



Policy for Minors in Duke University Programs

Policy Training Workbook



Learning & Organization Development

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Introduction

In today's world, it is not uncommon to see a report of sexual abuse of minors in the news. Places that were once considered safe, such as elementary schools, sports camps, and even churches have been associated with potential abuse. To protect minor children (under the age of eighteen) who participate in activities and programs on university land and facilities, or under the authority and direction of the university, Duke University has implemented a **Policy for Minors in Duke University Programs**.

Who Must Comply With The Policy?

The **Policy for Minors in Duke University Programs** affects all units of the university, such as athletic camps, academic camps, Duke Talent Identification Program, other programs, and similar activities intended for minors. Specifically the policy applies to all adults who:

- Interact with minors or work in programs that take place on university land or facilities
- Work under the authority and direction of Duke University at other locations
- Work as Duke employees and who interact with minor children.

For the purposes of the training and this document, the adults (either internal or external to Duke) who will interact with minor children as part of an activity or program as defined by the policy will be referred to as "**program staff member.**" A program staff member can be Duke faculty, Duke employees, employees of the program that sponsor the activity at Duke, or a volunteer.

Who Is Exempted from This Policy?

- Enrolled Duke students who are minors.
- Adults engaged in patient-care related activities pertaining to minors in Duke University Health System where other policies apply
- Adults who work in laboratories under the control of a Dean or Director. Different policies apply to minors who serve as interns or volunteers in laboratories.

Occupational Environmental safety training is available for interns or volunteers in laboratories under the control of a dean or director at <http://www.safety.duke.edu/LabSafety/Default.htm>.

What Do I Have To Do?

To meet the requirements of the policy, the program staff member (you) must complete this workbook as your training and pass an annual assessment with at least seventy percent accuracy before working with minors.

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This workbook will provide information about the policy, information about potential abuse, possible scenarios and situations, and *Check Your Understanding* questions with a key. These *Check Your Understanding* questions and answers will be very similar to the assessment questions.

Screening Program Staff Members

The **Policy for Minors in Duke University Programs** requires that a criminal background check is performed for all program staff members before the individual works with minors. This check must be conducted every four years for returning program staff members.

The program director works with Duke Human Resources to request the criminal background check on all adults, including but not limited to, faculty, staff, students, and volunteers, who work with, instruct or otherwise come into contact with minors. If the check reveals a criminal record, the program director will refer the program staff member's application to Duke Human Resources for evaluation.

Training Objectives

After completing this training, you will be able to:

- Protect minor children who participate in activities and programs
- Act as a positive role model and avoid putting yourself in a risky situation
- Successfully pass the policy assessment

The Facts About Sexual Abuse

Most people consider child sexual abuse to be unacceptable behavior. At the same time, one in four girls and one in six boys experience sexual abuse before their eighteenth birthday. Therefore, we have to assume that child sexual abuse **is happening** to **both** boys and girls in our community today.

Sexual abuse thrives in an environment where adults are inattentive, in denial, or afraid to take action. We must actively work to prevent it. We must take steps to create a safe environment for minors. The earlier that abuse is caught, the better the chance of recovery for the minor.

What is Sexual Abuse?

Sexual abuse is any sexual act between an adult and a minor or between two minors when one exerts power over the other.

There can be no case of a consensual act between an adult and a minor due to the inherent power dynamic. Forcing, coercing, or persuading a child to engage in any type of sexual contact is sexual abuse. However, sexual abuse doesn't always involve bodily contact. If an adult engages in any sexual behavior with a child to meet the adult's sexual interest or needs, it is sexual abuse. Exhibitionism, exposure to pornography, voyeurism, sexting, and other communication in a sexual manner over the phone or internet is sexual abuse.

Sexual abuse can occur between members of the opposite sex or members of the same sex.

Sexual abuse is a crime. Aiding and abetting a sexual offender is also a crime.

What Is Sexual Harrassment?

Sexual harassment is unwelcome verbal or physical sexual conduct which because of its severity and/or persistence interferes significantly with an individual's work or education, or adversely affects an individual's living conditions. Harassment also occurs when a person uses a position of authority to engage in unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Warning Signs

A warning sign is an opportunity for prevention and a chance for you to recognize a risk to a minor. Sexually abused children may display a wide range of physical or emotional symptoms. While these symptoms do not necessarily indicate that child sexual abuse has happened, they combine to raise your level of concern about the situation.

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Sometimes there are no warning signs.

Warning signs differ by the age of the minor. You should be aware of the following possible warning signs.

Emotional or Behavioral Signs

- Sexual behavior that is not appropriate for the child's age
- Sexual language that is not appropriate for the child's age
- Overly compliant behavior
- Too perfect behavior
- Withdrawal
- Depression
- Unexplained anger
- Rebellion
- Refusal to be left alone
- Finding reasons not to go home
- Finding reasons to avoid being with a specific person that the minor used to spend time with
- Problems sleeping such as nightmares or sleepwalking
- Bed-wetting or bowel-movement accidents in children who have previously outgrown it
- Fire-setting
- Self-destructive behavior
- Suicidal gestures
- Self-mutilation
- Running away
- Making degrading comments about themselves and considering themselves as "damaged goods"
- Falling grades or a change in school behavior
- Using alcohol or drugs

Portrait of an Abuser

A myth of sexual abuse is that the abusers are usually strangers. On the contrary, most child sexual abusers are known to the victim. The abuser could be a family member, friend of the family, teacher, older youth, or coach. In addition, one third of all child sexual abuse is committed by another child under the age of eighteen.

Some abusers are careful and calculated about the process they take to earn the victim's trust. This process of slowly introducing a child to sexual activity is called grooming.

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These abusers set up the situation so that they can take advantage of the child. They **become friends with potential victims and their families**. They earn trust and seek time alone with the children. Sometimes they spend time doing what the child wants. Sometimes, they give gifts. Their goal is to spend time with the child in one adult and one child situations. Then, they may threaten or force the child to participate in sexual contact and maintain secrecy.

Another kind of abuser is a **situational offender**. They take advantage of the situation and opportunity to find and abuse a victim. These abusers are impulsive and abuse minors to meet their own sexual or control needs.

The Effects of Abuse

The most damaging effects of child abuse are the emotional effects. Abused children can blame themselves, lack trust, and have difficulties forming relationships into adulthood. Often, these children feel that they are worthless or damaged at their core.

As an adult, this may cause the victim to fall short of reaching his or her potential. Also, abused children have trouble regulating their emotions. As they grow into adults, they can struggle with emotions and turn to drugs or alcohol. While not every abused child repeats the cycle as an adult, these children are more at risk for abusing their own children as an adult. The effects of child sexual abuse affect not only the individual, but the community, and the future community.

Duke Behavior Expectations

Overall Behaviors

Duke University expects adults to be positive role models for minors. As a program staff member, you are the eyes and ears of the program or activity. You can protect children by behaving appropriately and monitoring the behavior of other program staff members and program participants.

As the program staff member, you should avoid behaviors that could cause harm or be misinterpreted.

Do Not

- Do not engage in any sexual activity with minors.
- Do not make sexual comments to minors.
- Do not tell sexual jokes to minors.
- Do not share sexually explicit material with minors (or assist in any way to provide access to such material).

Meetings

Most sexual abuse incidents happen in one adult and one child situations. If you eliminate one adult and one child situations, you reduce the risk of abuse.

Do Not

- Do not be alone with a single minor.
- Do not meet with minors outside of established times for Program activities.

If one-on-one interaction is required, meet in open, well illuminated spaces or rooms with windows observable by other adults from the program, unless the one-on-one interaction is expressly authorized by the program director, dean, department chairperson or is being undertaken by a health care provider.

To meet with a minor outside of established times for program activities, get written parental authorization. This meeting must include more than one adult from the program.

Watch For

Watch for older children or adults who take younger children to secret places or hideaways. Watch for older children or adults who

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have younger favorites with whom they want to spend time exclusively.

Program directors should consider ensuring that adults supervise older children serving younger children. Program directors, other trusted adults, or parents should be able to observe a program activity at any time.

Your Home

Do Not

- Do not invite individual minors to your home.

Any exceptions require authorization by the program director and written authorization by a parent or guardian.

Communications

Do Not

- Do not engage or allow minors to engage you in romantic or sexual conversations or related matters, unless required in the role of resident advisors, counselors, or health care providers.
- Do not engage or communicate 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 and the university.

Touching

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 purpose, such as the treatment of an injury.

Many children are taught that it is not okay to touch any part that covers where the child wears a bathing suit. These are the private areas. If you must touch a child, ask if it is okay to touch first. Children have the permission and power to say "No" to any unwanted or uncomfortable touch. Any resistance from the minor should be respected.

If restraint is necessary to protect a minor or other minors from harm, all incidents must be documented and disclosed to the program director and the minor's parent or guardian.

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Do Not

- Do not touch minors in a manner that a reasonable person could interpret as inappropriate.
- Do not engage in any abusive conduct of any kind toward, or in the presence of, a minor including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining.

Watch For

- Watch for other adults who make children uncomfortable by ignoring their personal space limits. Beware of adults who want to touch, tickle or wrestle with a child when the child does not want physical contact or attention.

Alcohol and Drugs

Do Not

- Do not use, possess or be under the influence of alcohol or illegal drugs while on duty or when responsible for a minor's welfare.

Transportation

When transporting minors in a program, more than one adult from the program must be present in the vehicle, except when multiple minors will be in the vehicle at all times through the transportation. Avoid using personal vehicles, if possible.

Weapons

Do Not

- Possess or use of any type of weapon or explosive device.

Failure to Comply

Failure to comply with the Duke policy may lead to disciplinary action and/or revocation of the opportunity to use university facilities and land. Therefore, the entire program or activity may be restricted based on the actions of a single program staff member.

In addition, if you are accused of sexual abuse of a minor, you will be subject to the appropriate investigations and actions by the criminal justice and social services systems. These actions are separate and apart from the university policy and process.

Reporting Potential Abuse

Remember that child sexual abuse thrives in an environment where adults are inattentive, in denial, or afraid to take action. We must actively work to prevent it. We must actively work to create a safe environment for children. The earlier that abuse is caught, the better the chance of recovery for the child.

Child Self-Reporting

Fewer than one in ten children will report the abuse. Yet, most of these children carry the emotional scars and guilt of the abuse for the rest of their lives.

A child may tell a trusted adult about sexual abuse. If you are the trusted adult, your reaction may be key in beginning the healing process for the child.

1. **Believe the child.** Preteen children rarely make false accusations about sexual abuse.
2. **Remain calm.** Don't panic. Listen. If you respond in a judgmental way, the child may refuse to tell more.
3. **Ask open-ended questions**, such as "What happened next?" Don't ask leading questions and don't press for details.
4. **Thank the child** for having the courage to tell you about the situation.
5. **Tell the child that it is not the child's fault.** Remember that the adult is always responsible for his or her behavior.

Think about situations in which a child may tell you about abuse, and have response plan in case it happens. That way you can control your emotional response better and be ready to help the child.

Your Responsibility

If you suspect abuse or you suspect someone is grooming a child for abuse, you must trust your gut feeling and report it. If you are correct, you have made a difference in a child's life.

"If you see something, say something."

You may be concerned that you are making a mistake. However, you are protected for reporting a suspicion. Program staff members making a report in good faith will be protected from criminal and civil liability for making the report. Further, it is the policy of the university that no program staff member making a good faith report

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of suspected abuse or neglect will be retaliated against in the terms and conditions of employment or educational program.

Every member of the university community (including a program staff member) has an obligation to report instances or suspected instances of the abuse of or inappropriate interactions with minors to Duke University Police and to the program director immediately. This includes information about suspected abuse, neglect, or inadequate care provided by a parent, guardian, or custodian/caretaker.

You do not have to witness the abuse to report it. It is not your responsibility to verify whether a report or suspicion is truly abuse. You are simply responsible for reporting the situation.

Notice that the **Policy for minors in Duke University Programs** indicates that you are obligated to report any type of suspected abuse, neglect or inadequate care rather than just child sexual abuse. You are obligated to report potential abuse or neglect, even if the parent or guardian is the suspected abuser.

Remember... You must report any suspected abuse to the Duke University Police and to the program director immediately.

Every member has a further obligation under North Carolina law to make a report to the director of the Department of Social Services in the county where the minor resides or is found. Duke University Police can help you notify the appropriate Department of Social Services.

Removing Access

Upon notification, the program director must **remove the accused person's access to potential victims.**

Failure to Report

Failure to comply with the policy may lead to disciplinary action and/or revocation of the opportunity to use university facilities and land.

Check Your Understanding

Answer the following questions about the material you have just completed. You can check your answers using the key at the end of the workbook.

1. Which of the following statements describe individuals who must comply with the Policy for Minors in Duke University Programs?
 - A. Adult Duke employees working with minors at a Duke facility
 - B. Adult volunteers working with adults at a Duke facility
 - C. Minor volunteers working with adults at a Duke facility
 - D. Paid adult workers providing an athletic camp to minors at a Duke facility
 - E. Adult Duke Students providing a Duke sponsored educational day camp to minors at another institution
 - F. Adult Duke employees cleaning the university grounds before an athletic camp arrives.
 - G. Enrolled Duke students who are minors working with minors at a Duke facility

2. How often is a criminal background check required for all program staff members working with minors in programs that take place on university land or facilities or under the authority and direction of the university at other locations?
 - A. Every year
 - B. Every other year
 - C. Every three years
 - D. Every four years
 - E. Every five years

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3. Which of the following statements accurately describes the number of children who experience sexual abuse?
 - A. One in six girls and one in four boys
 - B. One in four girls and one in six boys
 - C. One in five girls and one in five boys
 - D. One in six girls only
 - E. One in six boys only

4. Which of the following acts with an adult and a minor are considered sexual abuse?
 - A. Talking about sex with the minor over the telephone
 - B. Showing the adult's genitals to the minor
 - C. Giving the minor a pornographic magazine
 - D. Watching the minor undress for the sexual pleasure of the adult
 - E. Spanking the minor the for the sexual pleasure of the adult
 - F. Sending an image of a naked adult to the minor via text message
 - G. All of the above

5. Which of the following statements about grooming is false.
 - A. The abuser wants to get the child into a one adult/one child situation.
 - B. The abuser wants the child and family to trust the abuser.
 - C. The abuser will begin the sexual activity immediately.
 - D. Any program with access to a lot of children is an ideal place for an abuser to select a victim.
 - E. Abusers sometimes appear too good to be true.

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6. Which of the following represent the effects of child sexual abuse on the victim.
 - A. Low self-esteem and self-blame
 - B. Lack of trust
 - C. Difficulty forming relationships
 - D. Trouble regulating emotions
 - E. All of the above

7. Which of the following behaviors are considered sexual abuse and is not considered acceptable behavior for a program staff member?
 - A. Engaging in sexual activity with a minor
 - B. Making sexual comments to a minor
 - C. Telling sexual jokes to a minor
 - D. Giving a minor sexually explicit material
 - E. All of the above

8. As a program staff member for a program held under Duke authority at another university's site, you have the responsibility of protecting minor children by behaving appropriately and monitoring other's behavior.
 - A. True
 - B. False

9. Most child sexual abuse situations occur in a one adult and one child situation.
 - A. True
 - B. False

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10. If a one-on-one interaction is required, what can you do to reduce the risk of child sexual abuse.
- A. Meet in an open well illuminated space that is observable by other adults.
 - B. Meet in a university building.
 - C. Meet in the program director's designated office or work space
 - D. Videotape the entire encounter.
11. Juan enjoys teaching science to the elementary school group in the summer day camp. One evening, he notices that Allison from his group has a Facebook page. He sends a Friend Request to her using the social media site. Does Juan's behaviour comply with the **Policy for Minors in Duke University Programs**?
- A. Yes, Juan's behavior complies with the policy.
 - B. No, Juan's behavior does not comply with the policy.
12. Which of the following are acceptable for program staff members according to the **Policy for Minors in Duke University Programs**?
- A. Having a six pack of beer before working with minors in the program
 - B. Touching a minor to put an ice pack on an injury
 - C. Picking up four children at four separate stops without another program staff member or adult in the van.
 - D. Carrying a pocket knife in your back pocket while working a camp

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13. Who must you notify if you suspect a policy violation?
- A. The program director
 - B. The Duke University Police
 - C. The appropriate Social Service Agency
 - D. All of the above
14. A pre-teen child tells you about sexual abuse that occurred outside of the academic program for which you are a program staff member. What should you do?
- A. Assume that the child is making up a story because most children have wild imaginations.
 - B. Nothing because the potential abuse did not happen at the program.
 - C. Call the child's parents to report the potential abuse to them. As parents, they can handle the situation outside of the program.
 - D. Report the suspicion to the program director.
 - E. Report the suspicion to the program director and the Duke University Police. The police will help you report it to the appropriate Social Service agency.

Practice Situations

Situation One

You walk up to a group of program staff members who are talking about Tom, the new program staff member at this year's soccer camp. He's 24, single, works at a good local company, and played soccer in college. The Program staff members are so impressed with him because he is really interested in helping some of the high-potential kids. He's offered to take one or two kids apart from the rest of the group for individual coaching on another practice field. What are your thoughts?

- A. We are so lucky to have such a high-quality program staff member to help coach these children. This is a great opportunity for the high-potential kids to get the skills necessary for college recruitment.
- B. Although this action could create an opportunity for Tom to sexually abuse the children, the other program staff members have all seen Tom interact with the children and they think he is great with them. We know that he has a clean criminal record. I don't want to be viewed as an outcast by the group.
- C. Spending time in a one adult and one child situation could create an opportunity for Tom to sexually abuse the children. He could be a safe person, but he could be grooming children.

What actions would you take?

- A. Nothing. No action is necessary.
- B. Drop in on Tom at the other practice field with the children unexpectedly to ensure that nothing is wrong.
- C. Mention to the group how this may put Tom in a risky situation and ask that another program staff member joins Tom and the children.

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Responses to Situation One

- A. Nothing. No action is necessary.

This is not your best option.

After this training program, you should have identified that no program staff member should be in a one adult and one child situation. In addition, you may suspect that Tom is too good to be true and may be grooming children for future abuse.

- B. Drop in on Tom at the other practice field with the children unexpectedly to ensure that nothing is wrong.

This is a good step to take; however, it continues to place both the child and Tom at risk.

Ideally, you could avoid a one adult and one child situation. If this situation is absolutely necessary, then dropping in unexpectedly is a good way to prevent possible problems. In this case, the one adult and one child situation should be avoided.

- C. Mention to the group how this may put Tom in a risky situation and ask that another Program staff member joins Tom and the children.

This is a good step to take. Any time an adult is alone with children, there are risks.

By pointing out how this situation puts Tom at risk, you are working with your team to protect everyone rather than demonstrating your suspicion of Tom.

If Tom refuses to take another program staff member, you should contact your program director. However, Tom is much more likely to accept your help and take another program staff member with him. This protects both the child and Tom.

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Situation Two

You work with high-potential high school children who have demonstrated a talent for science. During one of the programs, one of the children, Jane, expresses how she would like to stay at the program rather than go home because her step-father is having sex with her. The other children in the group are shocked by what Jane says and change the topic of discussion. Jane is well dressed and appears to come from a high-income family. She wears diamond earrings and always seems to have cash in her pocket. What are your thoughts?

- A. Jane is looking for attention from her peers. She is well cared-for and comes from a good family. She is just a dissatisfied teenager who is trying to cause trouble for a step parent.
- B. I'm bothered by what Jane said and more bothered by the fact that the other children seemed to ignore Jane's statement. I'm not sure if Jane was joking, trying to get attention from the other children, or just stating a fact.
- C. It really doesn't matter whether or not I think Jane is actually being abused, her statement is enough to take action.

What actions would you take?

- D. Nothing. No action is necessary.
- E. Probe to ask Jane more about her home situation.
- F. Report what you've heard to the program director and Duke University Police.

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Situation Two Feedback

D. Nothing. No action is necessary.

This is not your best option.

After this training program, you should recognize that ignoring potential abuse allows it to continue in the community. You must have the courage to take action. Remember that you are not responsible for validating the abuse, just reporting it.

E. Probe to ask Jane more about her home situation.

This is a good step to take; however, the child may deny what she has previously said or decline to talk further about the situation with you.

Ask open-ended questions, such as “What happened next?” Don’t ask leading questions and don’t press for details. Regardless of the child’s response, you should report what you’ve heard to the program director and Duke University Police.

F. Report what you’ve heard to the program director and Duke University Police.

This is a good step to take. Remember that you do not have to witness the abuse to report it.

You are obligated to report any type of suspected abuse, even if the parent or guardian is the suspected abuser. Remember that if you make a report in good faith, you will be protected from criminal and civil liability for making the report. In addition, your employment in the program will not be used to retaliate against you.

Check Your Understanding Answer Key

Following are the Check Your Understanding Questions with the correct answers marked in bold type.

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