

REPORTING PROCEDURE – Protection of Minors

If you believe a minor is in imminent physical danger, report to 911 immediately

Who Should Use This Procedure

University employees, volunteers, parents or authorized adults who are charged with interaction, supervising, chaperoning or otherwise overseeing minors in a University of Alaska Fairbanks (UAF) program, activity or event held on or off campus, shall be alert to safeguard the safety of minors on and off campus. Terms used in this procedure are defined in UAF Protection of Minors Policy which is located at <http://www.uaf.edu/safety/minors/>.

When to Use this Procedure

If you believe, suspect or recognize

- ✓ a physical danger or hazard, an inappropriate relationship between a minor and any individual, including an employee, volunteer or student, or
- ✓ if you observe inappropriate conduct toward or contact between minors (minor-on-minor interactions),
- ✓ or if you believe that a minor is in danger of exploitation, or
- ✓ a minor has made a disclosure of abuse

you are required to report the incident to a University official as set forth in this reporting procedure and AK Statute 47.17.

This reporting obligation is in relation to University programs, activities, events or the rental or use of University facilities or property by other organizations. Non-University occurrences, incidents or events, or child custody disputes should be reported to the appropriate state of Alaska agency.

Reporting Procedure

Doubt regarding whether to report should be resolved in favor of making the report. It is not your responsibility to determine whether your suspicions are correct, or to investigate those suspicions.¹ You shall not conduct an interview or investigation to try to determine if the suspicion or disclosure is credible or if a report should be made. Your duty is to simply make a report of what you are aware of.

If a University employee, volunteer, student or authorized adult acts in good faith and without gross negligence in reporting a risk to a minor on campus pursuant to UAF's policy, and the employee's judgment as to what constitutes reasonable cause to believe that a child has suffered abuse or neglect is challenged, UAF shall provide for the legal defense of the employee.

A person who intentionally and in bad faith or maliciously, knowingly makes a false report of alleged abuse or neglect may be disciplined up to and including termination.

¹ DHSS.Alaska.gov Reporting child abuse.

1) If you have reasonable cause to believe that an inappropriate activity involving a minor has occurred but it is not an emergency, or if a minor makes a disclosure of abuse or an incident directly to you, report as soon as possible to the following:

✓ **UAF Police Department - 474-7721 OR**

✓ **On-line at www.uaf.edu/safety/minors**

AND

To OCS if you are a Mandated Reporter² – 1800-478-4444

AND

✓ Your direct supervisor **OR**

✓ UAF Environmental, Health, Safety and Risk 474-5413 **OR**

✓ UAF Human Resources 474-7700 **OR**

✓ Vice-Chancellor or Associate Vice Chancellor of your department

If you are uncomfortable discussing the situation with any of the options above, please use the UAF Anonymous Hotline

- 2) Supervisors and other UAF Departments receiving reports shall inform their unit Director of the report, or inform the Vice-Chancellor of the unit in the event the Director(s) is not available. The obligation is to report the information to a level that may implement action on the concern.
- 3) Directors shall immediately report to their Vice-Chancellor or AVC, and in any event in no less than 24 hours of receiving a report.
- 4) Vice-Chancellors shall immediately report to the Chancellor, and in any event in no less than 24 hours of receiving a report. Vice-Chancellors shall also report to UAF Environmental Health, Safety and Risk Management.
- 5) All UAF employees or UAF volunteers who have knowledge or reasonable cause to believe that a minor has been the victim of physical abuse or sexual misconduct by another University employee, volunteer, chaperone or student, has an independent duty to report such physical abuse or sexual misconduct to the appropriate state agency or law enforcement agency. If such conduct also involves suspected child abuse or neglect under this regulation, the reporting duties of UAF's policy must still be satisfied.

² See Mandated Reporters Section for definition

Mandated Reporters

Mandated Reporters are persons that are required to report child abuse. They are health practitioners or administrative officers of institutions; teachers and school administrators; child care providers; paid employees of domestic violence and sexual assault programs, crisis intervention and prevention programs, or organizations that provide counseling or treatment to individuals seeking to control their use of drugs or alcohol; peace officers or officers of the Department of Corrections; persons who process or produce visual or printed matter, either privately or commercially; members of a child fatality review team or the multidisciplinary child protection team (AS 47.17.020).

Mandated Reporters must submit a report to the Office of Child Services OCS (1-800-353-2650) within 24 hours of reasonable cause to suspect³ that a child has suffered harm as a result of abuse or neglect. The mandated reporter has no responsibility to complete any type of investigation or determine if their suspicions are correct, but only must have a reasonable amount of information to say that they believe abuse or neglect may have occurred.

When reporting to OCS the following information, if available, will be requested:

- Name of child
- Name or description of potential abuser
- Your name
- Contact information for all of the above
- Information regarding the potential abuse including a description of the abuse, where and when it occurred, witness information

If you are not sure if you are a mandated reporter, please let one of the parties above know about your suspicions or call EHSRM for guidance.

³ "Reasonable cause to suspect" means cause, based on all the facts and circumstances known to the person, that would lead a reasonable person to believe that something might be the case.

Anonymous Reporting

Individuals may choose to report anonymously by going on-line to the reporting form at www.uaf.edu/safety/minors. The form should be completed in as much detail as possible. The obligation is to provide sufficient information to allow University officials to investigate or otherwise protect a minor at risk. Incomplete or information lacking in sufficient detail may preclude further investigation.

This report will be immediately distributed to the Minors on Campus Committee for investigation.

Individuals can also report anonymously through the hotline (1-800-XXX-XXXX). A trained professional will take your information and distribute it to the appropriate parties.

Note that if you are a Mandated Reporter you must report to OCS as described above.

Resources and Training

Training for UAF employees, volunteers and authorized adults regarding the protection of minors is available at: www.uaf.edu/safety/minors.