

Department of Art and Design Education

Child Protection Policy

Overview: The Department of Art and Design Education (ADE) laboratory school, Saturday Art School (SAS), takes place in the fall and spring semesters on the Brooklyn campus and each semester typically involves between 10 and 25 student teachers, 2-5 faculty, and 2-5 work-study students or staff hired by the department. In an academic year, approximately 400 children ages 6-18 attend ADE SAS classes held in studios and classrooms across campus.

Saturday Art School is registered annually with Pratt Institute Campus Safety by the Center K-12.

Child Protection Policy: This is the Child Protection Policy for the Department of Art and Design Education's laboratory school, Saturday Art School.

Definitions:

"student-teacher" - a UG or G "matriculated student" taking the class ADE 405/406/621/621b Saturday Art School for credit as part of their degree program or minor in a class taught by faculty.

"minors" - children between the ages of 6 and 18 years old.

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A. Measures to prevent abuse of minors:

1. All persons must make all reasonable efforts to remove minors from dangerous or potentially dangerous situations, irrespective of any other limitation or requirement.
2. Authorized adults (faculty, matriculated students, staff, graduate assistants, and work study students) participating in programs and activities covered by this policy must not:
 - Be alone with a minor: when feasible, there should be two or more authorized adults present during activities involving minors.
 - Engage in abusive conduct of any kind toward, or in the presence of, a minor.
 - Strike, hit, administer corporal punishment to, or touch inappropriately or illegally any minor.
 - Pick up minors from or drop off minors at any location except as specifically instructed by Saturday Art School staff who have been authorized in advance and in writing by the minor's parent or legal guardian.
 - Provide prescription drugs, alcohol, or illegal drugs to any minor.
 - Expose minors to sexually explicit materials, such as pornography.
 - Have any type of dating relationship between an authorized adult and a program participant.
5. This policy recognizes the continued and evolving reliance on emerging technologies (such as email, text messaging, social media, etc.) and the interaction between those media and programs such as

Saturday Art School. This policy also includes the following limitations regarding electronic communications with minors.

- Direct communication between minors and authorized adults is prohibited, except in time-sensitive emergencies and with prior approval (for example, to cancel a scheduled event).
- If there is a legitimate reason for communication, contact should only be via Pratt email. It must involve a third party (for example, a second authorized adult such as faculty and/or the minor's parent/guardian) as part of the conversation when/if electronic communications are occurring with minors.
- Private electronic communication between authorized adults and minors, including the use of personal social networking websites such as Facebook, Instagram, Twitter, Snapchat, and instant messaging and texting, is prohibited. Authorized adults should not "friend," "follow," etc., minors on social networking sites, communicate via internet chat rooms, send personal emails or text messages, or share personal or intimate information with minors.

6. All authorized adults participating in a program covered by this policy are required to read the **Student Teaching in Saturday Art School Handbook** (or the **Saturday Art School Faculty and Staff Handbook**) and the **ADE Saturday Art School Emergency Operational Plan** and to acknowledge in writing that they have understood the requirements on protecting participants from abusive emotional and physical treatment, and on appropriate or required reporting of incidents of improper conduct.

7. In the event of an allegation of "inappropriate conduct is/has been made against a matriculated student, ADE faculty member, or staff, the individual shall be restricted from any further participation in the program until such allegation has been satisfactorily resolved through investigation by appropriate Institute personnel. It is the responsibility of the Chair of Art and Design Education to report all allegations to Campus Safety immediately. The Chair of Art and Design Education shall not investigate any reported allegations and shall take reasonable steps to ensure evidence is preserved until Campus Safety officials arrive.

Pratt Institute employees who violate this policy may be subject to disciplinary action, up to and including termination of employment.

B. Measures to maintain adequate supervision of minors:

1. Whenever feasible, all activities involving minors should be supervised by at least two authorized adults or by the minor's parent(s) or legal guardian(s) at all times. Some factors to consider when determining "adequate supervision" include the number and ages of participants, as well as the activity(ies) involved.

2. The program, event, or activity host shall adopt a parent/guardian permission slip or consent form that includes the following:

- Information about the youth participant and activity;
- Parental permission and release of liability;
- Medical emergency authorization and health information;
- Designated person(s) authorized to pick up the participant at the conclusion of the program;
- Youth program code of conduct; and
- Media policy and photo release authorization.

Center K-12 establishes and operationalizes the items below for the children registered for the ADE laboratory school, Saturday Art School:

- Information about the youth participant and activity;
- Parental permission and release of liability;

- Medical emergency authorization and health information;
- Designated person(s) authorized to pick up the participant at the conclusion of the program;
- Youth program code of conduct; and
- Media policy and photo release authorization.

3. Students who are at least 18 years old and are participating in the program as either employees or volunteers are considered authorized adults and may supervise minor participants, subject to the same background checks, reporting obligations, and minimum standard of conduct provided herein.

C. Measures to Address Medical and Emergency Situations Involving Minors:

1. Authorization of and Access to Emergency Medical Services

- An authorization for medical treatment, release of medical information (Health Insurance Portability and Accountability Act (HIPAA)), emergency treatment, and general medical liability waiver form must be completed by the parent or guardian of each participant.

Center K-12 solicits the authorization for medical treatment, release of medical information (Health Insurance Portability and Accountability Act (HIPAA)), emergency treatment, and general medical liability waiver form completed by the parent or guardian of each participant.

- Matriculated students must immediately notify faculty of a medical emergency. In case of emergency, faculty will call 9-1-1. The faculty will also notify the Center K-12 office and public safety.
- Programs must arrange for access to emergency medical services at all locations. Medical care appropriate to the nature of the events, expected attendance, and other variables should be considered. Consultation may be obtained from Campus Safety, Risk Management, or Health Services. In case of emergency, individuals must call 9-1-1.

Center K-12 arranges for access to emergency medical services (as required).

2. Notification of parents in an emergency

Programs must maintain safeguards and precautions appropriate for the youth in their care and have a plan in place for a natural disaster, active threat, or other emergency. The program will have a written plan that Campus Safety approves.

Refer to: [ADE Saturday Art School Emergency Operational Plan](#)

Programs should establish a procedure for notifying the minor's parent/legal guardian in the event of an

emergency, including medical or behavioral problems, natural disasters, an active threat, or other significant program disruptions.

The Center K-12 establishes procedures for communicating with the minor's parent/legal guardian, including emergency notifications for medical or behavioral problems, natural disasters, active threats, or other significant program disruptions. Faculty in the Department of Art and Design Education communicate with parents/guardians and supervise communication only about children's learning.