



The State University  
of New York

# Child Protection Policies Training

Prepared by:  
SUNY Office of General Counsel  
SUNY Compliance Office

2015

# Duties of the designated “Responsible University Official”

**Module 8: Duties of the Responsible University Official**

**Child Protection Policies Training**

**SUNY**

# Duties of a Responsible University Official

["Responsible University Official" duties is Section F of the [Policy](#)]

**The "Responsible University Official" is assigned seven (7) specific duties under the Child Protection Policy to protect children from physical and sexual abuse**



# Duties of a Responsible University Official

**RESPONSIBLE UNIVERSITY OFFICIALS must do the following for all “Covered Activities”:**

**BEFORE the “Covered Activity”**

1. **COMMUNICATION:** Confirm that policy requirements have been communicated as required;
2. **TRAINING:** Confirm that all “Covered Persons” have completed training;
3. **SEARCHES:** Confirm completion of Sex Offender Registry Searches;
4. **THIRD PARTY:** Confirm (if applicable) that third party acknowledgements have been submitted.

**DURING the “Covered Activity”**

5. **REPORT:** Report incidents of child abuse;
6. **NOTIFY AND COORDINATE:** Notify and coordinate with campus offices as required;
7. **IDENTIFICATION:** Ensure that “Covered Persons” are wearing proper identification.

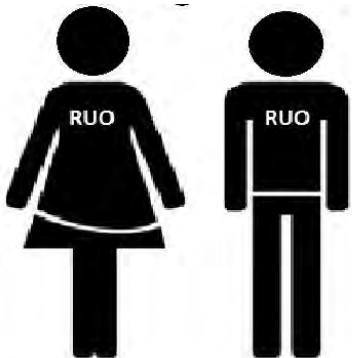
# Duties of a Responsible University Official

## 1. CONFIRM COMMUNICATION OF POLICY REQUIREMENTS



Confirm that the requirements of this Policy have been communicated to the “Covered Persons” participating in “Covered Activities” *before* the commencement of the activity. Generally, communication to the following “Covered Persons” will occur through their completion of training:

- Employees of the University and University affiliate;  
*and*
- University students;  
*and*
- Volunteers of the University and University affiliate



# Duties of a Responsible University Official

## 1. CONFIRM COMMUNICATION OF POLICY REQUIREMENTS



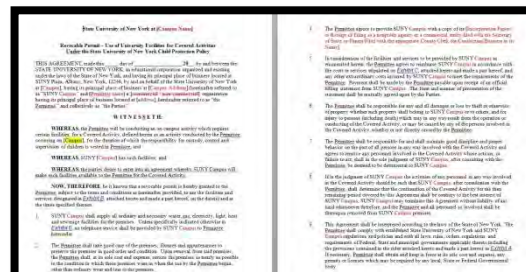
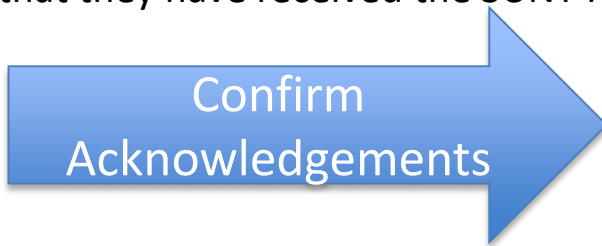
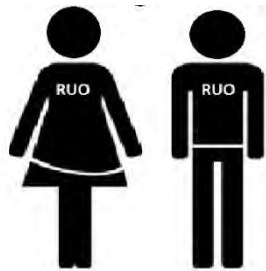
Confirm that the requirements of the Child Protection Policy have been communicated to “Covered Persons” in policy category (iv) and (v):

- (iv) A vendor, licensee, permittee or other person, who is given permission to come onto campus or to use University facilities for Covered Activities; and
- (v) An employee, agent or volunteer of (iv) above.



Confirmation is given when “Covered Persons” (iv):

- Execute the revocable permit for use of University facilities, which contains representations and warranties that they will abide by SUNY Policies; and
- Execute the Acknowledgement Form appended to the Revocable Permit, acknowledging that they have received the SUNY Policies.



# Duties of a Responsible University Official

## 2. CONFIRM TRAINING COMPLETION



**CONFIRM** that the required training on this Policy has been conducted with “Covered Persons” before the commencement of a “Covered Activity.”  
“Covered Persons” whose training must be confirmed:

- Employees of the University and University affiliate;  
*and*
- University students;  
*and*
- Volunteers of the University and University affiliate.



Confirm training



# Duties of a Responsible University Official

## 3. CONFIRM SEX OFFENDER REGISTRY SEARCHES

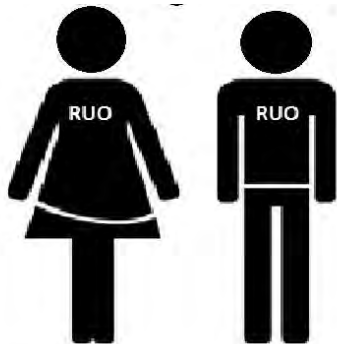


Confirm that State and National Sex Offender Registry searches have been completed for **specific “Covered Persons”** not sooner than 90 days before the commencement of a “Covered Activity”



Registry Searches must be completed for:

- Employees of the University and University affiliate;  
*and*
- University students;  
*and*
- Volunteers of the University or University affiliate.



Confirm Searches





# Duties of a Responsible University Official

## 4. CONFIRM RECEIPT OF THIRD PARTY ACKNOWLEDGEMENTS



Confirm that “Covered Persons” (iv):

vendors, licensees, permittees or other persons  
who are given permission to come onto campus  
or to use University facilities for Covered Activities

Have completed and submitted the Acknowledgement of Receipt of SUNY Child Protection Policies form [[Exhibit D](#)] to the Revocable Permit



Confirm  
Acknowledgment

THIRD PARTIES  
USING  
UNIVERSITY FACILITIES

# Duties of a Responsible University Official

## 5. REPORT ALLEGATIONS OF CHILD ABUSE



**IMMEDIATELY REPORT** allegations of physical abuse or sexual abuse of a child to the campus **University Police Department (UPD)**.

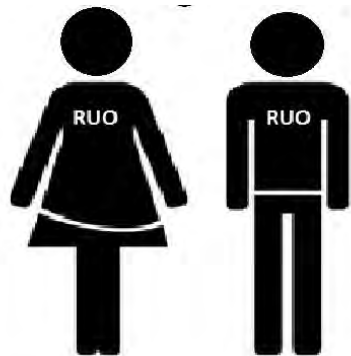


**COMPLETE AND PROVIDE** a written report to UPD for each allegation.



**COMPLY** with any other applicable reporting requirements, including:

- SUNY's [Policy on Mandatory Reporting and Prevention of Child Sexual Abuse, Document No. 6504](#) (Mandatory Reporting Policy)



Like “Covered Persons,” we have an obligation to report physical and sexual abuse.

# Duties of a Responsible University Official

## 6. NOTIFY AND COORDINATE WITH OTHER CAMPUS OFFICES

Notify and coordinate with appropriate campus offices to ensure that allegations of suspected physical abuse or sexual abuse are investigated and addressed appropriately.



# Required Conduct of a Responsible University Official

## 7. ENSURE IDENTIFICATION

Ensure that “Covered Persons” participating in “Covered Activities” have the appropriate identification and are wearing and displaying their identification prominently at all times during the Covered Activity.

- **Acceptable ID:** a lanyard or other form of identification that identifies the individual as a Covered Person in the program or activity.

**ID should be event-specific, to include:**

- the event name, date(s)
- covered person’s **name** and **photo**

**Why a picture ID?**

- Shirts, uniforms and such attire, and non-photo IDs may be duplicated or misappropriated



# Duties of the designated “Responsible University Official”

END

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