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# TRAINING MANUAL FOR AUTHORIZED ADULTS SUPERVISING MINOR CHILDREN

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A SUPPLEMENT TO THE POLICY AND GUIDELINES  
FOR THE PROTECTION OF MINORS



Form # OPS.M.2015.203

Revised 08.26.2024

Teachers College (“the College,” “TC”) is committed to ensuring a safe and secure campus environment for all students, faculty, staff, and guests. The *Teachers College Policy and Guidelines for the Protection of Minors* (“the Policy”), and the information contained in this training manual are designed specifically for the proper supervision of minor children when they are on campus and during College sponsored or co-sponsored programs on or off campus, including authorized online programs.

This training manual and associated video are provided as a supplement to the Policy and serve to meet the orientation/training requirements for persons designated as Authorized Adults as defined on page 2 of the Policy. This manual provides specific knowledge requirements for Authorized Adults supervising minor children.

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#### AUTHORIZED ADULTS

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An Authorized Adult is an adult, 21 years of age or older, who is authorized, pursuant to the Policy, to supervise, or otherwise have direct contact with minors participating in an on-campus program. As noted in the Policy, all College students, employees, independent contractors, volunteers, and representatives of third party Non-College Sponsored Programs, acting as Authorized Adults, must be in compliance with the provisions of the Policy. Adults proposed by a program to serve as Authorized Adult must meet the Authorized Adult training requirements, have successfully completed the Authorized Adult background check, and maintain compliance with the requirements of the Policy.

Although a parent or legal guardian may supervise their own minor children and their guests who are minors while visiting the campus or using campus facilities, a parent or legal guardian may not act as an Authorized Adult in a program (including one in which his or her child participates) unless they have been so designated by the program, have met the Authorized Adult training requirements, have successfully completed the Authorized Adult background check are in compliance with the requirements of the Policy.

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#### SUPERVISION AND SAFETY

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The safety and care of minors on campus is the highest priority of any College program hosting minors. All Authorized Adults are responsible for:

- Protecting each minor from any unreasonable risk to his or her safety including physical or sexual abuse or any public health hazard;
- Ensuring that each minor is under the immediate visual observation of an Authorized Adult at all times;
- Ensuring each minor’s whereabouts and accounting for them at all times;
- Ensuring the supervision ratios illustrated in the Policy are adhered to at all times, unless a specific waiver has been approved by the Office of Public Safety.

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#### PRESENCE OF MINORS ON CAMPUS

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The College reserves the right to condition, restrict, or deny access to College facilities by minors at its discretion. All minors, including those participating in programs, shall be subject to all College regulations while on campus, and may be asked to leave the campus if unable or unwilling to comply.

Minors under the age of 16 must be supervised by an adult at all times while on campus. Minors 16 years of age or older may enter campus and be on campus on their own without direct adult supervision.

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#### PRESENCE OF MINORS DURING ONLINE ACTIVITIES & VIRTUAL PROGRAMS

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If the TC employee is providing children with online or distant learning experience then, in addition to the aforementioned code of conduct, the employee or consultant must also comply with the following:

- All programs must use Zoom as their platform.
- All online programs, events and activities must meet the same requirements as a sponsored registered program or a co-sponsored program/event. This includes the training and background requirements set forth in the policy. (See pages 10 -12, 15, and 17 for details).
- Engaging in communication with minors online is prohibited, except and unless there is an educational or programmatic purpose, and the content of the communication is consistent with the mission of the program.
- Communicating via a social network application or website is never permitted. There should be no private direct messaging, chatting, or personal emails between a minor and a program staff member. Group messages/posts are acceptable, so long as they can be viewed by all participants.
- Retain copies of all email-communications with minors. All email communication must be for program purposes only, and must include copying the participant's parent or legal guardian.
- Ensure there will always be 2 or more authorized adults in each online session with minors, including individual sessions and breakout room if utilized.
- Use of websites or other mediums that specifically delete communication records or other engagement records is prohibited.
- Assume responsibility for safeguarding the privacy and security and work with TCIT to ensure that all software or platforms and their respective privacy and security protocols are vetted and followed. You must ensure safety and privacy by:
  - Restricting unauthorized access/hacking; and
  - Restricting unauthorized disclosure, use and dissemination of personal information regarding minors.
- Ensure compliance with Children's Online Privacy Protection Act.
- Ensure services are provided to students with disability in compliance with Americans with Disability Act (ADA) and Section 504.
- Ensure compliance with copyright rules and mitigate the risk of infringement by:
  - Limit the use of works to an amount and time comparable to what would be displayed or performed in a live, physical classroom;
  - Limit access to the copyright works to students enrolled in the course, and take reasonable measures to prevent downstream copying, or retention of the works by students for longer than a class session;
  - Notify students that the works may be protected by copyright;
  - Avoid using works sold or licensed for distance learning (without paying for those materials); and
  - Avoid using pirated or illegally copied works.
- Ensure that protection measures are in place to block or filter internet access to content that is obscene, pornography or otherwise harmful to minors.

- When using video conferencing apps, ensure both staff and youth are aware of their background surroundings and personal appearance or attire in order to maintain professionalism and privacy.
- Educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Engage with parents about safety during online programs /events

- Educate parents about technology being used.
- Suggest parents/guardians be present in the room with the minors during online engagement.
- Reiterate the parent/guardian are responsible for monitoring their child's time online and that the program staff are not responsible for monitoring these online activities.
- Obtain parental permissions for all online activities/ programs.

Reporting Concerns

The procedures for reporting abuse or maltreatment remain the same for online programs.

Disability Accommodations

Participants who need to request disability accommodations should contact their program administrator or the Office of Access and Services For Individuals with Disabilities at Teachers College Phone (212) 678-3769.

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## ACCESS CONTROL

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### AUTHORIZED ADULTS

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Full time and/or part time Authorized Adults who are students, faculty, or staff of the College must present and swipe their TC ID card upon entry to campus and upon entry to any secure areas assigned to their program.

All other adults (staff, interns, volunteers) designated as Authorized Adults for a program, and who are not students, faculty, or staff of Teachers College, must check in at the Zankel Public Safety Desk upon arrival to campus, present a government issued photo identification, and receive a TC Visitor Pass, each day they are volunteering on campus. Volunteers who are working in a program for an extended period of time may, upon request of the program director and approval by the Office of Public Safety, receive an "extended" TC Visitor Pass valid for an extended period of time up to a maximum of one academic semester, or receive a TC ID card with general access privileges.

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### MINOR ATTENDEES

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Minors under the age of 16, who are attending a College Sponsored Program, must be met at the Zankel Building Public Safety Desk (the main entrance to campus at 525 West 120<sup>th</sup> Street) by an Authorized Adult of the program, signed in, and escorted to and from the Zankel Building Public Safety Desk and the program location.

Minors over the age of 16, who are attending a College Sponsored Program, must sign in at the Zankel Building Public Safety Desk, and if applicable to his/her program present a program identification card

issued by the program in a design, format and color that has been approved by the Office of Public Safety. Minors 16 years of age or older may enter campus and be on campus on their own without direct adult supervision.

Upon request of a program director, provisions may be made to expedite the sign-in procedures for large groups of minor attendees, adults, and Authorized Adults. Such a provision shall require an attendance roster from the sponsoring program.

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#### PARENTS AND GUARDIANS OF MINOR ATTENDEES

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Parents and guardians of minor attendees of a College Sponsored Program must sign in at the Zankel Public Safety Desk upon arrival to campus, present government issued photo identification (driver's license, state ID card, NYC ID card, passport), and receive a TC Visitor Pass, each day they are on campus. Parents and guardians who regularly visit the College to drop off and pick up minor attendees of a program may receive a program identification card issued by the program in a design, format and color that has been approved by the Office of Public Safety. A program identification card may be presented at a Public Safety Desk in lieu of a TC ID card or TC Visitor Pass to gain entry to the campus. The Office of Public Safety provides programs with requirements and formats for parent and guardian identification cards.

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#### AVAILABLE ENTRANCES TO CAMPUS

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Program attendees, volunteers, parents and guardians must use the Zankel Building entrance to campus. The Thorndike Hall driveway entrance may be available for select programs with special needs and pre-approval of the Office of Public Safety. The Whittier Hall entrance and the Grace Dodge Hall entrance may not be used for programs. The Broadway entrance to Horace Mann Hall and the Cowin Center may be available for special events and select programs.

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#### MEDICAL EMERGENCIES

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- Phone extension 3333 from any on-campus phone, 212.678.3333 from a cell phone or off-campus phone, or 911 from any phone. Upon notification of a medical emergency at your location members of the TC Office of Public Safety will respond and will facilitate the response of emergency medical services (EMS or CAVA). Public Safety staff are trained and certified in First Aid and CPR. AED devices are strategically located throughout campus.
- When phoning about a medical emergency please provide the following information:
  - Location – please be as specific as possible;
  - The type of injury, extent of injury, or illness if known, e.g. bleeding, choking, unconscious, etc.;
  - Your name and a call-back phone number. Remain on the phone for directions or requests for additional information.
- Remain calm
- Do not move the injured person unless there is a threat of additional injury.
- If properly trained to do so, provide first aid to maintain an open airway or to stop bleeding.

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#### HOSPITAL EMERGENCY CARE

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- Mt. Sinai Morningside Hospital Emergency Room

- Emergency Room Entrance: 443 W. 113 St., New York, NY 10025
- General Emergency Room Numbers: 212-523-4000 or 212-857-9990

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#### MEDICAL EMERGENCY PLAN

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All Programs shall develop a Medical Emergency Plan which should include in part:

- Authorization from all minor attendees' parents/legal guardians to permit transportation of program participants via Emergency Medical Services (CU CAVA or 911 EMS) to local hospitals as deemed necessary;
- Authorization for emergency medical treatment in the event the parents/legal guardians or their designated emergency contact are not available;
- Disclosure of any allergies or other medical condition or physical limitation that might impact participation in the program;
- Authorization for, and written procedures for, the administration of medication to minors participating in the program if requested to administer medication by a parent or legal guardian and if the program is such that the administration of medication is permissible under the program's policies and guidelines, and if applicable, the program compliance obligations. If administration of medication is applicable to the program, the procedures for the administration of medication shall be established with the guidance of health professionals (CU Health Services, Mt. Sinai Hospital, etc.).

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#### FIRE OR SMOKE ON CAMPUS

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- Activate the nearest fire alarm pull station.
- Phone the Office of Public Safety at extension 3333 from an on-campus phone, or at 212.678.3333 from a cell phone, and/or call 911 to report the location of smoke or fire as soon as practical but do not delay your evacuation to do so. You may make that phone report after you are out and in a safe area.
- Remain calm. Remember your primary responsibility is the safety of the minors in your care, and their safe evacuation to the designated assembly area for your program.
- If time permits, and you can do so safely, close all doors and windows in the vicinity of a fire.
- If the fire is small, and if you have had training, use the proper type of fire extinguisher to control and extinguish the fire. Do this only after the evacuation has started and the Office of Public Safety has been notified (by activating the fire alarm or by calling ext. 3333). If you decide to use the fire extinguisher, place yourself between the fire and your exit from the area. If you have any doubt about your ability to fight the fire, exit immediately.
- Go to the nearest exit and evacuate the building.
- Use stairways. Do not use elevators.
- Pay attention to directions that may be provided by Fire Safety Directors via the public address system.
- Assist and guide minors out of the building. Conduct a count once at your program assembly area or in another safe area, account for all. Immediately notify the Office of Public Safety if any minor(s) is not accounted for.
- If it is safe for you to assist persons with disabilities or special needs, do so. If you are unable to assist, notify emergency responders of the location and number of disabled or special needs persons located in your area.

- If trapped in a building remain calm, notify 911 and the Office of Public Safety of your name and contact phone and location. Open a window and hang a piece of clothing outside to mark your whereabouts for rescue workers. Stay near the floor where visibility will be better and the air will be less toxic. Periodically call out loudly for help so rescuer workers can locate you.
- Once outside keep streets, fire lanes, hydrant areas, entrances, and walkways clear for emergency vehicles and responders.
- Do not re-enter the building until authorized to do so by Office of Public Safety staff.

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#### HEAD COUNT

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Two designated Authorized Adults in each program shall take head counts at the following times:

- Before departing from the classroom or any other (non-classroom) group location;
- Upon arriving at the classroom or any other group location;
- Non-classroom group locations include but may not be limited to special event venues, local parks, elevator, bathroom, dining room, assembly areas and courtyards;
- While en-route to an off campus location;
- At regular intervals in the program/classroom throughout the day.

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#### MOVEMENT ON CAMPUS - ESCORTING MINORS UNDER THE AGE OF 16

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No minor under the age of 16 is ever allowed out of sight of an Authorized Adult. Each minor under the age of 16 is escorted everywhere either individually or with his or her group.

Avoid walking with groups of minors along the walls of hallways. Some office and restroom doors on campus swing out into hallways. Walk in the middle of corridors and hallways.

When traveling through campus conduct a count of minors before leaving the program location. Additional counts should be conducted at regular intervals while outdoors and before returning to the program location. A final count should be done upon returning to the program location.

Utilize a buddy system whenever leaving campus.

When traveling through campus headcounts shall be taken as described above in “Head Count”.

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#### POTENTIAL HIGH RISK AREAS

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Minors are permitted in the areas of the host program (classrooms, offices, and activity rooms), general use areas, and public spaces, with an Authorized Adult if under 16 years of age, or without an Authorized Adult if 16 years of age or older, but all minors are prohibited from the high risk areas of:

- Facilities mechanical rooms, boiler rooms, trade shops, food preparation areas, shops, studios, exercise rooms, computer rooms, and construction sites (unless associated with a program activity);
- Any area of the College containing power tools or machinery with exposed parts;
- Rooftops, driveways, parking lots, loading docks, playing in or on stairways (external or internal), or playing adjacent to unlocked swinging doorways (external or internal);
- Offices or classrooms not specifically assigned to the minor’s program.



Minors under the age of 12 shall be escorted as a group to and from the restroom by an Authorized Adult(s). The Authorized Adult(s) must ensure that the restroom is empty, clear of any other adults, prior to allowing the minors to use the room. **The Authorized Adult(s) shall wait in the open doorway of the restroom, keeping the door open, until all the minors are ready to leave.** It is preferable, but not always possible operationally, to take a minimum of two minors to the restroom at once (as opposed to only one minor), and/or to have two Authorized Adults present. Minors shall not be sent back to the classroom/program location unescorted.

- Minors must be escorted to bathrooms by an Authorized Adult. Be cognizant of doors opening into hallways and try to utilize the center of the hallways for walking.
- Ensure that a bathroom is clear of all adults before allowing a minor to enter. The Authorized adult shall wait in the doorway of the bathroom, with the door propped open.

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#### LOST CHILD PLAN

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If a minor is separated from the group the following plan shall be activated immediately:

- All minors shall be assembled in a secure place under the supervision of an Authorized Adult. Attendance will be taken.
- At the same time the minors are being assembled, another Authorized Adult shall immediately **notify the Office of Public Safety** by phoning 3333 from any on-campus phone or (212) 678-3333 and/or 911 for Emergency Services from any cell phone or off-campus phone. Notify 911 Immediately if off campus. Clearly state the name(s) of the missing minor(s), description of clothing worn and the exact location of the assembled group.
- The Office of Public Safety shall initiate and coordinate a search, close the campus if appropriate, and notify the New York City Police Department if appropriate.
- The program director shall notify the parents of the incident.
- If the minor is not immediately located, the program director shall provide the name and contact information of the parents or guardians to the Office of Public Safety.

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#### EMERGENCY NOTIFICATION – TCAalert AND TCSafe

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Authorized Adults are required to participate in TCAalert, the College emergency notification system.

The Electronic Notification System called TCAalert, enables fast and efficient dissemination of information of an urgent nature, such as College closings, to our TC community. This system is not used for general announcements. Through TCAalert the College may send simultaneous alerts to registered users in minutes, primarily through text messaging.

While all members of the TC community are strongly encouraged to partner with the College by registering their cell phone number with TCAalert, registration is mandatory for any individual desiring to serve as an Authorized Adult. It may be used in conjunction with other communication methods, such as the TC Safe App, College-wide broadcast emails, online updates via the Teachers College homepage, coordinated use of public media outlets, and public address systems within most College buildings.

Individuals who cannot receive text messages may receive these notifications via voice messages. There is no charge for the TCAalert service from Teachers College.



To sign up for TCAAlert please follow the steps below or [download the TC Safe App](#).

1. From the Teachers College home page click on the link to go to the MyTC Portal.
2. Log in to the system using your UNI ID and password
3. Select "TC Services" from the menu at the top of the page
4. Then select "TC Alert" in the "Personal Information" channel
5. You may enter a phone number to receive TEXT messages OR a phone number to receive a VOICE message.
6. Press SUBMIT

TC Safe App is the official safety app of Teachers College. It is the only app that integrates TC's wellness, safety, and security systems in one common mobile dashboard. You do not need to have a university ID or UNI to download the app.

[Download the TC Safe App today](#) to ensure you're safe and prepared in the event of an emergency.

Emergency Response Guides: Campus emergency guides provide documentation that can prepare you for disasters or emergencies. This information can be accessed even when users aren't connected to Wi-Fi or cellular data.

TC and Columbia Campus Maps: Navigate around the Teachers College, Columbia University area.

Safety Notifications: Receive instant notifications and instructions from TC Public Safety when on-campus emergencies occur.

TC Support Resources: Access to student support and advocacy, OASID, reporting gender-biased and biased misconduct, facilities management, and much more.

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#### REPORTING ALLEGATIONS OF INAPPROPRIATE BEHAVIOR

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In New York, "mandated reporters" have an obligation to report abuse or mistreatment of minors, including sexual assault. ***If you are not sure whether you are a mandated reporter, assume that you are.*** In New York, mandated reporters include psychologists, social workers, therapists, mental health professionals, substance abuse and alcoholism counselors, EMTs, certain hospital personnel, registered nurses and physician assistants, school officials (including teachers, guidance counselors, psychologists, social workers, nurses, administrators and others required to hold teaching or administrative licenses or certificates), child care, foster care, residential care, day care center and social service workers, and children camps directors. A full list is at <http://www.ocfs.state.ny.us/main/publications/Pub1159.pdf>. Mandated reporters must report—or cause to be reported—suspected abuse or maltreatment when they have reasonable cause to suspect that a child encountered in their professional capacity is abused or maltreated or when they have reasonable cause to suspect that a child is abused or maltreated because a parent, guardian, or other legally responsible person encountered in their professional capacity states from personal knowledge facts, conditions or circumstances which, if correct, would mean that the child is abused or maltreated.

Any member of the Columbia University ("University") community may report a concern if they have reasonable suspicion that a child has been abused or maltreated. The report may be made to the TC Office of Public Safety, to the New York City Police Department, or to the TC General Counsel. It is the policy of the University that no individual making a good faith report of suspected abuse or neglect will be retaliated against in the terms and conditions of employment or educational program.

Each adult applying for designation as an Authorized Adult in a program hosting minors on campus is required to complete the New York State Mandated Reporter self-directed on-line training module, at <http://nysmandatedreporter.org/TrainingCourses.aspx> or any other training approved by the Office of Public Safety as meeting the New York State Education Department mandatory requirements for Training in Child Abuse Identification and Reporting. A certificate of completion must be provided to the Office of Public Safety.

**UPON COMPLETION OF THE TRAINING MANUAL, PLEASE DETACH AND FILL OUT THIS FORM AND SUBMIT IT TO THE OFFICE OF PUBLIC SAFETY.**

As an applicant for designation as an Authorized Adult in a program hosting minors on campus, my signature below certifies that:

- ☐ I have received, read, and understand this Teachers College *Training Manual for Authorized Adults Supervising Minor Children on Campus*.
- ☐ I have received, read, understand, and shall comply with the Teachers College *Policy and Guidelines for the Supervision of Minor Children on Campus*.
- ☐ I have completed the New York State Mandated Reporter self-directed on-line training module, at <http://nysmandatedreporter.org/TrainingCourses.aspx> or any other training approved by the Office of Public Safety as meeting the New York State Education Department mandatory requirements for Training in Child Abuse Identification and Reporting.

Name (please print): \_\_\_\_\_

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

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

Program/Department \_\_\_\_\_

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**For Office of Public Safety use only:**

Received: \_\_\_\_\_

Background cleared: \_\_\_\_\_

AA Roster: \_\_\_\_\_

Comments: \_\_\_\_\_