

A. COLLEGE OF SAINT BENEDICT AND SAINT JOHN'S UNIVERSITY POLICY ON REPORTING SUSPECTED CHILD ABUSE

I. PURPOSE, SCOPE, AND DEFINITION

A. Purpose. The purpose of this policy is to ensure the health, safety, and well-being of children. The College of Saint Benedict (CSB) and Saint John's University (SJU) have zero tolerance for child abuse in any form.

B. Scope. This policy applies to all students, faculty, and staff of CSB and SJU. Other individuals or organizations engaging in or conducting activities associated with CSB and/or SJU or doing business at or with CSB and/or SJU are required to comply with the provisions of this policy, as determined by the College and University. The policy applies to the CSB and SJU campuses, all properties owned or leased by either CSB or SJU, and all off-campus sites at which students, faculty, or staff or other associated individuals of either institution participate in College or University sponsored activities, including study abroad programs.*

C. "Child." For the purposes of this policy, a "child" is any minor, defined by law as an individual under the age of 18.

D. "Associate." For purposes of this policy, an "associate" is any individual or organization engaging in or conducting activities associated with CSB and/or SJU or doing business at or with CSB and/or SJU, including members of Saint John's Abbey or Saint Benedict's Monastery.

**This policy is as comprehensive as possible, but it is not possible to foresee every situation. If you have questions, about this policy, you should speak with a Human Rights Officer or another member of the Child Protection Team.*

II. REQUIRED REPORTS OF MALTREATMENT OF CHILDREN (PHYSICAL ABUSE, SEXUAL ABUSE, OR NEGLECT)

A. All employees and students must report suspected child abuse to CSB or SJU.

CSB and SJU cannot stop child abuse unless its representatives are made aware of suspicions or allegations regarding it. Therefore, all CSB and SJU students, faculty, staff, and associates who suspect any physical or sexual abuse or neglect of a child on campus or in connection with any CSB and/or SJU event, program, or activity are required to immediately report the issue to at least one member of the **Child Protection Report Team**. (Contact information is listed below in the appendix to this policy.)

Child Protection Report Team
CSB/SJU Human Rights Officers
CSB/SJU Human Resources Director
CSB/SJU Provost
CSB and SJU Divisional Vice Presidents
CSB Security Director
SJU Life Safety Services Director
CSB/SJU Director, Experiential Learning & Community Engagement

CSB and SJU Dean of Students
Dean & Rector of SJU School of Theology

Students, faculty, staff, and associates are required to make reports of suspected physical or sexual abuse or neglect to the Child Protection Report Team regardless of whether they witnessed the suspected abuse directly or whether the suspected abuse was reported to them by another. When any member of the Child Protection Report Team receives such a report, she or he shall promptly share the report with the other members of the Child Protection Report Team, and the President and Title IX Coordinator of each institution. CSB and/or SJU will investigate the incident and take immediate measures to protect the child or children of concern. In addition to reporting to a member of the Child Protection Report Team, all students, faculty, staff, and associates are encouraged (and some faculty, staff, students, and associates must - See Part II.B. below) report their concerns about possible child neglect or physical or sexual abuse to law enforcement authorities or to Stearns County Human Services. CSB and/or SJU will report the incident to law enforcement or a local child welfare agency in accordance with applicable law.**

Students, faculty and staff who fail to make a required report in violation of this policy, will be subject to discipline, up to and including expulsion from school for students or termination of employment for faculty and staff. Discipline will be administered in accordance with the applicable student, faculty or staff handbook at their institution.

In addition to the reports of child abuse that are required by this policy, students, faculty, staff, and associates are strongly encouraged to report to a member of the Child Protection Report Team any verbal or other conduct by students, faculty, staff, or associates towards a child that may cause emotional harm to the child. CSB and SJU acknowledge that it may be difficult to define what types of verbal abuse or other conduct may harm a child. Questions about whether a report should be made may be directed to any member of a Child Protection Report Team. CSB and SJU are firmly committed to helping children and to providing a positive environment for children that is free of verbal or emotional abuse.

***Because of the significant interaction between students and employees of CSB and SJU, CSB and SJU have determined that reports of suspected child abuse at one institution shall be shared with members of the Child Protection Report Team and the President from the other institution so that each institution can take appropriate responsive measures.*

B. Mandatory reporters required by Minnesota law to report suspected child abuse to law enforcement.

In addition to the internal reporting requirement specified in Part II.A., the Minnesota Child Abuse Reporting Act (Minnesota Statutes § 626.556 at <https://www.revisor.mn.gov/statutes/?id=626.556>) requires that the following employee groups (which may include students) also immediately report suspected child abuse (including physical abuse, sexual abuse, or neglect) to local law enforcement authorities:

- All Faculty
- Cabinet members
- All Student Development staff
- All Admission and Residential Life staff

- All coaches and assistant coaches
- Any employee who works with children
- Any employee who supervises students who work with children
- Any employee who works in the CSB Security or SJU Life Safety offices
- Any other professional in the field of education, healing arts, psychological or psychiatric treatment, social services, or law enforcement

Subd. 3. Persons mandated to report.

(a) A person who knows or has reason to believe a child is being neglected or physically or sexually abused, as defined in subdivision 2, or has been neglected or physically or sexually abused within the preceding three years, shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, or the county sheriff.

In all cases, the person is required to make an internal report to a member of the CSB/SJU Child Protection Report Team.

Legally-specified reporters must provide an immediate verbal report to law enforcement and within 72 hours must provide a written report. Individual criminal penalties may result from failure to make a required report. Contact information for making a report to law enforcement authorities is provided in the appendix to this policy.

CSB and SJU faculty and staff who travel to different parts of the country and world should know that different states and different countries have different laws with respect to reporting suspected abuse. Faculty and staff are responsible for inquiring into and knowing reporting requirements, as applicable.

CSB and SJU seek to support all employees who are required to make reports under state law. If you have questions about your duties as a mandatory reporter, you may seek assistance from the Human Rights Officer(s), the Human Resources Director, or your institution's Title IX Coordinator. CSB and SJU expect all employees to comply with applicable law in addition to reporting suspected abuse to CSB or SJU.

C. REPORTS OF CHILD PORNOGRAPHY REQUIRED.

Possession of Child Pornography is a crime for which CSB and SJU have zero tolerance. Any CSB or SJU student, faculty, or staff who suspects that a CSB or SJU student or employee is in possession of or accessing child pornography on the college or university campus, in connection with any CSB or SJU event, or by using college or university property including, but not limited to: computers, servers, phones, or other resources, must immediately report their concerns to a member of the Child Protection Report Team. A mandatory report to the police, the county sheriff, or the local child welfare agency is also required under Section II.B. in instances where the faculty or other staff member listed in II.B. knows the individual depicted in the pornography and knows that the individual is a minor.

D. NO RETALIATION

CSB and SJU will not retaliate against any student, faculty or staff who makes a good faith report of suspected child abuse under this policy, and retaliation by any community member (student or employee) is strictly prohibited. Encouraging others to retaliate also violates this

Policy. Any student, faculty or staff member who feels they have been retaliated against for making a report under this policy or for participating in an investigation should contact the Human Rights Officer(s), Dean(s) of Students, or the Human Resources Director. Students, faculty and staff who are found to have engaged in retaliation against another employee or student, in violation of this policy, will be subject to discipline, up to and including expulsion from school for students or termination of employment for faculty and staff, in accordance with the applicable student, faculty or staff handbook at their institution.

APPENDIX: CONTACT INFORMATION.

1. Legal Authorities

Stearns County Sheriff's Office	807 Courthouse Square, Rm S100, St. Cloud, MN 56303 Phone: 320.259.3700
Stearns County Human Services	705 Courthouse Square, 2nd Floor, St. Cloud, MN 56303 Phone: 320.656.6000
St. Joseph Police	25 College Avenue N. St. Joseph, MN 56374 Phone: 320.363.8250

2. Child Protection Report Team

COLLEGE OF SAINT BENEDICT

Faculty/Staff Human Rights Officer	Chantel Braegelmann cbraegelm001@csbsju.edu , 320.363.5071
Student Human Rights Officer	Jody Terhaar jterhaar@csbsju.edu , 320.363.5601
Human Resources Director	Erin Muckerheide emuckerhe001@csbsju.edu , 320.363.5511
Security Director	Darren Swanson dswanson@csbsju.edu , 320.363.5000
XPD Director	Angie Whitney awhitney@csbsju.edu , 320.363.5117
Provost	Richard Ice rice@csbsju.edu , 320.363.5503
Associate Provost for Student Success	Mary Geller mgeller@csbsju.edu , 320.363.5601 (CSB) or 320.363-2737 (SJU)
Dean of Students	Jody Terhaar jterhaar@csbsju.edu , 320.363.5601
Chief Financial Officer	Anne Oberman aoberman@csbsju.edu , 320.363.5999
VP for Institutional Advancement	Heather Pieper-Olson hpieperolso@csbsju.edu , 320-363-5964

SAINT JOHN'S UNIVERSITY

Faculty/Staff Human Rights Officer	Chantel Braegelamnn cbraegelam001@csbsju.edu , 320.363.5071
Student Human Rights Officer	Michael Connolly mconnolly@csbsju.edu , 320.363.2737
Human Resources Director	Erin Muckerheide emuckerhe001@csbsju.edu , 320.363.5511
Life Safety Services Director	Shawn Vierzba svierzba@csbsju.edu , 320.363.2144
XPD Director	Angie Whitney awhitney@csbsju.edu , 320.363.5117
Provost	Richard Ice rice@csbsju.edu , 320.363.5503
Associate Provost for Student Success	Mary Geller mgeller@csbsju.edu , 320.363.5601 (CSB) or 320.363-2737 (SJU)
Dean of Students	Michael Connolly mconnolly@csbsju.edu , 320.363.2737
Chief Financial Officer	Jennifer Meyer jimmeyer@csbsju.edu , 320.363.3164
VP for Institutional Advancement	Rob Culligan rculligan@csbsju.edu , 320.363.3388
Dean of the SJU School of Theology	Shawn Colberg scolberg@csbsju.edu , 320.363.3188
Rector of the SJU School of Theology	Michael Patella mpatella@csbsju.edu , 320.363.2108

*Endorsed by CSB Board of Trustees and approved by President MaryAnn Baenninger,
September 28, 2012*

Approved by SJU Board of Trustees, September 28, 2012

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