Duquesne University’s Guide for the Protection of Minors at University Events

Introduction
This Guide outlines requirements that apply to all University students, faculty, staff, and volunteers as well as to external organizations conducting programs involving minors. At the core of these requirements is a commitment to providing a positive experience, and a safe environment for all persons including minors in all Duquesne University programs, events, or activities.

Program Requirements
All programs involving minors that do not fall within the exempt categories outlined below are subject to specific requirements. The coordinator of such programs must contact the University’s Compliance Director, Sean Weaver by email at (weavers2@duq.edu) or by phone at 412-396-2560 at least four weeks prior to the scheduled event. The Compliance Director will then work with the Program Coordinator to identify what requirements need to be met prior to the event/program start date. Failure to timely notify the compliance director of any event involving minors will result in immediate cancellation of the event.

Program requirements most commonly include valid criminal and child abuse clearances, parental consent forms, emergency contact information, medical disclosure information and training. Additional requirements may include a supervision plan or a transportation plan. In exceptional circumstances, notifications of less than four weeks may be permitted at the discretion of the Vice President of Legal Affairs.

The University reserves the right to condition, restrict or deny access to University facilities for events or programs involving minors at its discretion. All minors shall be subject to all University regulations while on campus, and may be asked to leave the campus if unwilling to comply.

Exempt Programs
- Performances or events open to the general public (such as liturgies, athletic competitions, plays, concerts, lectures).
- Visits and tours for prospective students organized by the Office of Undergraduate Admissions such as regularly scheduled tours and the College in High School program.
- Other visits and tours of campus (such as Siblings Weekend) as approved by the Compliance Director and Event Coordinator.
- Tutoring and mentoring by full-time Duquesne University students who are registered in recognized organizations or participating in community service activities sponsored by an administrative or academic unit of the University provided that such activities take place only in public settings (such as libraries and dining halls) during normal operating hours.
- Visits by minors over the age of 16 who are prospective student-athletes, or siblings of enrolled students, when hosted by enrolled University students; provided, however, that all such visitors shall be fully subject to the Student Code of Conduct while on campus.
- Private events that are by invitation only (such as wedding receptions and similar functions).
- Programs (such as music recitals or post-athletic event meet-the-athlete) where parents or guardians of minor are present for the duration of the event.

Prohibited Conduct
The following are strictly prohibited for all Programs including Exempt Programs involving minors:
- Unobserved or unsupervised one-on-one contact with a minor
- Corporal punishment, inappropriate touching, horseplay
- Hazing or bullying of any kind
- Presence or consumption of tobacco, alcohol, or illegal drugs
- Presence or use of or sexually explicit literature or other media of any kind
- Presence or use of firearms or weapons of any kind
- Gifts of any kind not pertaining to the Program or that indicate favoritism to one or a small group of minors over the other minors in the Program
- Photographing minors or posting information about minors to social media sites without an approved form of written consent from the parent or guardian
- Inappropriate use of cameras, audio or video equipment, or computers
- Any private communication not pertaining to Program matters between adults and minors including but not limited to such means as telephone, email, text messaging or social media
- Transportation of minors by adults except in conformance with a Transportation Plan