

Smith College Child Safety Policy

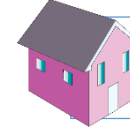
Program Registration

Program Managers are responsible for:

- Registering their program on the Child Safety Certification Database
- Making sure all program staff are certified
- Developing an Emergency/Crisis Response Plan
- Developing the program's rules for behavior



No giving gifts



No arranging meetings outside of your program



No contacting minors outside the requirements of your program

Certification

Step 1 Sign up for your program online

Step 2 Pass a background check (CORI)

Bring your CORI form (with an ID) to the following office:

- For **Students & Student Volunteers**: Student Affairs
Processing Questions: Call **413-585-4933**
- For **Employees & Adult Volunteers**: Human Resources
Processing Questions: Call **413-585-2270**

Step 3 Complete assigned training modules

Contact Us

Compliance & Risk Management

Phone: 413-538-2344

Email: riskmgmt@mtholyoke.edu

<https://www.smith.edu/about-smith/risk-management>

Reporting Abuse

If you suspect abuse or neglect, report the incident to the following:

1. The MA toll-free, 24-hour hotline for reporting abuse: **800-792-5200**
2. Campus Police: **413-585-2490**
3. Director of Human Resources: **413-585-2270**
(Ask to speak to the Director)
4. The supervisor or manager for your program
5. Compliance & Risk Management: **413-538-3092**

Write down what was said in the child's own words as soon as possible – note date, time, any names mentioned, and to whom the information was given. Sign and date the record. Present a copy to each party you contacted at Smith College.