

# MC Working with Minors

## » TRAINING & BEHAVIORAL EXPECTATIONS

Montgomery College is committed to providing a safe environment for minors (a person under 18 years of age) who participate in programs and activities on our College campuses. This includes safeguarding minors from any form of mistreatment, including but not limited to abuse (sexual or otherwise), and necessitates immediate and efficient action upon the suspicion or observation of any such mistreatment.

Creating a positive environment that promotes the health, wellness, safety, and security of youth is of utmost importance to the College. It is the expectation of the College that outside programs using College facilities will adopt this same philosophy. As such, all adults working with minors must abide by established behavioral expectations. This document outlines both acceptable and unacceptable interactions with minors.

### Program Registration

All programs serving minors must register with the youth protection coordinator **at least 30 days** before the event takes place. In addition, such programs must follow the Protection of Minors Procedure (75005CP). There are different requirements for College-sponsored programs and programs held by outside organizations in College facilities. To register a program or event that includes minors, complete the registration form for MC-sponsored events or Non-MC sponsored events (as appropriate) and submit to the Protection of Minors mailbox at [protectionofminors@montgomerycollege.edu](mailto:protectionofminors@montgomerycollege.edu).

### Training

All adults authorized to interact with minors must comply with the behavioral expectations set forth by the College, and as outlined in this document. Prior to any event, all such adults are required to review this handout to ensure familiarity with these expectations.

### Rule of Three

To ensure the safety of minors, the College mandates that no adult should be alone with a minor before, during or after an event. The "rule of three" requires at least two responsible adults to be present at all times. Programs and events must be structured to adhere to this rule, preventing any situation where an adult and a minor are alone in a private area not observable by others.

### Mandatory Reporting

According to Maryland state law and Montgomery College procedures, all mandated reporters must promptly make an oral report of suspected child abuse or neglect to local authorities, followed by a written report within 48 hours. For emergencies, dial 911. For non-emergencies, report the incident to local law enforcement and/or social services. Copies of the written report must be submitted to the College's Youth Protection Coordinator.

#### To Report Child Abuse or Neglect

Department of Health and Human Services/Child Welfare Services: **240-777-4417 (24 hours)**

Family Crimes Division, Montgomery County Police Department: **240-773-5400 (24 hours)**

**Montgomery College Public Safety: 240-567-3333**

#### Public Safety Locations:

Germantown Campus: SA 282

Rockville Campus: CB 101









Takoma Park/Silver Spring Campus: ST 117

East County Education Center: Front desk

Debbie Bouyer, Youth Protection Coordinator

[debbie.bouyer@montgomerycollege.edu](mailto:debbie.bouyer@montgomerycollege.edu); 240-567-3154

## SUPERVISION OF MINORS

| AGE   | ADULT  | # OF MINORS  |
|-------|--|--|
| 4-5   |  | 6   |
| 6-8   |  | 8   |
| 9-14  |  | 10  |
| 15-17 |  | 12  |

*These are recommended adult-to-participant ratios for youth activities. The youth protection coordinator may approve or require changes to these. Groups with multiple ages—supervision number requirements are determined by the youngest members of the group.*

# MC Working with Minors

## » TRAINING & BEHAVIORAL EXPECTATIONS

### DO

- » Follow the "rule of three" and have two adults present at all times when interacting with minors.
- » Conduct necessary one-on-one interactions with minors in a public area readily observable by others.
- » Use group texting apps for efficient communication, ensuring minors' personal information remains private.
- » Engage with minors on social media only using College-associated accounts where at least two College employees have access.
- » Listen to minors. Provide praise and positive reinforcement.
- » Treat all minors in a group consistently and fairly, with respect and dignity.
- » Be friendly with minors within the context of the formal program or activity, while observing appropriate boundaries.
- » Maintain discipline. Challenge minors if they engage in inappropriate behavior, including inappropriate touch or language.
- » Know who is authorized to pick up a child and bar others from doing so.
- » Consult with other adult supervisors or colleagues when you feel uncertain about a situation.
- » Enjoy the opportunity to serve as a role model, teacher, and guide to minors.

### DON'T

- » Spend significant time alone with one minor away from the group or interact with minors in private.
- » Engage in inappropriate touching or have any physical contact with a minor in private locations.
- » Use inappropriate language, tell risqué jokes, or make sexually suggestive comments around minors, even if minors themselves are doing so.
- » Drive any minors in your private vehicle without written parental permission.
- » Give personal gifts to, or do special favors for, a minor or do things that may be seen as favoring one minor over others.
- » Engage in rough or suggestive games, including horseplay.
- » Strike or hit a minor. Don't use corporal punishment or other punishment involving physical pain, discomfort, or humiliation.
- » Share information with minors about your private life or have social contact outside of program activities. This includes texting, e-mail, social networking websites, or other forms of social media.
- » Date or become romantically or sexually involved with a minor. Don't show pornography to minors or involve minors in pornographic activities.
- » Provide alcohol, drugs, or tobacco to minors or use them around minors.
- » Relate to minors as if they are peers, conduct private correspondence, or take on the role of "confidant."
- » Tell a child "this is just between the two of us," or otherwise encourage a child to keep secrets from parents or guardians.
- » Shower, bathe, or undress with a minor.



**MONTGOMERY COLLEGE**

Office of Compliance, Risk and Ethics, Debbie Bouyer, Youth Protection Coordinator

• Office: 240-567-3154 • Email: [protectionofminors@montgomerycollege.edu](mailto:protectionofminors@montgomerycollege.edu)

*Produced by the Office of Communications (Updated 4/2024)*