



Acknowledgement of Receipt of SUNY Oswego's Child Protection Policy Conduct Requirements

SUNY Oswego is committed to protecting the safety and well-being of children who participate in college affiliated activities and programs whether on or off campus, or that utilize campus facilities for such activities and programs that involve children. In compliance with the SUNY Child Protection Policy, all members of the campus community – including faculty, staff, students, visitors and outside organizations that utilize campus facilities to host programs and activities that include children, must follow the procedures as outlined below prior to hosting a “Covered Activity”:

Third Party Responsibilities Outlined Per the Child Protection Policy

Third party organizations who bring children under the age of 17 to visit or participate in Campus sponsored programs/activity, must review in advance of the scheduled program/activity the SUNY-wide Child Protection Policy and the Policy on Mandatory Reporting and Prevention of Child Sexual Abuse. In addition, all third party organizations must sign this Acknowledgement and return with-in 5 business days of the schedule program/activity.

Third party organizations and educational institutions may co-sponsor “Covered Activities” with the University. For co-sponsored activities, the University and the co-sponsor have a shared responsibility for custody, control and supervision of the children who are participating in the activity. Co-sponsors from outside organizations who participate in “Covered Activities” must acknowledge receipt and agree to abide by the following requirements as outlined in the Child Protection Policy:

- All staff and volunteers are required to review the SUNY Child Protection Policy and the Policy on Mandatory Reporting and Prevention of Child Sexual Abuse.
- Acknowledge that Sex Offender Registry searches have been conducted on all staff and volunteers in accordance with the Policy;
 - Conduct a search of the NY Sex Offender Registry and;
 - Conduct a search of the National Sex Offender Public website within the (90) day period preceding the sponsored activity;
 - Retention of the records of the results of each search;
- Adhere to the minimum staff-to-child supervision ratios
 - 5 years and younger: 1 staff for each 6 children;
 - 6-8 years: 1 staff for each 8 children;
 - 9 – 14 years: 1 staff for each 10 children;
 - 15-16 years: 1 staff for each 12 children;
- At least 80% of its staff and volunteers are 18 years of age or older and that all staff and volunteers are at least 16 years of age and at least 2 years older than the children with whom they are working with;
- Staff and volunteers have training specific to the program or activity; and
- The overall supervisor for each program and activity is an adult with certification or documented training and/or experience in that program or activity.

NOTE: The policy outlines a minimum staff-to-child ratio, however to ensure that children are being supervised at all times it may be necessary to provide more staff especially if there are break-out sessions that may divide the group of children as each group will require supervision during the program or activity.

Prohibited Conduct – As Outlined under the Child Protection Policy

Child abuse and inappropriate conduct, including but not limited to the following is prohibited:

- In no event shall an adult who is not a relative or guardian be alone with a child in a rest room, locker room, shower, sleeping area or vehicle.
- Engage in physical (e.g. striking, hitting) or emotional abuse of a child.
- Engage in sexually inappropriate conduct of any kind toward or in the presence of a child, including but not limited to:
 - Sexual abuse of a child

- Touching a child in an inappropriate or illegal manner
- Making pornography or other sexually inappropriate materials in any form available to a child or assisting a child in gaining access to such materials.
- Engage in the use of alcohol or illegal drugs, or be under the influence of alcohol or illegal/non-prescribed drugs during activities and programs for children.
- Enable, facilitate or fail to address a child's use of alcohol or illegal/non-prescribed drugs.
- Contact a child through electronic media, including social media, for the purpose of engaging in any prohibited conduct, including sexual conduct.
- Offer or make a gift to a child for the purpose of engaging in any prohibited conduct, including sexual conduct.
- Neglecting the duty of care for a child under adult supervision, including but not limited to:
 - Failing to protect a child's health and safety (e.g. exposure to unreasonable risk of injury or extreme weather)
 - Failing to ensure the use of appropriate protective equipment as needed
 - Failing to meet a child's basic needs
 - Leaving a child consistently unsupervised
 - Release a child from an activity or program without written authorization from a child's parent or guardian.

Obligation to Report

Individuals who witness or receive a report of child abuse, or who reasonably believe such abuse has occurred, must report inappropriate conduct to University Police – 315.312.5555, Pathfinder Hall, Oswego NY.

Acknowledgement of Receipt

As third party organization, we acknowledge that we have received copies of the SUNY Child Protection Policy and the Policy on Mandatory Reporting and Prevention of Child Sexual Abuse, and that staff and volunteers have reviewed the policies and agree to abide by the terms, including provisions requiring that actual and suspected physical abuse and sexual abuse of child be reported immediately to University Police.

In addition, we acknowledge that the required searches through both the NY Sex Offender Registry and the National Sex Offender Public website have been conducted within the (90) day period preceding the sponsored activity and has retained the records of such search.

Signed: _____ Date: _____

Print name: _____

Event being co-sponsored (please include event name and campus contact information):

Organization (please print): _____

This document must be signed and returned within 5 business days of the scheduled co-sponsored program/activity

The signed document can be mailed to:
 Melissa Paestella, Child Protection Compliance Coordinator
 SUNY Oswego
 135 Marano Campus Center
 Oswego, NY 13126

The signed document can also be scanned and emailed to: melissa.paestella@oswego.edu

For Office Use Only	
Approval of Acknowledgment	
Signature: _____	Date: _____
Melissa Paestella, Child Protection Compliance Coordinator	