

# Responsibilities & Obligations for ISU Volunteers who Work With Minors

Office of Equal Opportunity and Access  
(309) 438-3383

[EqualOpportunity.IllinoisState.edu](http://EqualOpportunity.IllinoisState.edu)  
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# ISU Commitment

Illinois State University has, as one of its core values, an abiding commitment to sustaining a community in which the dignity of every individual is respected.

Key to this value are efforts to foster and nurture an environment of civility and mutual respect by preventing discrimination and harassment on our campus.



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# Minors on Campus

Any Volunteer working with minors (children under the age of 18) is subject to the Protection of Minors Policy.

Requirements include:

- Register any program with minors
- Background check all volunteers
- Ensure all volunteers understand the requirements when working with minors
- Understand their duty and how to report any violations or concerns

The full policy is available online at [Policy.IllinoisState.edu](http://Policy.IllinoisState.edu), and additional information and program requirements can be found on the Protection of Minors webpage at [EHS.IllinoisState.edu/minors/](http://EHS.IllinoisState.edu/minors/).



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# Definition: Physical Abuse of Minors

Physical abuse of a minor child can occur in different ways, including but not limited to:

- **Inflicting or allowing injury to be inflicted on a child.** The intentional injury could cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function (e.g. bruises, bites, bone fractures, cuts, welts, and burns).
- **Creating a substantial risk of physical injury to a child,** with the impacts described above likely as a result.
- **Deliberately inflicting or allowing cruel or unusual treatment** that results in physical or mental suffering by the child.
- **Exposing a child** to the manufacturing, selling, or use of a controlled substance (e.g. illegal drugs), or giving or allowing a controlled substance to be given to a child under 18 years of age.



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# Definition: Sexual Abuse of Minors and Neglect

Sexual abuse of a minor child occurs when there is sexual penetration, molestation, or exploitation.

Examples include but are not limited to:

- Touching or fondling a child or asking the child to touch herself/himself for the sexual gratification or arousal of the perpetrator or the child, or exposing genitals to a child
- Child pornography
- Forcing a child to watch sex acts

Neglect of a minor child occurs when a parent or responsible caretaker fails to provide minimum requirements for his/her child.

Examples include but are not limited to:

- Inadequate supervision
- Inadequate medical care/attention, food, clothing
- Significant delay in providing minimum living/care standards



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# Your Responsibility

## DO

- Interact with students in a professional manner at **all times**
- Foster a mentor/mentee relationship
- Maintain appropriate boundaries
- Limit interactions with students to assisting with school events, activities, and functions



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# Your Responsibility

## DO NOT

- Be alone, one-on-one with students
- Be present when students are changing clothes, uniforms, or costumes
- Interact with students on social media or socialize with students
- Touch students-unless relating to the following LIMITED circumstances and **only with** the permission of the student **AND** in the presence of event organizers:
  - Spotting and/or assisting with positioning for circus, sports, or P.E.
  - Assisting with uniforms, costumes, or equipment
- Engage in any harassing or discriminatory behavior



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# Harassment Scenarios

## Victims:

- Recipient of unwelcome behavior
- Third party who observes the unwelcome behavior

## Scenarios:

- Employee-to-Employee
- Student-to-Student
- Employee-to-Student
- Volunteer-to-Student
- Same sex or opposite sex

## What if a student initiates the behavior with a volunteer or employee?

- The volunteer or employee bears the responsibility for knowing that such conduct is inappropriate, unacceptable, and potentially illegal.
- If such behavior is observed, reported, or encountered, the volunteer should take measures to ensure the safety of the student and report the incident immediately to event organizers.



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# If You SEE Something – SAY Something

If you become aware of inappropriate behavior involving a student or other minor, report it IMMEDIATELY

- **In an emergency or when there is immediate risk of harm: Dial 9-1-1**
- In a nonemergency please notify event organizers immediately.
- In addition, depending on the circumstances you can also:
  - Contact the Office of Equal Opportunity and Access at (309) 438-3383 or [EqualOpportunity@IllinoisState.edu](mailto:EqualOpportunity@IllinoisState.edu)
  - **Contact Illinois State University Police** at (309) 438-8631 or complete the Public Incident Report Form at the Campus Safety & Security website, available at [Security.IllinoisState.edu](http://Security.IllinoisState.edu)
  - Contact DCFS Hotline: 1-800-25ABUSE. The hotline is available 24-hours every day of the year.



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# Responding to Concerns

The University is required to follow up on all reported incidents of harassment, discrimination, and sexual harassment including sexual misconduct, sexual assault, domestic violence, dating violence, and stalking to support the University's efforts to provide a safe and non-discriminatory learning environment. The University will follow up using the following complaint procedures:

- Provide student support, which includes discussing retaliation and whistleblower protections and providing interim and/or protective measures
- File a complaint
- Review allegations
- Investigate allegations
- Report of investigation
- Initiate sanctions/interventions
- Appeal rights

The University may impose disciplinary action up to and including the removal of the student from the Laboratory Schools, termination of employment for employees, or removal from campus for volunteers and other visitors to campus.

- *For a detailed explanation of the process, see the Office of Equal Opportunity & Access website at [EqualOpportunity.IllinoisState.edu](http://EqualOpportunity.IllinoisState.edu).*
- ***Where required by law, the University may also report concerns to the Illinois Department of Child and Family Services and/or law enforcement authorities.***
- *Please note that University outcomes are separate from outcomes in any criminal process.*



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# What Not To Do

**Never** do the following:

- Try to investigate the crime or incident; just gather the basic facts.
- Try to determine if a crime took place – ISU Police Department will make this determination.
- Try to determine if a sexual encounter was/was not consensual.
- Try to locate, apprehend, or detain an alleged perpetrator of a crime.
- Push for information an individual is not comfortable sharing.
- Alter or remove the student/employee from work, living, or academic situations without involving the appropriate University office.
- Never blame the individual reporting or make judgements about what they report.



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# When in doubt – REPORT!

- It is important to understand the specific types of crimes and their definitions as outlined in this training.
- You are not responsible for determining if any reported situation meets these definitions.
- You are not responsible for determining if the reported activity occurred.
- If you are not sure that a situation meets these criteria, report it anyway. The University will make the necessary determination.
- **When in doubt - REPORT!**



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# Questions?

Office of  
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209 Hovey Hall  
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