

Procedure Manual for the University of Iowa Philosophy Lyceum: Operating a Program with Minors

This document must be distributed to all program staff/volunteers. These policies have been developed by the Lyceum organizers, in coordination with the Philosophy Department, and should be checked and updated every year.

(I) Criminal Background Checks

No staff or volunteer shall participate materially in any University Online Youth Program without successfully completing a criminal background check. The Philosophy Department's policy is that staff and volunteers must have passed a background check in the **last 48 months** in order to work directly with minors during the Philosophy Lyceum.

(II) Self-Disclosure Requirement

Anyone in direct contact with minors must complete a self-disclosure form prior to a criminal background check. Anyone whose duties place them in direct contact with minors must notify the department's senior HR leadership representative of any arrest or conviction of a serious misdemeanor or felony, and/or any arrest or conviction that has or may have a nexus to their university activities involving minors within 72 hours of such arrest or conviction.

Your senior HR leadership representative can be found on your "HRIS Employee Self Service" page: <https://hris.uiowa.edu/portal18/> Location your "personal page" and then "administrative contacts".

(III) Working with Minors Course

All program organizers/volunteers interacting with minors through the Philosophy Lyceum must complete the "Working with Minors on Campus" course. When all organizers/participants have completed the course, their names and dates of training completion must be reported to the **Minors on Campus committee**: <https://workflow.uiowa.edu/entry/new/6586/12006800>.

Attached below is a list of Dos and Don'ts when interacting with minors. All program organizers/volunteers who will be interacting with minors should understand this list.

(III) Electronic & Written Communication

No one-on-one electronic communication is permissible. Electronic communication between applicants/participants/their families and program organizers will be conducted exclusively through the official University of Iowa Philosophy Lyceum email: philosophy-lyceum@uiowa.edu. The only exception is incident reports, which should be sent to the program director's @uiowa.edu email or to the chair of the philosophy department's @uiowa.edu email. Every year, all Lyceum organizers must be given access to and asked to regularly check the Lyceum email account, so that communication through this medium will never be one-on-one.

All written communication with participants shall only occur within the **public chat window** of the online platform or through official University of Iowa email account. Private chat communication through the online platform is not permitted. The chat window messages are submitted to the program director, at the end of each program day. The program director will review these, date them, and save them to the Lyceum flash drive. These will be saved for a minimum of three years.

(IV) Regulation of One-on-One Contact

One-on-one contact between one program employee and one program participant will be minimized; to the extent possible, a program participant will not receive one-on-one instruction. Directors are responsible for creating protocols to prevent any one-on-one instruction or communication between a staff or volunteer and a minor participant.

If it is not preventable, all one-on-one interaction must be recorded from start to end with no communication between the staff or volunteer and the minor participant to occur at any level without being recorded. Any recordings of one-on-one instruction shall be submitted to the program director for review and to be retained by the program director for a minimum of three years.

(V) Staff to Participant Ratio

The program director must determine appropriate staff to participant ratio.

(V) Incident Reporting

Incidents covered by the policies include:
(a) Violations of program rules

- (b) Sexual misconduct
- (c) Discrimination
- (d) Harassment
- (e) Computer software/hardware problems.

Every staff member/volunteer in direct contact with minors must keep a daily log of incidents that shall be submitted at the end of each day to the program director. A blank log does not need to be submitted.

A daily log should include:

- (1) Names of everyone involved in the incident: minors and adults
- (2) Date of the incident
- (3) Time of the incident
- (4) Type of incident: (a) - (e) above
- (5) Detailed description of what occurred: someone reading the report should have a clear sense of what occurred and why it is being reported
- (6) Name of reporter (your name)

The moment an incident occurs, if it is not possible to write a full report, make a note of the first four features required for the daily log. Program organizers/volunteers should pause at the end of each day, before moving onto life outside of the Philosophy Lyceum, and **double check** if they have any reports to complete. If an organizer/volunteer forgets, they should complete the report A.S.A.P. Email these to the program director's @uiowa.edu email address and make sure to Cc the Chair of the Philosophy Department – David Cuning, david-cuning@uiowa.edu (updated May, 2020). The subject of the email should be: Lyceum Incident Report Log.

IMPORTANT: If a program coordinator or volunteer is filing a report involving the Program Director, and they do not feel comfortable sending the report to the program director, they should email the report to the Chair of the Philosophy Department – David Cuning, david-cuning@uiowa.edu (updated May, 2020).

At the end of each day, the program director (1) assesses/evaluates each incident log and follows up as directed by University of Iowa reporting policies, and (2) logs all incident reports in the current year's sheet of the 'Philosophy Lyceum_Incident Reports Log' excel document, which is located on the Philosophy Lyceum flash drive. These reports will be saved for a minimum of three years.

IMPORTANT: The 'Philosophy Lyceum_Incident Reports Log' excel document contains confidential information and should never be saved to a private computer. The document should be opened from and saved to the flash drive every time.

(VI) Contact Information

An outline of the reporting structure for Lyceum program must be sent to all staff/volunteers and participating families. An update version of this structure can be found below.

An emergency contact will be collected for each participant. In the event of a crisis, **9-1-1 will always be contacted first** and then participant emergency contacts. Ideally, both can be contacted at the same time, but this may not always be possible.

For in-person Lyceums, emergency contacts should be kept in a binder, along with any medical information (including allergies). This binder should be easily accessible, especially during the program. **These documents will be shredded at the end of every Lyceum.**

For online Lyceums, emergency contacts should be kept on the desktop of each program organizer. **These will be deleted at the end of every Lyceum.**

All external crisis communication or request from the media shall be coordinated with the Office of Strategic Communication: <https://osc.uiowa.edu/contact-us>.

(VII) Liability Waivers & Agreement Forms

Directors must maintain copies of (a) liability waivers and (b) agreement forms for every participant in the program. All waivers used by the program will be approved by Risk Management. These documents will be saved for a minimum of three years.

(VII) Protocols to Address Hacking of Virtual Classroom

The online Philosophy Lyceum will be hosted on Zoom. In order to prevent “zoombombing”, a password will be required to join the zoom classroom. If it becomes clear that the password has been compromised, the password will be changed and the new password will be distributed to participants. In addition, participants will first enter a waiting room each day. This allows the Zoom host to admit to the classroom only those individuals who are participating in the Philosophy Lyceum.

If “zoombombing” occurs during the program (*i.e.*, in the middle of a Lyceum session), then the classroom will be closed and the password will be changed immediately. An email will be sent from the Lyceum email with the updated password and participants will be asked to rejoin the waiting room. Coordinators should double check who they are admitting to the classroom if this occurs.

(VIII) Provide Technical Instructions

Participants will be provided with written instructions on how to download, setup, and operate all software programs utilized for instructional purposes, including troubleshooting solutions and access to technical support, if available.

Attachment A:
Interacting with Minors

“Dos”

- Minors are a vulnerable population, as they are still developing their social skills and thinking processes, they can be impressionable and we need to take the utmost care when working with them.
 - Immediately report any instance or suspected instance of abuse or neglect involving a minor in accordance with the University of Iowa Physical and Sexual Abuse of Children policy: <https://opsmanual.uiowa.edu/community-policies/physical-and-sexual-abuse-children>.
 - Maintain the highest standards of personal behavior at all times when interacting with minors.
 - Have another adult present when you are working with minors in an unsupervised setting. Conduct necessary one-on-one interactions with minors in a public environment where you can be observed.
 - Treat all minors in a group consistently and fairly, and with respect and dignity.
 - Be friendly with minors within the context of the formal program while maintaining appropriate boundaries.
 - Maintain discipline and discourage inappropriate behavior by minors, consulting with your supervisors if you need help with misbehaving youth.
 - Be aware of how your actions and intention might be perceived and could be misinterpreted.
 - Consult with other adult supervisors or colleagues when you feel uncertain about a situation.
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“Don’ts”

- Don’t spend significant time alone with one minor away from the group or conduct private interactions with minors in enclosed spaces or behind closed doors.
- Don’t engage in inappropriate touching or have any physical contact with a minor in private locations.
- Don’t use inappropriate language, tell inappropriate jokes, or make sexually suggestive comments around minors, even if minors themselves are doing so.
- Don’t give personal gifts to, or do special favors for, a minor or do things that may be seen as favoring one minor over others.
- Don’t share information with minors about your private life or have informal or purely social contact with minor program participants outside of University Youth Program activities.
- Don’t strike or hit a minor or use corporal punishment or other punishment involving physical pain or discomfort.
- Don’t relate to minors as if they were your peers, conduct private correspondence, or take on the role of “confidant” (outside of a professional counseling relationship).
- Don’t date or become romantically or sexually involved with a minor. Don’t show pornography to minors or involve minors in pornographic activities.
- Don’t provide alcohol or drugs to minors or use them in the presence of minors.
- Don’t use or interact with a minor on any kind of social media for the purpose of intimidating, harassing, taunting, bullying, or otherwise bringing harm to a minor.

Attachment B:
Incident Reports

Concerns involving any of the following should be reported a Philosophy Lyceum program coordinator:

- (a) Violations of program rules
- (b) Sexual misconduct
- (c) Discrimination
- (d) Harassment
- (e) Computer software/hardware problems.

Current Philosophy Lyceum program coordinators include:

Danielle Colburn
Joseph Glover
Cassidy Finley

Reporting Structure

1.) If your concern is safe for any program coordinator to read, please send it to the following email address – philosophy-lyceum@uiowa.edu. Please include as much of the following information as possible:

- (1) Names of everyone involved in the incident: minors and adults
- (2) Date of the incident
- (3) Time of the incident
- (4) Type of incident: (a) - (e) above
- (5) Detailed description of what occurred
- (6) Name of reporter

2.) If you do not feel comfortable sending your concern to the Lyceum email, you may send it to the Program Director. Please make sure to Cc the Chair of the Philosophy Department.

Program Director: Danielle Colburn, danielle-colburn@uiowa.edu

Chair of the Philosophy Department: David Cuning, david-cuning@uiowa.edu

3.) If you do not feel comfortable sending your concern to the Program Director, you may send it to the Chair of the Philosophy Department directly – David Cuning, david-cuning@uiowa.edu.