

# UA CHILD PROTECTION TRAINING FOR STUDENTS

As a student at The University of Alabama, you may be involved with activities through academic assignments or involvement with non-academic groups that involve interaction with children. For child protection purposes, a **“child” is defined as a person under the age of 18**. You may interact with “children” during your time as a student at the University by, among other things, participating in events that can include elementary and middle school aged children or activities where high school students and/or college students who are 17 years old or younger are present. It is vital, then, that you understand and abide by The University’s Child Protection Policy. This Policy will:

- state what your obligations as a student at the University are under the Policy
- define child abuse and neglect
- explain the reporting procedures for suspected child abuse or neglect
- clarify concerns on retaliation and liability for the individual reporting suspected child abuse/neglect

The full Child Protection Policy is set forth below. Following the Policy, examples are provided of what is considered appropriate and inappropriate behavior with children as well as tips for how you can help to protect children.

**Please review and understand the information set forth below. Thereafter, please complete the Child Protection Policy Certification and Acknowledgment Form and return it to the University’s Office of Student Involvement.**

## A. The University of Alabama Child Protection Policy

The University of Alabama (“the University”) is committed to maintaining a supportive and safe educational environment, one which seeks to enhance the well-being of all members of its community. This commitment reflects the institution’s adherence to its mission, to its various policies supporting its mission, and to relevant state and federal laws. Within that commitment, the University places importance on creating a secure environment for children. To that end, the University has adopted the following child protection policy and procedures.

In order to ensure the safety and well- being of children, individuals, including University faculty, staff, students, volunteers, and representatives as well as third-party vendors and their employees, representatives, or volunteers that contract for use of University facilities, with responsibilities that involve interaction with children (collectively “University personnel”), must carefully review and abide by the following policy regarding abuse.

### **Obligations Under This Policy**

A “child” is any person under 18 years of age.

This Policy applies to child abuse or neglect that allegedly occurs on the University’s campus, on property owned or leased by the University, or while University personnel are participating in a University connected activity off campus.

With very limited exception, Alabama law (ALA. CODE § 26-14-1 *et seq.*) makes the reporting of known or suspected child abuse or neglect **mandatory** for all University employees, hospitals, clinics, medical professionals, teachers, school officials, law enforcement officials, social workers, daycare workers, mental health professionals, members of the clergy, and any other person called upon to render aid or medical assistance to a child. It is the University's position that, in addition to the mandated statutory reporting requirements for certain individuals and entities, all University personnel should immediately report known or suspected child abuse or neglect as provided in this policy.

### **Definitions of Child Abuse and Neglect**

No form of child abuse, whether physical, emotional or sexual, will be permitted or tolerated under any circumstances whatsoever. Child abuse is morally and legally wrong. It can come in many forms.

Harm or threatened harm to a child's health or welfare can occur through nonaccidental physical or mental injury, sexual abuse or attempted sexual abuse or sexual exploitation or attempted sexual exploitation.

“Sexual abuse” may be perpetrated by an adult or another child and includes the employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or having a child assist any other person to engage in, any sexually explicit conduct or any simulation of the conduct for the purpose of producing any visual depiction of the conduct; or the rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children as those acts are defined by Alabama law. Sexual abuse also includes any activity that is meant to arouse or gratify the sexual desires of the perpetrating adult or child. Sexual abuse may or may not involve touching.

“Sexual exploitation” includes allowing, permitting, or encouraging a child to engage in prostitution and allowing, permitting, encouraging or engaging in the obscene or pornographic photographing, filming, or depicting of a child for commercial purposes.

Negligent treatment or maltreatment of a child includes the failure to provide adequate food, medical treatment, supervision, clothing, or shelter.

### **Reporting Procedures**

If you know or suspect that a child is a victim of child abuse or neglect, you must act.

In deciding whether or not to report an incident or situation of suspected abuse or neglect, it is not required that you have proof that abuse or neglect has occurred. Any uncertainty in deciding to report suspected abuse or neglect should be resolved in favor of making a good faith report.

In making a report, your actions should be as follows:

**First**, immediately report the information to The University of Alabama Police Department at **205-348-5454**.

Your oral report should include all available information regarding the known or suspected abuse or neglect, including, but not limited to, the name of the child, his whereabouts, the names and addresses of the parents, guardian, or caretaker and the character and extent of the injuries. The report should also contain, if known, any evidence of previous injuries to said child and any other pertinent information that might establish the cause of such injury or injuries, and the identity of the person or persons responsible for the same.

**Second**, do not directly question or solicit information from the child or from the person suspected of improper behavior. That is not your role; the role of investigation lies with city, county, and state officials.

**Third**, in addition to making an oral report, you must also complete a Child Abuse or Neglect Report Form and deliver the same to the UA Police Department.

**Prohibition on Retaliation and Immunity from Liability**

Any person who makes a good faith report of child abuse or neglect shall not be subjected to retaliation. Further, any person or entity that makes a good faith report of child abuse or neglect is immune under Alabama law from any liability—civil or criminal—that might otherwise be incurred or imposed.

**B. Guidelines for Responsible Behavior**

In your interactions with children, use the following guidelines for responsible behavior:

- Do NOT use any form of physical punishment or discipline (e.g. paddling, etc.)
- Avoid being alone with a child where other adults cannot easily observe you
- When supervising or assisting private activities such as dressing, showering, or using the restroom, remain observable by others or work in pairs
- Use only appropriate forms of affection

**Examples of Appropriate and Inappropriate Forms of Affection**

<b>Appropriate Forms of Affection</b>	<b>Inappropriate Forms of Affection</b>
Brief hugs	Inappropriate or lengthy embraces
“High fives” and hand slapping	Kissing
Verbal praise	Comments or compliments (spoken, written, electronic) that related to physique or body development
Touching hands, faces, shoulders and arms	Touching knees or legs of children
Arms around one’s shoulders	Do NOT give or receive any type of massage
Holding hands when walking with small children	Any form of unwanted affection
Kneeling or bending down for brief hugs with Small children	Private meals with children
Holding hands during prayer	Showing affection in areas where you cannot be see by others
Sitting beside small children	Holding children over 4 years old on your lap
	Occupying a bed with a child
	Touching underwear (over or under outer clothing)
	Touching bottoms, chests, or genital areas except during appropriate diapering or toileting of infants, toddlers and those with special needs

There are a handful of times, however, when these acts might be acceptable, including situations involving the appropriate administration of medical care or treatment, as part of a properly approved research program, or where the act is a universally accepted part of the athletic or educational activity.

## **C. Tips on How to Help to Protect Children**

- Keep an eye out for suspicious situations and behaviors
- Behave responsibly yourself
- **Report** it even if you “just” suspect that there has been physical or sexual abuse or neglect.
  - **Make your report orally first to UAPD at 348-5454** and include such items as:
    - Name of child
    - Child’s whereabouts
    - Description of known or suspected abuse or neglect
    - Suspected abuser’s name and whereabouts
    - Names/addresses of parents/guardians
    - If known, description of previous injuries
  - Do NOT interview or question a child yourself - a trained expert needs to do that
  - You do not need proof to report, just a good faith belief that abuse has occurred
  - Your identity, as a reporter, is kept confidential

## **More information**

The University of Alabama Child Protection Policy website

<http://policies.ua.edu/childprotection.html>

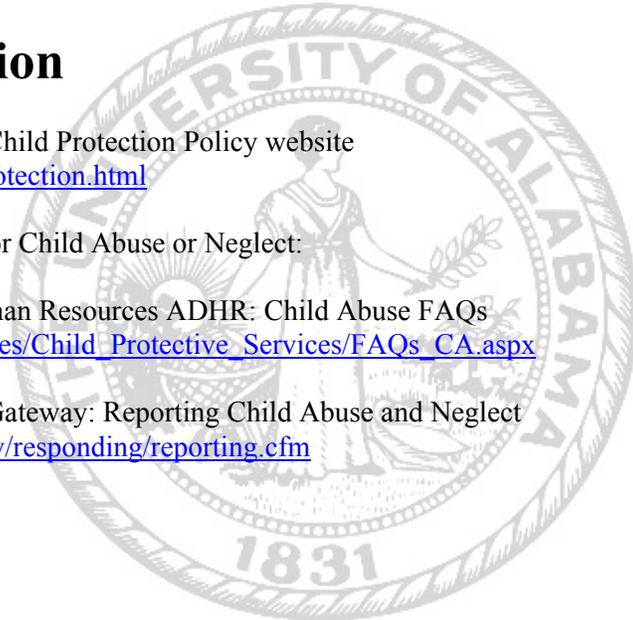
Other Reporting Channels for Child Abuse or Neglect:

Alabama Department of Human Resources ADHR: Child Abuse FAQs

[http://dhr.alabama.gov/services/Child\\_Protective\\_Services/FAQs\\_CA.aspx](http://dhr.alabama.gov/services/Child_Protective_Services/FAQs_CA.aspx)

Child Welfare Information Gateway: Reporting Child Abuse and Neglect

<https://www.childwelfare.gov/responding/reporting.cfm>



# UAct: Working together to create an ethical community defined by respect and civility.

## Reporting Channels for Discrimination, Harassment, Sexual Assault or Sexual Violence

The University of Alabama is committed to providing an environment for employees, students and campus visitors that is free from illegal harassment based on race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability or veteran status. The University will not tolerate and will take action against individuals who retaliate against individuals who, in good faith, report violations of this policy or participate in investigations related to such policy violations.

Any student, faculty or staff member, applicant or campus visitor who has concerns about illegal discrimination, harassment, sexual assault or sexual violence or retaliation is encouraged to seek the assistance of the appropriate University official designated below. For more information, refer to the University's harassment policy at <http://eop.ua.edu/harassment.html>; its Title IX website at [www.titleix.ua.edu](http://www.titleix.ua.edu); and its sexual assault policy in the student handbook at <http://www.studenthandbook.ua.edu/policyforstudents.html>.

If the situation is an emergency or you or someone you know needs immediate assistance, please contact The University of Alabama Police Department at 205-348-5454. Behavior of this type may constitute a crime. Individuals are encouraged to contact the University Police at 205-348-5454 to discuss criminal charges that may apply and the appropriateness of a criminal investigation.

## Reporting Channels for Students

If you want to....	And the alleged offender is....	Contact this office
Report discrimination, harassment, sexual assault or violence or incident of retaliation	An employee, including a faculty member, graduate assistant, other student employee or a staff member	Designated Harassment Resource Person. A current list for each department, school or college can be found at <a href="http://eop.ua.edu/persons.html">http://eop.ua.edu/persons.html</a> .
Report discrimination, harassment, sexual assault or violence or incident of retaliation	A student	Student Affairs Designated Harassment Resource Person Molly Lawrence 275 Rose Administration Building • Box 870116 205-348-6670 or <a href="mailto:mlawrence@sa.ua.edu">mlawrence@sa.ua.edu</a>
Report discrimination, harassment, sexual assault or violence or incident of retaliation	A third party or campus visitor (neither a student nor an employee)	Any Designated Harassment Resource Person. A current list for each department, school or college can be found at <a href="http://eop.ua.edu/persons.html">http://eop.ua.edu/persons.html</a> .
Report discrimination, harassment, sexual assault or violence or incident of retaliation and believe that you cannot effectively communicate your complaint through the harassment resource person	Anyone	Director of Equal Opportunity Programs/ University Compliance Officer Gwendolyn Hood 171 Rose Administration Building • Box 870300 205-348-5855 or <a href="mailto:ghood@alan.ua.edu">ghood@alan.ua.edu</a> Or If gender-based, the Title IX Coordinator Beth Howard 152A Rose Administration Building • Box 870114 205-348-5496 or <a href="mailto:gbhoward@ua.edu">gbhoward@ua.edu</a>
If you want to....	And the alleged offender is....	Contact this office
File a Code of Student Conduct charge	A student	Office of Student Conduct Todd Borst, Executive Director 107 Burke West • Box 870295 205-348-8384
Obtain information/ask questions about Title IX compliance or report gender discrimination, sexual harassment/sexual violence and assault or incident of retaliation	Anyone	Title IX Coordinator Beth Howard 152A Rose Administration Building • Box 870114 205-348-5496 or <a href="mailto:gbhoward@ua.edu">gbhoward@ua.edu</a>
Obtain free and confidential counseling (including for sexual harassment, sexual violence or assault), advocacy, and support services and to learn more about reporting options	Anyone	Women's Resource Center Elle Shaaban-Magaña, Director 1000 South Lawn Office Building, Suite 2000 (1101 Jackson Avenue) • Box 870361 205-348-5040 or <a href="mailto:wrc@sa.ua.edu">wrc@sa.ua.edu</a> • <a href="http://wrc.ua.edu/index.cfm">http://wrc.ua.edu/index.cfm</a>
File a criminal charge or report abuse or neglect of a child (under 18)	Anyone	The University Police Department 1110 Jackson Avenue • Box 870180 205-348-5454 or <a href="mailto:ua.police@ua.edu">ua.police@ua.edu</a>

## Reporting Channels for Hazing Policy

The University does not condone hazing, regardless of its form. Indeed, hazing is prohibited by the University's Code of Student Conduct and considered a crime in the State of Alabama under Alabama Code § 16-1-23. No individual shall directly engage in hazing or indirectly encourage, aid, or assist any other person in hazing. All students and other University representatives, including employees, should immediately report known or suspected hazing violations as directed herein. For more information on the University's hazing policy, please visit <http://policies.ua.edu/hazing.html>.

To report hazing, provide specific information about the hazing incident to any of the following:

- The Hazing & Harassment Hotline  
205-348-HALT (4258)  
<http://www.hazing.ua.edu>
- The Office of the Dean of Students  
205-348-3326
- The Office of Student Conduct  
205-348-8234  
[student.conduct@sa.ua.edu](mailto:student.conduct@sa.ua.edu)
- The University of Alabama Police Department (UAPD)  
205-348-5454
- You may also report hazing online at:  
<http://www.hazing.ua.edu/report.cfm#top>

If the situation is an emergency and you or someone else needs immediate assistance, please contact UAPD (205-348-5454).

## Reporting Channels for Employees and Campus Visitors for Discrimination, Harassment, Sexual Assault or Sexual Violence, Threat Assessment and Fraud

If you want to...	Contact this office
Report an employee or campus visitor for discrimination, harassment, sexual assault or violence or incident of retaliation	Designated Harassment Resource Persons. A current list for each department, school, or college can be found at <a href="http://eop.ua.edu/persons.html">http://eop.ua.edu/persons.html</a> .
Report an employee or campus visitor for discrimination, harassment, sexual assault or violence or incident of retaliation for reporting and believe that you cannot effectively communicate your complaint through the designated harassment resource person	Director of Equal Opportunity Programs / University Compliance Officer, Gwendolyn Hood 171 Rose Administration Building • Box 870300 • <b>205-348-5855</b> <i>Or</i> for gender-based conduct contact Title IX Coordinator, Beth Howard 152A Rose Administration Building • Box 870114 • <b>205-348-5496</b> or <a href="mailto:gbhoward@ua.edu">gbhoward@ua.edu</a>
Report a student for discrimination, harassment, sexual assault or violence or incident of retaliation for reporting OR File a Code of Student Conduct charge	Student Affairs Designated Harassment Resource Person, Molly Lawrence 275 Rose Administration Building • Box 870116 • <b>205-348-6670</b> or <a href="mailto:mlawrence@sa.ua.edu">mlawrence@sa.ua.edu</a>  Office of Student Conduct, Todd Borst, Executive Director 107 Burke West • Box 870295 • <b>205-348-8384</b>
Obtain information/ask questions about Title IX Compliance or report gender discrimination, sexual harassment/sexual violence and assault or incident of retaliation for reporting	Title IX Coordinator, Beth Howard 152A Rose Administration Building • Box 870114 • <b>205-348-5496</b> or <a href="mailto:gbhoward@ua.edu">gbhoward@ua.edu</a>
Obtain free and confidential counseling (including for sexual harassment, sexual violence or assault), advocacy, and support services and to learn more about reporting options	Women's Resource Center, Elle Shaaban-Magaña, Director 1000 South Lawn Office Building, Suite 2000 (1101 Jackson Avenue) • Box 870361 <b>205-348-5040</b> or <a href="mailto:wrc@sa.ua.edu">wrc@sa.ua.edu</a> • <a href="http://wrc.ua.edu/index.cfm">http://wrc.ua.edu/index.cfm</a>
File a criminal charge or report abuse or neglect of a child (under 18)	The University Police Department 1110 Jackson Avenue • Box 870180 • <b>205-348-5454</b> or <a href="mailto:ua.police@ua.edu">ua.police@ua.edu</a>
Report alarming/threatening behavior having the potential to negatively impact the UA community and the alleged offender is anyone	<p><b>If the situation is an emergency or presents an imminent threat</b>, immediately call <b>911</b> or <b>205-348-5454</b> from any UA phone or <b>205-348-5454</b> from a non-UA phone</p> <p><b>In non-emergency situations:</b> If the alarming/threatening behavior involves a current UA student, contact the chairperson of the Behavioral Intervention Team — <a href="http://dos.ua.edu/">http://dos.ua.edu/</a>, <b>205-348-3326</b>.</p> <p><b>If the alarming/threatening behavior involves a current UA faculty member</b>, contact the Dean's Office of the involved College/School or HR (<a href="http://hr.ua.edu/hr-partners">http://hr.ua.edu/hr-partners</a>).</p> <p><b>If the alarming/threatening behavior involves a current UA staff member</b>, contact the Vice-President's Office of the applicable division and HR (<a href="http://hr.ua.edu/hr-partners">http://hr.ua.edu/hr-partners</a>).</p> <p><b>If the alarming/threatening behavior involves a visitor to the UA community</b>, contact UAPD.</p> <p>Additional information at <a href="http://threatassessment.ua.edu">http://threatassessment.ua.edu</a></p>
Inquire about or report actual or potential unethical or unlawful work-related behavior and the alleged offender is an employee	Compliance and Fraud Hotline <b>1-866-362-9476</b> or online at <a href="http://financialaffairs.ua.edu/compliance/">http://financialaffairs.ua.edu/compliance/</a>

## Reporting Channels for Violation of Child Protection Policy

Under Alabama law, all University employees have a mandatory legal duty to immediately report known or suspected child abuse or neglect of any person under the age of 18 to the appropriate authorities, which at the University is The University of Alabama Police Department at **205-348-5454**. Failure to report is a criminal offense. Students are encouraged to report. For more details, please visit <http://policies.ua.edu/childprotection.html>.



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THE CAPSTONE OF HIGHER EDUCATION

**\*For Use By University of Alabama Students\***

**CHILD PROTECTION POLICY  
CERTIFICATION AND ACKNOWLEDGEMENT**

By signing my name below, I agree, certify, and acknowledge the following:

- That I have been provided with a copy of The University of Alabama Child Protection Policy (hereinafter "Policy").
- That I have read the Policy, which includes the procedures for reporting suspected or observed child abuse or neglect. (<http://policies.ua.edu/childprotection.html>).
- That I have completed The University of Alabama's required student training on Child Protection.
- That I fully understand the requirements of the Policy as well as my responsibilities under it.
- That I agree to abide by and comply with the Policy at all applicable times.
- That I understand that the Policy may be changed, withdrawn, added to or interpreted at any time at The University of Alabama's discretion and without prior notice to me.
- That The University of Alabama will not tolerate abuse or neglect of children and I agree to comply in spirit and in action with this position.
- That I **HAVE** / **HAVE NOT** (circle the one that applies) been convicted of or pled guilty during my life to a felony or crime involving a form of assault, battery, abuse, or bodily harm, including, but not limited to, child abuse or sexual misconduct. This inquiry seeks disclosure of **all** convictions and guilty pleas for any form of assault, battery, abuse or bodily harm, which includes incidents involving children as well as those that did not.

- If you **HAVE** been convicted of or pled guilty during your life to a felony or crime involving a form of assault, battery, abuse, or bodily harm, please provide a detailed explanation of the crime (who, what, where, when, why, etc.) as well as a description of the sentence imposed (if additional space is required for further explanation, please use the back of this form) (**Please Print**):

Crime \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Date \_\_\_\_\_  
Other Details: \_\_\_\_\_

\_\_\_\_\_

Crime \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Date \_\_\_\_\_  
Other Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Date of Birth \_\_\_\_\_

**\*\*PLEASE PRINT\*\***

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

CWID \_\_\_\_\_

**\*Below should also be completed by the parent or guardian of anyone age 18 or younger:**

By my signature, I certify that I have read and understand the Policy. My signature also confirms that I do not know of any reason why my child should not interact with other children. My child does not demonstrate any signs of being a potential risk to children.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Full Name \_\_\_\_\_ Phone No. \_\_\_\_\_

**\*Please deliver completed form to The Office of Student Involvement\*  
Box 870292 • 3610 Ferguson Center • sileadership@si.ua.edu**