



1. INTRODUCTION

The University of Notre Dame (“University”) is committed to maintaining a safe environment for all members of the University community. Youth visiting University facilities or participating in University programs and activities require particular attention in order to protect their safety and well-being. This Policy and accompanying procedures (the “[Youth Protection Procedures Manual](#)”) will guide the conduct of University students, faculty, staff, and volunteers who participate in Youth Programs (as defined by this Policy) at the University.

2. POLICY STATEMENT

All members of the University community should be familiar and comply with the provisions of this Policy.

- a. *Mandatory Reporting Requirements for all University Employees:* Indiana law requires anyone who has reason to believe that a person under the age of 18 is a victim of child abuse or neglect to make an oral report immediately to the local child protection service or the local law enforcement agency. This obligation applies regardless of whether the person under the age of 18 is an enrolled student at the University. If the person under the age of 18 is on the University campus, the appropriate law enforcement agency to contact is the Notre Dame Police Department (“NDPD”) (574-631-5555). If the minor is not on the University campus, the best way to contact the appropriate law enforcement agency is to call 911.

Separate from the requirements under Indiana law, any member of the University community should contact NDPD (574-631-5555) or the Integrity Line (800-688-9918) to discuss any suspicious, inappropriate or unusual conduct involving a person under the age of 18 while the person is on campus or is participating in a University-connected activity off campus that would lead a reasonable person to have concern for the current or future well-being of that particular minor.

In addition, known or suspected child abuse and/or neglect involving University faculty, staff, students, volunteers, or contractors must be reported to the University at https://cm.maxient.com/reportingform.php?UnivofNotreDame&layout_id=33.

- b. *Requirements for Youth Programs:* To promote the safety and well-being of Minor participants in University programs, events, and activities, all Youth Programs must comply with certain requirements determined by the University’s Office of Institutional Equity and set forth in the Youth Protection Procedures Manual. A **Youth Program**

includes any University program, event, or activity occurring on or off campus in which Minors are under the supervision of Notre Dame employees, volunteers, or students. Under this Policy, a **Minor** is defined as a person who is under 18 and is not enrolled in a degree-seeking program at the University.

The Office of Institutional Equity will facilitate and manage compliance with the Procedures Manual. The University may suspend or cancel any Youth Program that does not comply with the requirements set forth in the Procedures Manual.

The Office of Institutional Equity will consider the nature of the program, event, or activity when determining the proper requirements for it. At a minimum, all Youth Programs will be required to do the following: register with the Office of Institutional Equity ([using this link](#)) at least 30 days in advance, complete University-provided confidential background screening on all program staff and volunteers, require all program staff and volunteers to complete the University's youth protection training, and designate a **Responsible Party** who will be responsible for enforcing compliance with this Policy and the Procedures Manual.

Exemptions from the Youth Protection Policy or certain operational requirements set forth in the Youth Protection Procedures Manual may be granted only by the Office of Institutional Equity.

Minors who are employed by the University are not considered participants in a Youth Program under this Policy. The University's [Employment of Minors Policy](#) governs requirements related to employees under the age of 18.

- c. *Requirements for Third-Party Youth Programs:* A **Third-Party Youth Program** includes any program, event, or activity involving Minors that takes place at University facilities but is organized and operated by a non-University third-party organization that is responsible for the supervision of the Minor participants. All University units permitting use of University facilities for a Third-Party Youth Program must appoint a University representative in the unit to function as a liaison to the third-party entity. The University representative shall ensure the execution of a facility use contract that has been reviewed and approved by the Office of General Counsel, verification of insurance and waiver compliance, and communication with affected departments (e.g. NDPD) as needed.

3. SCOPE

This Policy applies broadly to all University faculty, staff, students, and volunteers.

4. DEFINITIONS

Youth Program

Any University program, event, or activity occurring on or off campus in which one or more Minors are under the supervision of Notre Dame employees, volunteers, or students. Supervision by Notre Dame employees, volunteers, or students is expected if there is no parent,

legal guardian, or third-party chaperone present during the program, event, or activity. This includes virtual programs when the parent, legal guardian, or third party is not actively participating in the activity and providing supervision.

If all Minor participants are accompanied by a parent, legal guardian, or third-party chaperone, the program, event, or activity is not considered a Youth Program under this Policy.

Minors who are employed by the University are not considered participants in a Youth Program under this Policy. The University's Employment of Minors Policy governs requirements related to employees under the age of 18.

Third-Party Youth Program	A program, event, or activity involving Minors that takes place at University facilities but is organized and operated by a non-University third-party organization that is responsible for the supervision of the Minor participants.
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Minor/Youth	A person under 18 years of age who is not enrolled in a degree-seeking program at the University.
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A person under 18 years of age who is enrolled in a degree-seeking program at the University is not considered a Minor under this Policy. However, mandatory reporting requirements of minor abuse or neglect are required for anyone under the age of 18, including enrolled students.

Responsible Party	The person responsible for the Youth Program and for enforcing compliance with the Youth Protection Policy and Procedures Manual.
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Youth Protection Procedures Manual	Accompanying document detailing operational requirements that all Youth Programs must follow.
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5. RESPONSIBILITIES

Responsible Party	List of Responsibilities
Office of Institutional Equity	<ol style="list-style-type: none">1. Implement and monitor compliance with this Policy. This may involve site visits during Youth Programs or Third-Party Youth Programs.2. Maintain and update the Youth Protection Procedures Manual on a regular basis.3. Provide education and training on reporting and response procedures.

4. Investigate policy violations and non-compliance as appropriate.
5. Review and propose updates to the Youth Protection Policy as necessary.

Responsible Party	Ensure the Youth Program is in compliance with this Policy and the Youth Protection Procedures Manual.
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6. POLICY ENFORCEMENT

The Office of Institutional Equity will administer this Policy and manage suspected or known violations. Youth Program staff and volunteers who fail to comply with this Policy or the Procedures Manual are subject to disciplinary procedures, up to and including termination of employment.

The University reserves the right to immediately suspend or cancel any Youth Program that does not comply with this Policy or the Procedures Manual.

7. RELATED DOCUMENTS

Policy or Document	Web Address
Clery Act/Campus Security Authorities	https://police.nd.edu/crime-prevention-safety/records-reports/clery-act/
Employment of Minors Policy	https://nd.service-now.com/hr_portal?id=kb_article_view&sysparm_article=KB0019028
Ethical Conduct Policy	https://policy.nd.edu/assets/185231/ethicalconductpolicy.pdf
Minors in Lab Safety Guidelines	https://youthprotection.nd.edu/assets/322660/minors_in_labs_safety_guidelines.pdf
Non-Retaliation Policy	https://policy.nd.edu/assets/185253/non_retaliation_revision.pdf
Policy on Discriminatory Harassment, Sexual Harassment, and Other Sex-Based Misconduct	https://equity.nd.edu/assets/398818/policy_on_discriminatory_harassment_sexual_harassment_and_other_sex_based_misconduct_final_update_10.11.22.pdf
Vehicle Usage Policy for Notre Dame Employees	https://transportation.nd.edu/assets/436679/rental_faculty_and_staff_use_policy.pdf
Vehicle Usage Policy for Students	https://transportation.nd.edu/assets/436681/rental_student_use_policy.pdf
Youth Protection Procedures Manual	https://youthprotection.nd.edu/assets/563441/youth_protection_procedures_manual.pdf

8. CONTACTS

Subject	Office or Position	Telephone Number	Office Email or URL
Policy Clarification	Office of Institutional Equity – Youth Protection	(574) 631-2123	youthprotection.nd.edu youthprotection@nd.edu
	Notre Dame Police Department	(574) 631-5555	Police.nd.edu police@nd.edu
	Office of General Counsel	(574) 631-6411	Generalcounsel.nd.edu gencoun@nd.edu
	Office of Institutional Equity	(574) 631-0444	Equity.nd.edu equity@nd.edu
	Risk Management & Safety	(574) 631-5037	Riskmanagement.nd.edu riskman@nd.edu
Web Address for this Policy		Policy.nd.edu/assets/563652/youth_protection_policy_2024.pdf	