to University governance. The MSU Denver Trustees authorize the MSU Denver President to approve, to administer, and to interpret policies pertaining to University operations.
- B. **Purpose:** This policy establishes guidelines for the MSU Denver community-at-large, as well as for those in the MSU Denver community who work or interact with individuals under 18 years of age. The goal of this policy is to promote the safety and wellbeing of children and minors and to ensure compliance with applicable laws, including C.R.S. § 19-1-103 – Definition of child abuse or neglect, C.R.S. § 19-3-304 – Persons required to report child abuse or neglect, and C.R.S. § 18-8-115 – Duty to report a crime.



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- C. **Scope:** This policy provides broad safeguards intended to protect children and minors when they are on the University Campus, when participating in University Programs, activities, and events designed to include minors, or when they are in the care of University Personnel, Volunteers, or Contractors. All University Personnel, Volunteers, and Contractors are expected to familiarize themselves and comply with the provisions of this policy and any related, University policies and procedures. This policy also establishes requirements for Non-University Organizations and entities that operate non-University programs, activities, and events designed to include minors. This policy applies to Minors who are enrolled or accepted for enrollment at MSU Denver. This policy applies to unaccompanied Minors who are not formally enrolled at the University who participate in University Programs, activities, and events. This policy applies to Minors who participate in University Programs, activities, and events that occur in-person or in a virtual setting, such as an online course or advising session. This policy does not apply to Minors who accompany an MSU Denver employee or student to work or class on occasion.

## II. Roles and Responsibilities

- A. **Responsible Executive:** Vice President for Administration and Chief Operating Officer
- B. **Responsible Administrator:** Associate Vice President of Human Resources
- C. **Responsible Office:** Human Resources Office
- D. **Policy Contact:** HR Employment Manager, 303-605-7180



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### III. Definitions

For the purposes of this policy, the following definitions apply:

- A. **Abuse and Neglect of Minors:** As defined in State of Colorado statute, C.R.S. § 19-1-103. Please consult the statute for the full definition. In summary, child abuse and neglect means an act or omission that threatens the health or welfare of a person under 18 years of age.
- B. **Campus:** All buildings, facilities, and properties that are owned, operated, managed, leased, or controlled by MSU Denver.
- C. **Direct Contact:** Interacting with, supervising, chaperoning, or otherwise overseeing Minors who participate in University Programs.
- D. **Minor:** Any individual under the age of 18.
- E. **Non-University Organization:** Non-University Organizations are entities that operate non-University programs on Campus, including but not limited to, lessees, non-profit organizations, industry partners, *etc.*
- F. **University (or MSU Denver) Contractor:** An individual or entity retained by the University under contract to provide services or support for University Programs and activities designed to include Minors.
- G. **University (or MSU Denver) Personnel:** Includes, but is not limited to, all University faculty, staff, visiting scholars, and students in their capacity as student employees.
- H. **University (or MSU Denver) Volunteer:** An uncompensated individual who is authorized by a University department or unit to: a) perform civil, charitable, or humanitarian services related to MSU Denver business or to support MSU Denver activities designed to include Minors; or b) gain personal or professional experience in specific endeavors involving Minors. Volunteers perform services without a promise,



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expectation, or receipt of any compensation for services performed, including a promise of future employment. This definition does NOT include parents or guardians who are accompanying their child at a program, activity, or event and who may provide incidental service for the program, activity, or event.

- I. **University (or MSU Denver) Program:** Any program, activity, or event offered by MSU Denver’s various academic, athletic, and administrative units or by an affiliate of MSU Denver that uses the University’s name or trademarks to promote or operate the program.

### IV. Policy Statement

- A. **Protecting Children and Minors:** All University Personnel, Volunteers, and Contractors must:
  - 1. Always be vigilant in protecting the wellbeing and safety of Minors with whom they have direct contact on Campus or during a University Program, activity, or event.
  - 2. Watch for signs of Abuse or Neglect of Minors and promptly report observed or suspected instances of abuse or neglect, or violations of this policy or law, as provided in the related procedures.
- B. **Employee Training:** The Human Resources Office will provide training to University Personnel, programs, and departments on their responsibilities regarding the safety and wellbeing of Minors and applicable laws.



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#### C. **Non-University Organizations**

1. Non-University Organizations that operate non-University programs on Campus (including, but not limited to, lessees, non-profit organizations, industry partners, *etc.*) are obligated to be familiar with this policy, to ensure that their staff, volunteers, and participants are familiar with this policy, and to take appropriate precautions to protect Minors who participate in or attend their programs.
2. The Non-University Organization must inform the Office of Human Resources in writing if the organization or entity has any knowledge, whether obtained via background investigation or other means, of a criminal conviction or other adverse information regarding its employees, volunteers, or participants, the nature of which could impact the safety and wellbeing of other individuals on Campus, especially Minors. Examples of information that must be reported include, but are not limited to, all felony convictions; all convictions of any level that involve Minors; all assault convictions; all convictions of any type that result from injury to others; and any information of a similar nature.
3. MSU Denver may exclude from Campus, at its sole discretion, any external Program employee, volunteer, or representative identified pursuant to this section. Further, MSU Denver may request any additional information it deems necessary to meet the requirements of this policy.

- D. **Appropriate Use of Photography and Videography:** University Personnel, Contractors, and Volunteers will not take photos and videos of Minors while participating in a University Program, activity, or event or use photos or videos of Minors for sharing on media or for promotional purposes without the written consent of the Minor's parent or guardian.



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- E. **Specific Program and Department Procedures and Training:** University Programs and departments are responsible for establishing procedures and providing training to address additional operational and safety concerns not covered by this policy that are related to that specific program or department as long as the program and department procedures do not conflict with this policy. In the event of a conflict, Presidential policies and procedures take precedence over department and program procedures. The goal of this policy is not to duplicate efforts.
  
- F. **Enforcement:** Sanctions for violations of this policy will depend on the circumstances and the nature of the violation and may include the full range of available University sanctions applicable to the individual, including suspension, dismissal, termination, and, when appropriate, exclusion from Campus. MSU Denver may also take any interim actions it deems necessary before determining whether a violation has occurred. The University may terminate relationships or take other appropriate actions against non-MSU Denver entities and individuals deemed in violation of this policy.

## V. Procedures

- A. **Procedures for Reporting Emergencies involving Enrolled Minors**
  - 1. In the event of a life-threatening emergency involving an enrolled Minor, please call 911. Note that calling 911 from any Auraria campus phone will dispatch to the Auraria Police Department. The Auraria Police Department may also be reached by calling 303-556-5000 from a cellphone or off-campus location.
  - 2. Please call the Registrar's Office at 303-556-3991. The Registrar's Office will notify the Minor's emergency contact.



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3. After the student’s immediate health and safety needs are met, please submit a CARE report ([www.msudenver.edu/care](http://www.msudenver.edu/care)) with the Dean of Students Office to coordinate applicable follow-up measures to support the student.
- B. Procedures for Reporting Emergencies involving Non-enrolled Minors Who Participate in University Programs**
1. In the event of a life-threatening emergency involving a non-enrolled Minor, please call 911. Note that calling 911 from any Auraria campus phone will dispatch to the Auraria Police Department. The Auraria Police Department may also be reached by calling 303-556-5000 from a cellphone or off-campus location.
  2. Please contact the event host or the Office of Human Resources who will notify the Minor’s emergency contact.
- C. Procedures for Reporting Observed or Suspected Abuse or Neglect of Minors (Enrolled and Non-enrolled Minors):** University Personnel, Volunteers, and Contractors are mandatory reporters pursuant to statute and shall immediately report reasonable cause to know or suspect that a Minor has been subjected to abuse or neglect or who has observed the Minor being subjected to circumstances or conditions that would reasonably result in abuse or neglect. As a mandatory report:
1. Immediately report or cause a report to be made to the Statewide Child Abuse and Neglect Hotline (1-844-CO-4-KIDS) and/or the Auraria Police Department.
  2. Comply with directives from law enforcement or county departments of human services. Do not investigate any of your suspicions of abuse or neglect.



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#### VI. Related Information

- A. C.R.S. § 19-3-304, Persons required to report child abuse or neglect.
- B. C.R.S. § 19-1-103, Definition of child abuse or neglect.
- C. C.R.S. § 18-8-115, Duty to report a crime.
- D. Colorado Mandatory Reporting Resources,  
<https://www.colorado.gov/pacific/cssrc/mandatory-reporting>
- E. Colorado Department of Human Services Mandatory Reporter Training,  
<https://www.coloradocwts.com/mandated-reporter-training>
- F. Colorado Child Abuse and Neglect Hotline, [co4kids.org](http://co4kids.org)
- G. MSU Denver Background Investigation Policy
- H. MSU Denver Children in Classrooms and Workplaces Policy
- I. MSU Denver Student CARE Report, [www.msudenver.edu/care](http://www.msudenver.edu/care)
- J. MSU Denver Guidelines for Student Organizations on Protecting Children and Minors

#### VII. Policy History

- A. **Effective:** April 1, 2022
- B. **Review:** This policy will be reviewed every three years or as deemed necessary by University leadership.



**President's**  
Policy Statement  
University Policy Library

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### VIII. Approval

A handwritten signature in black ink, appearing to read "Janine Davidson", written over a horizontal line.

Janine Davidson, Ph.D.  
*President, Metropolitan State University of Denver*

N/A

*Chair, Board of Trustees, Metropolitan State University of Denver*