

# Ivy Tech Community College of Indiana

## **POLICY TITLE**

Protection of Minors Policy

## **POLICY NUMBER**

9.12

## **PRIMARY RESPONSIBILITY**

Systems Office Human Resources/Risk Management

## **CREATION / REVISION / EFFECTIVE DATES**

Draft Created February 2016/Draft Revised December 2017/Effective TBD

## **PURPOSE**

The purpose of this policy is to (1) clarify the expectations placed on administrators, faculty, staff, students, volunteers and others working with minor and adolescent children in an effort to promote their protection, and (2) to provide the safest possible experience for any child participating in a College-sponsored program or activity regardless of its location.

Programs or activities involving minors are encouraged to exceed the practices described in this policy whenever possible and to create internal policies and practices for their activities not specifically addressed here.

## **ORGANIZATIONAL SCOPE OR AUDIENCE**

This policy covers all programs and activities sponsored by the College and/or under the direct control and supervision of College faculty or staff. The policy applies to (1) all employees, students, and others who will have direct contact with Minors in any College program or activity regardless of its location, (2) employees whose Minor children accompany them to work or as part of a campus visit.

**EXCEPTIONS:** Matriculated students and minors employed by the college are not considered Minors for purposes of this policy. College or Third-Party run Early Childhood Education Centers on campus are subject to state regulations and have policies and procedures specific to their operations. Any state regulations which are stricter than this policy or in conflict with this policy or other College procedures will supersede this policy or other College procedures.

## **DEFINITIONS**

*Minor:* A person under the age of eighteen (18). ([IC 1-1-4-5-\(8\)](#))

*Authorized Adult:* A person age eighteen (18) and older, paid or unpaid, who interacts with, supervises, chaperones, or otherwise oversees programs or activities involving minors and has been appropriately screened trained and approved by a Program Organizer. The term "Authorized Adult" does not include individuals who provide volunteer services that are limited in nature (such as a lecture or presentation), or who have no direct individual contact with, or oversight of, Minors. Should any Minors apply to volunteer at a Program, the same screening and training requirements shall apply.

*Program:* Any program or activity intended for Minors that is under the direction or control of the College, regardless of its location.

*Program Organizer:* College department, student organization, or employee that organizes, oversees or is responsible for the overall administration of a Program. A Program Organizer must be, or must include, an Authorized Adult.

*Third Party Provider:* An organization or individual who 1) jointly sponsors or operates a program or activity with the College, regardless of its location; or 2) operates their own program or activity on College property.

*One-On-One Contact:* Personal, unsupervised interaction between any Authorized Adult and a Minor without at least one (1) other Authorized Adult, parent, guardian, or other Minor(s) being present.

## **POLICY & PROCEDURES**

### **I. Notification of Abuse, Neglect, or Inadequate Care**

Indiana law (IC 31-33-5-1) requires *anyone* who suspects child abuse or neglect to immediately\* report it to the Department of Child Services (DCS). That means *every* member of the College community has an obligation to immediately report instances or suspected instances of the abuse of or inappropriate interactions with Minors, to DCS at 1-800-800-5556, the Police, Campus Security, General Counsel's Office and, if applicable, to the respective Program Organizer unless they are the alleged abuser. This includes information about suspected abuse, neglect, or inadequate care provided by a parent, guardian, custodian/caretaker, or other individual. \*Immediately means in an immediate manner, specifically, a) without intervening agency or cause; directly; b) without delay; at once; instantly.

For purposes of this policy, abuse, neglect, or inadequate care includes any of the following:

1. **Physical Abuse:** Violent non-accidental contact which results in injury. This includes, but is not limited to, striking, biting, or shaking. Injuries include but are not limited to bruises, fractures, cuts, and burns. An injury that does not agree with the explanation of how it happened shall be reported.
2. **Sexual Abuse:** Any form of sexual activity with a minor, whether on College premises, at home, or any other setting. The abuser may be an adult, an adolescent, or another minor. Sexual abuse includes, without limitation, physical sexual contact of any kind, emotional or mental sexual harassment, rape, deviate conduct, seduction, and public indecency. Providing sexual materials in any form to Minors or assisting them in any way in gaining access to such materials.
3. **Emotional/Mental Abuse:** A pattern of intentional cruel or unusual treatment which results in physical and mental suffering of a Minor through rejection, threats, terrorizing, isolating, or belittling.
4. **Child Pornography:** Any possession or record of possession of child pornography on College property or on personal property, including the accessing of such materials through electronic or any other media that may exist.
5. **Neglect/Inadequate Care:** Failure or delay by a caretaker, either deliberately or through negligence or inability, to take those actions necessary to provide a Minor with minimally adequate food, clothing, shelter, medical care, supervision, education, emotional stability and growth, or other essential care. Evidence of drug manufacturing occurring on the property where the child resides is also considered neglect and shall be reported.

In the event a Program Organizer suspects inappropriate conduct or receives an allegation of inappropriate conduct, the Program Organizer must immediately:

1. Ensure the safety of any Minors participating in the program, including removal of Minors from dangerous or potentially dangerous situations.
2. Notify DCS, Police, and Campus Security.

3. If the suspected or alleged inappropriate conduct involves an Authorized Adult participating in a program, the Program Organizer must discontinue any further participation by that Authorized Adult in any activities covered by this policy until the situation has been satisfactorily resolved.
4. If the suspected or alleged inappropriate conduct involves an employee or student, see Section XVI for internal notification of abuse and corrective action procedures.

## **II. Program Registration**

All programs, events, and activities involving Minors must be registered. The Program Organizer or Organizer's designee must register the Program with sufficient advance notice to meet the requirements and intentions of this policy. See [Appendix A](#) for more information.

## **III. Background Check Requirements for Authorized Adults**

Once registration is complete, confirmation is required for every employee, student, or other individual involved with the Program. Procedures and expectations for confirming Authorized Adults are as follows:

### **A. For Programs Involving Unaccompanied Minors**

1. A Program Organizer must compile the full name, address, date of birth, email, and phone number of each adult seeking Authorized Adult status prior to the event and check the names against the national sex offender registry, a free, public database.
2. A registry check is done online by searching for the individual's name. A date of birth and home address can be used to differentiate between duplicate names. A person cannot participate if listed on the registry.
3. A comprehensive criminal history and background check through a third party vendor must be completed by Human Resources on an annual basis as necessary for the individual's continued participation in Programs Involving Unaccompanied Minors.
4. The following types of convictions will normally render an individual ineligible to become an Authorized Adult:
  - a. Drug distribution or felony drug possession
  - b. Sexual offences, including stalking
  - c. Crimes of violence involving physical injury to another person
  - d. Child abuse, molestation, child pornography or other crimes involving child endangerment, including neglect and abandonment
  - e. Murder
  - f. Kidnapping
  - g. Any other crime involving moral turpitude
5. It is the responsibility of the Program Organizer to ensure that each adult has received clearance to participate in a covered Program.
6. When in doubt of whether to background screen an individual, the default is "yes".

### **B. For Programs Involving Accompanied Minors**

1. A Program Organizer must compile the full name, address, date of birth, email, and phone number of each adult seeking Authorized Adult status prior to the event and check the names against the national sex offender registry, a free, public database.
2. A registry check is done online by searching for the individual's name. A date of birth and home address can be used to differentiate between duplicate names. A person cannot participate if listed on the registry.
3. A sex offender registry check must be completed on an annual basis as necessary for the individual's continued participation in any Program involving Minors.
- 4.

#### **IV. Training Requirements for all Authorized Adults**

All adults seeking Authorized Adult status must be trained annually. Training for faculty and staff consists of completion of an e-Learning within IvyLEAD: *Working with Minors: Important Information for Those Participating In Programs or Activities Involving Minors*. All other adults not IvyLEAD credentialed will be provided an alternative method as outlined under [Appendix B](#).

#### **V. Third Party Providers**

1. Any program involving Minors operated solely by outside parties on College property must be operated consistent with the guidelines of this policy and must secure a contract with Ivy Tech Community College agreeing to abide by the guidelines of this policy and to use College facilities.
2. Any outside party that jointly, with the College, sponsors or operates any program involving Minors must sign an agreement with Ivy Tech Community College that they will abide by the guidelines of this policy.
3. Third Party Provider must submit to the College, a certificate of insurance for general liability including coverage for sexual molestation or abuse which identifies Ivy Tech Community College as an “Additional Insured” and provides minimum policy limits of one million dollars per occurrence and three million dollar aggregate. If you need assistance with contract or insurance language, please contact Legal or Risk Management in Systems Office.

#### **VI. Supervision of Minors**

Program Organizers should make every effort to ensure all activities and events involving unaccompanied Minors reflect the gender distribution of the Minors, and must, at a minimum, ensure that at least two Authorized Adults are present during activities where Minors are present. The following Authorized Adult-to-Minor ratio is recommended:

- One Authorized Adult for every 6 Minors ages 4 and 5
- One Authorized Adult for every 8 Minors ages 6 to 8
- One Authorized Adult for every 10 Minors ages 9 to 14
- One Authorized Adult for every 12 Minors ages 15 to 17

#### **VII. Emergency Response Planning**

Each Program shall establish an appropriate Emergency Response Plan. Regardless of location, at least one adult who is CPR and first aid certified must be present. If a child is injured or threatened, proper supervision of the injured child and the group must be maintained at all times. Children should never be left unattended under any circumstances. The ability to respond to emergencies must always be considered when staffing programs and activities.

#### **VIII. Sign In / Sign Out Procedure**

Each Program where no parent or guardian is present shall establish an appropriate Sign In /Sign Out Procedure. Minors must only be released to an adult who has been approved by that Minor’s parent or guardian. The adult must present photo identification before a Minor can be released.

#### **IX. Parental Notification Process**

Each Program where no parent or guardian is present shall have in place an appropriate procedure for the notification of the Minor’s parent/legal guardian in case of a medical emergency or other significant program disruption. In addition, the parent/legal guardian must be informed as to how they may contact the Minor should the need arise.

## **X. Authorization for Medical Care**

Each Program where no parent or guardian is present shall have in place the Health Information and Consent for Emergency Medical Treatment Form in [Appendix C](#) for each Minor. The form includes the following:

- A statement informing the parent/legal guardian that the College does not provide medical insurance to cover medical care for the Minor;
- A statement authorizing medical treatment and the release of medical information in an emergency situation in case the parent/legal guardian cannot be reached for permission;
- A list of any physical, mental or medical conditions the Minor may have, including any allergies that could impact his/her participation in the program; and
- All emergency contact information including name, address and phone number of the emergency contact.

## **XI. Administration of Medicine**

Each Program where no parent or guardian is present shall have in place procedures for the administration of prescribed and over-the-counter medications for each Minor. Distribution of Minors' medicines by an Authorized Adult should be handled under the following conditions:

- The Program Organizer shall be responsible for reviewing all forms and assessing needs of each program Minor;
- The Minor's family provides the medicine in its original pharmacy container labeled with the participant's name, medicine name, dosage and timing of consumption. Over-the-counter medications must be provided in their manufacturers' container;
- The Program Organizer shall keep the medicine in a secure location, and at the appropriate time will distribute to the Minor;
- Before giving any medication to a Minor, an Authorized Adult must verify the identity of the Minor by having the Minor state their first name, last name, and date of birth as it is written on the medication label;
- An Authorized Adult shall allow the Minor to self-administer the appropriate dose as shown on the container;
- Parent(s) and/or guardian(s) are expected to make arrangements in collaboration with Ivy Tech staff for the administration of any medicine that the Minor cannot self-administer;
- Devices for the self-administration of medications which are prescribed by a physician may be carried by the Minor during program activities such as "EpiPens" and asthma inhalers; and
- Over-the-counter medications can only be administered with prior approval. Program Organizers should make reasonable efforts to have basic first-aid kits available if needed.

## **XII. Use of College Facilities**

All Minors participating in a program on campus are generally permitted supervised use of the College facilities identified for that program. The College reserves the right to restrict anyone, including Minors, from certain areas or facilities or from utilizing specified equipment.

## **XIII. Photo and Video Release**

Program Organizers shall obtain a *Release and Waiver of Liability Form* ([Appendix D](#)) as part of the program registration process. A Photo Release has been embedded in the release and waiver of liability form. Refer to [Appendix E](#) for Ivy Tech's photography guidelines and best practices. The Program Organizer will be responsible for obtaining and retaining the form for at least 3 years following the date the program or activity ends.

## **XIV. Ad-hoc Child Care**

No Program or college department shall establish an ad-hoc child care program (e.g., for an adult conference, reception, or meeting) at any time.

## **XV. General Requirements Regarding Minors on Campus**

### **A. Employees Bringing Minors on Campus**

1. The College does not provide medical insurance to cover medical care for Minors. Parents and guardians are responsible and liable for any and all injuries and damages sustained to or by their minor child unless caused by the sole negligence of the College, its officers, agents, or employees other than the child's parent or guardian.
2. Parents and guardians are responsible for ensuring that minor children behave appropriately if those children accompany a parent or guardian to work or as part of a campus visit. If, in view of the administrator responsible for the work setting, or event, a child is disruptive, the parent must remove the child from the situation.
3. Parents and guardians must escort their grade school-aged or younger minor children to restrooms and breakrooms/lunchrooms to assist them with using facilities designed for use by adults with regard to the height of chairs, tables, sinks, toilets, paper towel dispensers, etc., and to ensure their safety and protection in an environment not designed for minor children.
4. Minors accompanying a parent or guardian to work, or as part of a campus visit shall not be allowed to wander around campus or away from their parent or guardian. Parents and guardians are completely and solely responsible for the supervision of their minor children in workplace settings.

### **B. Unsupervised Minors on Campus**

1. All Minors on the campus must be supervised at all times by an adult.
2. Unsupervised or unescorted Minors may be stopped and questioned by Campus Security as to the whereabouts of their parent or guardian. The Minor will be escorted back to their program or to the parent/guardian responsible for them being on campus.
3. Exception: High school-aged children are generally permitted at events and venues on campus that are open to the public. Examples of such events include intramural sport contests and campus tours. The College reserves the right to restrict anyone, including high school-aged children, from certain areas or facilities or from utilizing specified equipment.
4. High school-aged children not meeting College's conduct standards may be directed to leave the campus and/or trespassed from the campus by Campus Security or campus administrators.

## **XVI. Internal Notification of Abuse and Corrective Action Procedures**

**NOTE: These procedures shall be followed AFTER a report has been filed with the Department of Child Services (DCS) at 1-800-800-5556. DCS shall be notified immediately, without delay!**

### **1. Reporting Procedures**

Misconduct by employees must be reported to the Human Resources Administrator after a report has been filed with DCS. If the administrator is unavailable, please report the incident as quickly as possible to any person in a managerial position. Persons making a report will be asked to provide as much detail as possible, including names of other witnesses, the name of the employee, location and other pertinent information that would be helpful in conducting a fair and accurate investigation.

### **2. Investigation**

All reported incidents will be investigated. Information about the allegation will be shared only with those who need to know about it. Complete confidentiality cannot be guaranteed since conducting an effective investigation would not be possible without revealing certain information to the alleged violator and potential witnesses. The Vice Chancellor for Student Success or his/her Designee will participate in the investigation of incidents involving students and the Human Resources Administrator will participate in the investigation of incidents involving employees.

### **3. Determination**

After all of the evidence is in, interviews are final, and any credibility issues are resolved, a determination as to whether a violation of policy occurred will be made. The parties directly involved will be informed of the determination. If no determination can be made because the evidence is inconclusive, the parties will be informed of this result.

### **4. Corrective Action**

After the determination is made, the College will undertake prompt and appropriate action, including discipline up to and including dismissal (if a student) from the College or termination (if an employee) whenever it determines that a violation of this policy has occurred. The person(s) reporting the incident as well as the potential victim(s) will be informed of the outcome of the investigation and corrective action (if any).

## **XVII. Periodic Review and Audit**

To ensure ongoing compliance with federal and state laws, these procedures will be reviewed periodically and updated to reflect any changes in the laws or College.

## **XVIII. Compliance**

Violation of this policy can result in a disciplinary action up to and including dismissal from the College (if a student) or termination of employment (if an employee).

## **REFERENCES**

State of Indiana - [Definition of a Minor \(IC 1-1-4-5-\(8\)\)](#)

State of Indiana - [Duty to Report Child Abuse or Neglect](#)

Employee Personnel Policies and Procedures

## **APPENDICIES**

[Appendix A: Program Registration Information](#)

[Appendix B: Background Check and Training Procedures](#)

[Appendix C: Health Information and Consent for Emergency Medical Treatment Form](#)

[Appendix D: Release and Waiver of Liability Form](#)

[Appendix E: Photography Guidelines & Best Practices](#)

## **RESOURCE PERSON**

Director of Risk Management

Assistant Director of Risk Management

### Protection of Minors Policy Program & Activity Registration Information

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The College's Protection of Minors Policy requires registration of all Programs (please see the policy definition of Program). A Program Organizer is responsible for completing the [program registration form](#). One form covering the full date range may be completed for programs recurring multiple times throughout the year where the same Authorized Adult(s) are staffing the program.

First, you will be asked to provide activity-specific information which will include:

- Program/Event/Activity Name
- Program/Event/Activity Description
- Program/Event/Activity Dates
- Specific Program Location
- Program Frequency
- Approximate age group and number of minors participating in the program, event or activity
- Program Organizer Information

In addition, you will be asked to attach an Excel spreadsheet with contact information for all program staff. Your Excel file should include your Program Name in the filename, and include the following seven columns:

- Column A: First Name
- Column B: Middle Name
- Column C: Last Name
- Column D: DOB
- Column E: Address
- Column F: Phone Number
- Column G: Email Address

**Please do not deviate from this format as the information will be compiled into a systemwide database. All fields on the registration form are mandatory.**

Finally, you will be asked to certify that all program staff have been screened and trained and are eligible to participate.

[Click here to go to where this Appendix is referenced in the policy.](#)

[Click to go to the list of Appendices.](#)

## Protection of Minors Policy: Background Check and Training Procedures

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The College's Protection of Minors Policy stipulates that all employees, students, and volunteers who participate in Programs involving Minors in the course of their employment or service must become an Authorized Adult prior to commencing their participation in such Programs. There are two parts to confirming Authorized Adults: 1) background checks and 2) awareness training. Successful completion of these parts will convey Authorized Adult status to an individual for one (1) whole year and apply to all College programs and activities involving Minors within that one (1) year period.

It is the responsibility of the Program Organizer to ensure that an individual (whether employee, student or volunteer) who is required to have a background check in accordance with the Protection of Minors policy does not commence his/her duties in a Program until both the background check and training requirements have been completed. Background checks may take ten business days to complete.

### Procedures for Background Checks

In addition to its standard policy on background checks, the College requires that all employees (full and part-time), all student volunteers, and any other individual working in programs involving unaccompanied Minors, undergo a criminal history and background investigation, and be checked against a national sex offender registry on an annual basis in accordance with the Protection of Minors policy and as outlined below by Program type.

#### I. For Programs Involving Unaccompanied Minors

**Step 1:** Program Organizer shall check names of adult applicants against the national sex offender registry via the National Sex Offender Registry Public Website. [Click here](#) for steps on conducting a search on the website.

- An individual cannot become an Authorized Adult if listed on the registry.
- If an individual is listed on the registry, inform the individual that they cannot volunteer for this Program.

**Step 2:** Program Organizer will complete the program registration form which will route eligible individuals to Systems Office.

**Step 3:** Systems Office will review registration form and file the data for periodic audits of Programs. Systems Office will route to campus HR for background checks.

**Step 4:** HR will log on to Hire Right and follow [these steps](#).

**Step 5:** The adult volunteer follows the instructions they receive from HireRight to log on and complete the background check verification forms.

**Step 6:** HR evaluates background check results when they become available. See Background Check Evaluation for more information on evaluating the results.

**Step 7:** HR notifies Program Organizer of individuals eligible/ineligible to participate.

#### II. For Programs Involving Accompanied Minors

Note: No background check via HireRight is required for these programs. Only a check against the sex offender registry is required.

**Step 1:** Program Organizer shall check names of adult applicants against the national sex offender registry via the National Sex Offender Registry Public Website. Click here for steps to conducting a search on the website.

- An individual cannot become an Authorized Adult if listed on the registry.
- If an individual is listed on the registry, inform the individual that they cannot volunteer for the Program.

**Step 2:** Program Organizer shall verify that the individual has completed the appropriate training requirements.

**Step 3:** Program Organizer will complete the program registration form which will route eligible individuals to systems office.

**Step 4:** Systems Office will file the data for periodic audits of Programs.

## Procedures for Training

Training consists of a review of Working With Minors guidelines and a viewing of [Shine A Light](#), an awareness video. The College is currently using two methods for training individuals seeking Authorized Adult status, one for faculty and staff and one for all other adults. Training should be completed in accordance with the Protection of Minors Policy and as outlined below.

### A. Procedures for College Faculty and Staff

**Step 1:** Access IvyLEAD through MyIvy using your network credentials. IvyLEAD can be found on the Employee Dashboard tab of MyIvy.

**Step 2:** Click on IvyLEAD and you should arrive on the screen that says “My Learning”.

**Step 3:** At the of the “My Learning” screen, click on Learning Library.

**Step 4:** Type “Working With Minors” in the search field of the Learning Library page.

**Step 5:** Locate the course and click “Start” to register for and begin the course.

**Step 6:** After you have successfully completed the course, click “Complete” to advance to the next screen.

**Step 7:** On the Completion screen, click “Back to My Learning”.

**Step 8:** Send the completion certificate to your program organizer per their instructions. Complete this step for each covered program you participate in until you are due for recertification.

### B. Procedures for All Other Adults

**Step 1:** Program Organizer emails the Working With Minors guidelines via email link (<https://link.ivytech.edu/minors>) to each participant who is not a College employee.

**Note:** College employees **MUST complete the training in IvyLEAD.**

**Step 2:** Participant completes the training, electronically signs the form, and receives confirmation that the form is signed and filed.

**Step 3:** Participant sends the confirmation email to the Program Organizer by the date specified by the Program Organizer and per their instructions.

## Steps for Navigating the National Sex Offender Registry

1. Go to: <https://www.nsopw.gov/en>
2. In the right column under “National Sex Offender Quick Search”, simply type the First and Last name of the individual in the appropriate box and click Search
3. After you have authenticated your search, results will be displayed on the screen
  - If the name you searched does not return any results, the screen will say “0” records were found
4. Click on the name you searched to further authenticate that you have the correct record.
  - For common names, more than one record may appear. You may have to click on each record until you find the correct one.
  - If you still aren’t sure, contact Systems Office Risk Management for assistance.
5. You will be redirected to the local sex offender registry where the individual is required to register as a sex offender.
  - You may be required to agree to more terms and conditions before accessing the local website
6. The individual’s record will now appear on your screen
  - If you aren’t sure you have the correct record, contact Systems Office Risk Management for assistance.

## Steps for Conducting a Background Check via HireRight

1. Click “New Order”
2. Select the *Criminal Based on Social* package from the dropdown box then click Next
3. On the **Select Form Completion Options** screen, select the *Email applicant information to log on and complete background forms* option
4. Enter the first name, last name, and email address of the applicant
5. To add up to 4 more entries, click the  button for each new entry.
6. Under **Choose Message to Email Applicant** select the *Default Invitation Letter* option
7. To have a copy sent to you, check the box at the bottom of the screen
8. Click “Next” and an email invitation will be sent to the volunteer, which contains a link to the background check verification form.
9. You can track the status of this background request by going to your **Screening Manager** dashboard. The status is updated as the request form is completed and processed.

[Click here to go to where this Appendix is referenced in the policy.](#)

[Click to go to the list of Appendices.](#)

***\*Form is forthcoming\****

[Click here to go to where this Appendix is referenced in the policy.](#)

[Click to go to the list of Appendices.](#)



**IVY TECH COMMUNITY COLLEGE OF INDIANA  
VOLUNTARY ACTIVITY, EVENT OR FIELD TRIP RELEASE  
AND WAIVER OF LIABILITY**

I, \_\_\_\_\_, acknowledge that my participation in \_\_\_\_\_ (“Activity”), is *voluntary* and Ivy Tech Community College of Indiana (“Ivy Tech”) is not responsible for damages or theft to my property while participating in this activity. I further understand that I do hereby fully and irrevocably release, waive and discharge Ivy Tech, its trustees, officers, employees, volunteers, agents and assigns from any and all claims for injuries, including death, to myself or other persons and from any and all claims for damages to my or other persons’ property, arising out of or in any way relating to my participation in said Activity. It is acknowledged and understood that I am responsible for the cost of any and all medical and health services I may require as a result of such participation. It is also acknowledged and understood that Ivy Tech disclaims any responsibility for students and others who travel to said Activity in vehicles not owned, leased, hired, rented or borrowed vehicles by Ivy Tech, and I hereby assume all risks associated with driving myself and/or others, or being driven by others, to or from said Activity. Further, I hereby agree to indemnify and at Ivy Tech’s request, defend and save harmless, Ivy Tech, its trustees, officers, employees, volunteers, agents and assigns from and against any loss, damages, costs, claims or expenses arising from any actual or claimed death or injury to any person or actual or claimed damage to property, whether owned by me, Ivy Tech, or third parties, including loss of use, that actually or allegedly results from my conduct, by act or omission, relating to my participation in said Event.

In connection with my participation, I grant permission to Ivy Tech and its agents and employees the irrevocable and unrestricted right to reproduce the photographs and/or video images and/or interviews taken of me for the purpose of publication, promotion, illustration, advertising, or trade, in any manner or in any medium. I hereby release Ivy Tech and its legal representatives for all claims and liability relating to said images and/or interviews. I will make no monetary or other claim against Ivy Tech for the use of the photograph(s)/video and/or interviews.

**I HAVE READ AND I UNDERSTAND THIS RELEASE AND AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Printed  
Name: \_\_\_\_\_

***If the Participant is under 18 years of age, the parent or guardian in consideration of this request accepts the above terms and grants permission for participation.***

Signature of Parent/Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_ Printed  
Name: \_\_\_\_\_

[Click here to go to where this Appendix is referenced in the policy.](#)

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## Ivy Tech Photography Guidelines & Best Practices

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The following guidelines and best practices are suggested when using photographs of individuals in your promotional materials and media. It is important to consider when a Photo Release form from the photograph's subjects/models is required before the photograph is published or otherwise made publicly available.

### **When a Release is Not Typically Required**

A release is generally not required if students or others are:

- photographed in a public space or at public events, including campus events. These types of photographs are often considered "campus scene" photos.
- invited to attend a group activity/event and chose to participate of their own free will.
- the photograph is taken in a non-public environment and the primary focus is not recognizable, such as when a silhouette, posterior/dorsal view, or out of focus shot is taken.
- Ivy Tech faculty or staff.

### **When a Release is Typically Required**

A release is generally required if students or others are:

- the primary focus of a photograph taken in a non-public space, are recognizable, and have been recruited specifically to serve as subjects/models.
- Minors (anyone under age 18). It is very important to obtain a Photo Release form.
- current students, clearly identifiable and who are the main focus of the photo, and in a location for a specific purpose other than being photographed.

### **Best Practices**

- Advise guests that photos may be shared through the College's media outlets (e.g. Facebook or Instagram) with signage. For example, a sign may read "Event photographs may be shared in promotional materials, media or advertising. Follow us on [insert media outlet] to view event images."
- If an individual asks not to be in a photograph, respect his or her wishes.
- If an individual's image is shared and subsequently that individual requests his/her photograph be removed from a social media outlet, please do so as a courtesy.
- Be very sensitive when using photos including minors. Aim for a broader image where the focus is not directly on the child and where he/she is not recognizable. If an image is to be used featuring a minor, please obtain a Photo Release form.
- A Photo Release has been embedded in the generic release and waiver of liability.

## Photo Release Form

*(To be completed and signed by the model or his/her guardian)*

I grant permission to Ivy Tech Community College of Indiana ("Ivy Tech") and its agents and employees the irrevocable and unrestricted right to reproduce the photographs and/or video images and/or interviews taken of me for the purpose of publication, promotion, illustration, advertising, or trade, in any manner or in any medium. I hereby release Ivy Tech and its legal representatives for all claims and liability relating to said images and/or interviews. I will make no monetary or other claim against Ivy Tech for the use of the photograph(s)/video and/or interviews.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Relation to subject (if subject is a minor): \_\_\_\_\_

Address: \_\_\_\_\_

[Click here to go to where this Appendix is referenced in the policy.](#)

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