

Bentley University's Protection of Minors on Campus Policy

Purpose and Scope

This Policy establishes guidelines designed to provide a safer environment for minors when on Bentley University's ("Bentley" or "the University") campus. Bentley is committed to taking steps to safeguard all minors involved in all university programs. The University will not tolerate the abuse (physical, sexual, or emotional) of a minor in any Bentley-affiliated program or any other program taking place on the Bentley campus or in any other facility. These guidelines are intended to support proactive safety measures, and effective response mechanisms.

This policy applies to Bentley University-sponsored activities involving minors, and programs sponsored by non-Bentley organizations that operate on the Bentley campus or in any other facility. These include without limitation athletic, art, educational, outreach, theater, or summer programs, whether on or off University premises. This policy applies to all faculty, staff, students, and volunteers who are interacting with minors engaged in a Bentley university-sponsored activity or any other program taking place on the Bentley campus or in any other facility.

Definitions

Minor – Any person under the age of 18, but, as such term as used in this policy, excludes those enrolled at the University in a credit-bearing program.

Abuse – The occurrence of one or more of the following acts by a caregiver towards a minor: (a) attempting to cause or causing physical, emotional or sexual harm; (b) placing the minor in fear of imminent serious physical, emotional or sexual harm; (c) causing the minor to engage involuntarily in sexual relations by force, threat or duress.

Neglect – Failure by a caregiver, either deliberately or through negligence or inability, to take those actions necessary to provide a minor with minimally adequate food, clothing, shelter, medical care, supervision, emotional stability and growth, or other essential care, including malnutrition or failure to thrive; provided, however, that such inability is not due solely to inadequate economic resources or solely to the existence of a handicapping condition.

Program – Any organized event or activity, on- or off-campus, offered by an academic or administrative unit of Bentley or recognized student organization, or by non-Bentley organizations using campus facilities or any other facility. This definition excludes the following exempt programs ("Exempt Programs"):

- Events or activities that are open to the general public where parents/guardians are expected to provide supervision;
- Events or activities where parents/guardians are explicitly required to accompany minors; or
- Daytime visits and tours, that do not include an overnight visit, for prospective students organized by the Office of Admissions.

Authorized Adult – Refers to an adult (over age 18 or a student under age 18 who is enrolled in a Bentley credit-bearing program) who is authorized pursuant to this Policy to supervise Minors participating in a

Program. As noted below in this Policy, all Bentley students, employees, independent contractors, or volunteers acting as Authorized Adults must be in compliance with the requirements of the provisions of this Policy captioned “Individuals Acting as Authorized Adults.” Although a parent or legal guardian may supervise their own minor children and their guests who are minors while visiting the campus or using campus facilities, a parent or legal guardian may not act as an Authorized Adult in a Program (including one in which their minor child participates) unless they are in compliance with the requirements outlined below under “Individuals Acting as Authorized Adults.”

Criminal Background Check – Shall refer to a review of a person’s criminal record history (the Massachusetts Criminal Offender Record Information, known as CORI, or CORI equivalent in any jurisdiction where a person has lived for the last seven years), and includes a search of the Sex Offender Registry Information (SORI, or SORI equivalent).

Required Training – Instruction required of all Authorized Adults prior to their working with minors in any Program covered by this Policy, and annually thereafter as long as the Authorized Adult continues to participate in a program.

Policy

Program Registration

All Bentley University programs involving minors must be registered with the sponsoring University entity as well as with the Director of Divisional Initiatives and Business Management and the Executive Director of Human Resources. Further, the individual names of any adult staff, other personnel, or volunteer who will have contact with minors during the program must be submitted before the program can be approved.

Individuals Acting as Authorized Adults

No student, Bentley employee, parent or guardian, independent contractor, or other volunteer shall serve as an Authorized Adult in any Bentley-sponsored Program, unless and until the following requirements have been met:

- ***Criminal Background Checks.*** A successful background check will be required of each proposed Authorized Adult prior to his or her participation in a Bentley-sponsored Program involving minors. Due to the lack of a federal database for this information, background checks for Authorized Adults working with minors will include a multi-state search involving those states where the applicant indicates that they previously resided or worked. The Human Resources office will process and manage all CORI/SORI checks for employees and, as needed, non-Bentley-affiliated volunteers and contractors. Bentley reserves the right to conduct additional background screening any time after employment or volunteer service has begun, as permitted by applicable laws. **Exception:** Full-time undergraduate students who volunteer to serve as overnight hosts for prospective students are not required to undergo a background check. However, they must still complete all required training as outlined below.
- ***Training.*** Each person proposed to serve as an Authorized Adult shall complete a training program on the protection of minors from abuse.

Prohibited Conduct

No Program shall involve any of the following:

- Unobserved or unsupervised one-on-one contact between a minor and any Authorized Adult, except for scheduled private lessons or office hours, each of which must occur on campus in areas that allow for observation by members of the Bentley community;
- Corporal punishment, inappropriate touching, horseplay;
- Hazing or bullying of any kind;
- Presence or consumption of tobacco, alcohol, or illegal drugs;
- Presence or use of sexually explicit literature or other media of any kind;
- Presence or use of firearms or weapons of any kind;
- Gifts by Authorized Adults to minors;
- Inappropriate use of cameras, audio or video equipment, or computers;
- Any private communication not pertaining to Program matters between adults and minors by email, text messaging or social media; or
- Transportation of minors by adults except in conformance with a Transportation Plan.

Reporting of Inappropriate Activity

Suspected or Reported Abuse, Neglect or Exploitation

Bentley expects that every member of the Bentley community will immediately report to the Bentley University Police Department if they know or have a good faith belief that a minor has been abused, neglected, or exploited. This includes not just information or suspicions of on-campus conduct, but also suspected abuse or neglect by a parent, guardian or custodian/caretaker whether on- or off-campus. University Police will share report information with the Director of Divisional Initiatives and Business Management and the Executive Director of Human Resources.

Bentley University Police Department is Bentley's designated agent to receive reports from Mandated Reporters when required under Massachusetts law, including M.G.L. c. 119, § 51A, or other applicable state laws, and will assist in making required oral and written reports to the state or local agency.

Bentley University will not retaliate or discriminate or tolerate any retaliation or discrimination against any person who makes a good faith report of abuse or neglect of a minor.

Mandated and non-mandated reporters receive legal protections if they choose to file a report. However, Mandated Reporters may face extensive legal punishment under Massachusetts law for failing to make a report. M.G.L. c. 119, § 51A(c) provides that:

Any mandated reporter who has knowledge of child abuse or neglect that resulted in serious bodily injury to or death of a child and willfully fails to report such abuse or neglect shall be punished by a fine of up to \$5,000 or imprisonment in the house of correction for not more than 2 1/2 years or by both such fine and imprisonment; and, upon a guilty finding or a continuance without a finding, the court shall notify any appropriate professional licensing authority of the mandated reporter's violation of this paragraph.

Bentley University Police Department is authorized to conduct investigations into allegations of criminal conduct that occur on Bentley's campus and will work closely with local law enforcement in relation to allegations of criminal conduct that occur outside Bentley's campus.

Suspected or Reported Title IX Policy Violations

All Authorized Adults who are employed by Bentley are Responsible Employees, as that term is defined in Bentley's Title IX and Gender-Based Misconduct Policy ("Title IX Policy"). All Responsible Employees must report any possible violation of Bentley's Title IX Policy (including sexual misconduct, relationship violence, sexual harassment, or stalking) to the Office of Equal Opportunity and Institutional Equity ("OIE"). Parents/guardians of minors will always be notified when Bentley receives a report that makes Bentley reasonably believe the health or safety of a minor is at risk. Bentley will also notify parents if we have reason to believe that their minor child has violated the Title IX Policy. Authorized Adults should report any potential violations of Bentley's Title IX Policy to the OIE within 24 hours.

All persons impacted by Title IX prohibited conduct, including minors, are entitled to supportive measures, and access to formal and informal resolution processes, including investigations. The process for investigations is provided in Bentley's Title IX Policy.

Bias or Discriminatory Conduct

If an Authorized Adult knows or has a good faith belief that a minor has been subject to identity-based harassment or discrimination, they should report this to the OIE within 24 hours. Bentley does not discriminate and strictly prohibits discrimination against employees, applicants and any other covered persons because of race, color, national origin, religion, creed, sex, sexual orientation, gender identity and/or expression, marital status, age, citizenship status, disability, genetics, military or veteran status, shared ancestry/ethnic characteristics or any other characteristic protected under applicable law.

All persons impacted by identity-based bias, discrimination or harassment, including minors, are entitled to the resources of the OIE or the Bias Incident Response Team. These include supportive measures and access to formal and informal resolution processes, including investigations. Authorized Adults should report any incidents of bias, discrimination, or harassment to the OIE within 24 hours.

Presence of Minors on Campus

Bentley reserves the right to condition, restrict or deny access to Bentley facilities by minors at its discretion. All minors, including those participating in Programs, shall be subject to all Bentley policies and regulations while on campus, and may be asked to leave the campus for failure to comply.

Bentley-Sponsored Programs Involving Minors

Unless they are Exempt Programs, all Bentley-sponsored programs involving the participation of Minors must comply with the following terms and conditions, as well as other applicable requirements of federal, state or local law or regulation.

- *Program Approval/Registration.* All Programs must complete both program and participant registration in advance of the commencement of the program. Participant registration must at minimum capture the following data points for each participating minor: Legal Name, Date of Birth, Parent/Guardian Name, Parent/Guardian Phone Number, Emergency Contact, Permanent Address, Participant Phone Number, and, if staying on campus overnight, Housing Assignment. All of these data points must be shared with University Police and, if the participant will be staying on campus overnight, with University Housing.
- *Communication Plan.* All Programs shall establish a procedure for notification of all participants' parents/legal guardians in the event of an emergency and obtain and keep accessible contact information for participants' parents/legal guardians, as well as emergency contacts in the event the parents/legal guardians are unavailable. All parents/legal guardians of participating

minors shall be provided with contact information in order to reach participants while the Program is in session.

- *Medical Emergency Plan.* All Programs must obtain (i) authorization from all participants' parents/legal guardians to permit transportation of Program participants to local hospitals as deemed necessary; (ii) authorization for emergency medical treatment in the event the parents/legal guardians or their designated emergency contact are not available; and (iii) disclosure of any allergies or other medical condition or physical limitation that might impact participation in the Program.
- *Supervision Plan.* All Programs must establish a plan for adequate supervision in light of the number and average age of participants, the Program activity and whether overnight accommodations are involved. The Supervision Plan for any overnight program must specify curfews, rules pertaining to any visitors, and limitations of use of free time.
- *Transportation Plan.* All Programs must establish a procedure for the pick-up and drop-off of participants, specifying times and locations, providing that no participant shall be released to any person other than their parent or legal guardian without specific written authorization from such parent or guardian. Any Program providing for transportation of participants by Authorized Adults after drop-off by parent or legal guardians to the campus or other site must in all instances be conducted by pre-existing Bentley provided transportation (i.e., shuttle or similarly contracted services).

Ad-hoc Day Care

No Program or University department shall establish an ad-hoc day care program (e.g., for an adult conference or meeting).

External On-campus Programs

Any program involving minors operated by outside parties on Bentley University property must be operated consistently with this Policy and these Program guidelines. All contracts for the use of University facilities by outside parties for programs involving minors must reference this requirement and provide a link to this Policy. External parties operating programs involving minors on Bentley University property will have primary reporting responsibility regarding minors involved in their programs.

Policy Violations

Any person or group found to be in violation of this Policy, including these Program guidelines, will be subject to disciplinary action, up to and including termination of employment, enrollment, or services. If Bentley determines that a report of misconduct against an individual or group currently affiliated with Bentley has been substantiated, the responsible party(ies) may be banned from Bentley's campus and barred from participating in any Bentley programs or activities. If the responsible party(ies) is/are a contractor or vendor, the contract or business relationship may be cancelled. Violations may also lead to referrals to civil or criminal authorities and to civil or criminal liability.

Periodic Review

To ensure ongoing compliance with applicable laws, Bentley University will undertake a periodic review of this Policy and its implementation. Bentley reserves the right to amend this Policy at anytime without notice, as circumstances may warrant.

Policy Contacts

Any questions regarding this policy should be directed to the Director of Divisional Initiatives and Business Management at alewin@bentley.edu or 781-891-2183 and the Executive Director of Human Resources at awalker@bentley.edu or 781-891-2520.

Any inquiries or reports of suspected Title IX violations should be directed to the Office of Institutional Equity at institutionalequity@bentley.edu or 781-891-2193.

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September 3, 2025