Effective Date: **July 1, 2015**

INSTRUCTIONS AND FORMS

EMPLOYMENT, SAFETY

Protection of Minors Policy: Appendix B, Reporting Materials

RESPONSIBLE OFFICE

Human Resources

A **Minors Safety Concern Report Form** must be filled out no later than four hours after initial BUPD/law enforcement contact. The **Form** is available in the following formats:

1. Minors Safety Concern Report Form (Online Webform) – Webform is automatically sent to the appropriate offices once you submit, including the Boston University Police Department (BUPD), the Office of Risk Management, the Human Resources Office, and the Compliance Services Office.
2. Minors Safety Concern Report Form (Word Version) – Must be emailed to BUPD via bupolice@bu.edu. Refer to specific instructions on the form for details on how to submit the form.
3. Minors Safety Concern Report Form (PDF Version) – Must be emailed to BUPD via bupolice@bu.edu. Refer to specific instructions on the form for details on how to submit the form.

The **Minors Safety Concern Report Form** must be completed when someone knows, suspects, or receives information that the health or safety of a minor participating in any BU-

sponsored or affiliated program/activity may be at risk (including suspected abuse or neglect). Concerns may include a specific incident that occurred on/off campus, a suspicion of abuse or neglect, or a suspicion that a minor may be a threat to himself/herself or to others.

More information about reporting concerns involving minors can be found on BU's Protection of Minors website.

END OF POLICY TEXT

Additional Resources Regarding This Policy

Related Policies and Procedures

- Protection of Minors Policy
- Policy on Minors in Laboratories

BU Websites and Information

- Protection of Minors Website
  - Background Checks Information
  - Training
  - Reporting
- Administrative Policy Review Questions and Answers
- Protection of Minors Sharepoint Site (internal BU website)
- POM Policy - Appendix A, Training Materials

Forms

- Certification of Training
  - Word version - Certification of Training, Protection of Minors
  - PDF version - Certificate of Training, Protection of Minors

- POM Policy - Appendix C, Sample Third-Party Program Contract Addendum
- POM Policy - Appendix D, Parental Acknowledgement, Consent, and Release from Liability

Categories: Employment, Protection of Minors, Safe Environments and Workplace Safety, Safety, Workplace Keywords: boy, children, girl, mistreat, molest, prevent, teenager, youth