

UNH Procedures for the Protection of Minors

The University of New Hampshire is committed to providing a safe environment for all persons, including but not limited to children, and to prevent and respond to abuse, neglect, and crimes against children. These procedures accompany the UNH Policy for Protection of Minors to provide more detail for UNH Youth Program Managers and Staff. department or program that provides programming or services designed specifically for youth are required to comply with these procedures.

UNH Youth Program Managers (as defined in the UNH Protection of Minors Policy) and their designees are required, at minimum, to adhere to these procedures and to develop additional procedures specific to the population and program area.

These procedures, in order to comply with Federal & State Laws and UNH Policy, are divided into six major categories: A. Hiring practices, B. Manager and staff training, C. Staff Supervision, D. Reporting suspicions of child abuse and neglect, E. General Management of youth programs, and F. Resources

A. Hiring Practices

A. 1 Candidate Recruitment

A.1.1 Job Posting Employment or volunteer position postings for staff working with minors in a UNH Youth Program shall include the following language

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persons, including but not limited to children, and to prevent and respond to abuse, neglect and crimes against children. All UNH Youth program staff shall be subject to a criminal background check as required by NH State Law. Staff and volunteers will also be required to complete periodic child safety training

A.1.2 Job Application: Any candidate for a position with UNH Youth Program must complete a written or online application. The application will include the requirement that any applicant must consent to a criminal background check if offered a position.

A.2 Candidate Screening

A.2.1 Interview: Candidates for UNH Youth Program staff positions should attend at least one in-person interview with the hiring manager if possible. Candidates should be asked about their ability to work safely around minors, to follow rules, establish safe boundaries, and properly supervise minors. They should also be subject to a criminal background check, reference check, and training requirements.

A.2.2

A.4.2

Overnight Camps and Programs for Minors, at least:

- < one staff member for every five children ages 4 and 5
- < one staff member for every six children ages 6 to 8
- < one staff member for every eight children ages 9 to 14

E.2.2 Any potential disciplinary action for UNH employees will be implemented
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E.2.3A minor participant may be dismissed from a UNH Youth Program for violations of these procedures, the UNH Youth Program and/or specific program codes of conduct, and/or additional UNH policies, at the discretion of the UNH Youth Program manager and/or University Administrators.

F. Resources

F.1. Emergency Response Procedures for Reporting Abuse of a Minor:

- ◁ NH Division of Children, Youth & Families (DYF) Central Intake Office:
1-800-894-5533 (in-state) or (603) 271-6562 (out of state)
- ◁ UNH Police Department: 911 or (603) 862-227
- ◁ Durham, NH Police Department: 911 or (603) 862-2274
- ◁ Manchester, NH Police Department: 911 or (603) 862-8181
- ◁ NH Statewide Sexual Violence Hotline: 800-277-5070
- ◁ NH Statewide Domestic Violence Hotline: 800-644-3574

F.2 Additional Resources:

- ◁ UNH Human Resources: (603) 862-300
- ◁ UNH Counseling Center: (603) 862-090
- ◁ UNH Health Services: (603) 862-530
- ◁ UNH SHARPP 24/7 Helpline: (603) 862-SAFE (7233) or (888) 277-1233
Office: (603) 862-3494
- ◁ UNH Affirmative Action and Equity Office: (603) 862-2930

State of NH Department of Health & Human Services Youth Camp Program:

<https://www.dhhs.nh.gov/oos/cclu/ycp/index.htm>

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