

Adult/Mentor Code of Conduct

Dear Adult/Mentor:

On June 27, 2012, Johns Hopkins University introduced its Policy on the Safety of Children in University Programs. As part of this policy, Johns Hopkins University is requiring every adult/mentor (18 years old and above) involved in an approved program to sign this form. To review the full Policy please visit: http://webapps.jhu.edu/jhuniverse/administration/minutes_policies_reports/policies/child_safety/.

Maryland Law Reporting Requirements

When is reporting of child abuse or neglect mandatory?

If you have a **reason to believe that a child has been subjected to abuse or neglect**, you **must** make a report as provided herein if the:

- The abuse or neglect allegedly occurred in Maryland,
- Child lives in Maryland (regardless of where the abuse or neglect allegedly occurred), or
- The abuse or neglect allegedly occurred outside of Maryland and the victim is currently a child who lives outside of Maryland.

When and where do I make my reports?

If you are a **professional employee of the University, or a health practitioner, human service worker, or police officer, acting in your professional capacity (collectively, "professional employees")**, you must make the following reports within 48 hours after the contact, examination, attention, or treatment that caused you to believe that the child has been subjected to abuse or neglect (Note: This includes graduate students):

1. An **oral report**, by telephone or direct communication to either:
 - the appropriate State, county, or municipal police department, bureau, or agency, sheriff's office, State's Attorney's office, or the Attorney General's office, or
 - the city or county Department of Social Services Child Protective Services where the child resides or the abuse or neglect allegedly occurred, or
 - if neither location is known, the Baltimore City Department of Social Services.

Contact information for the local Departments of Social Services Child Protective Services is available at <http://dhr.maryland.gov/cps/address.php>.

2. A **written report** to the appropriate local Department of Social Services Child Protective Services as specified in (1) above.
3. A **copy of the written report** to the local State's Attorney's office (unless the abuse or neglect allegedly occurred outside of Maryland and the victim is currently a child who lives outside Maryland).
4. The University Policy on the Safety of Children in University Programs requires the University Office of the General Counsel to be promptly notified of any governmental report made, subject to the limited exceptions for clinical faculty and staff who are obligated to report under established clinical procedures. **If you are acting as an employee of the University**, you must not only immediately notify, but must also provide a copy of your report to, the University Office of the General Counsel (Office of the Vice President and General Counsel, Johns Hopkins University, 3400 N. Charles Street, Garland 113, Baltimore, MD 21218-2688, (410) 516-8128, (410) 516-5448 – Fax.

If you are not a professional employee, you must file **either an oral or written report** under (1) or (2) above within 48 hours after the contact, examination, attention, or treatment that caused you to believe that the child has been subjected to abuse or neglect. If you are not a professional employee, you need not make a report in instances where making the report would violate any constitutional right to assistance of counsel, any privilege relating to attorney-client communications, or any privilege relating to communications made to a minister, clergyman or priest who is bound to maintain confidentiality of these communications under canon law, church doctrine, or practice.

You must report suspected child abuse or neglect even when the abuse or neglect occurred in the past and the alleged victim is an adult or the person suspected of child abuse or neglect is believed to be deceased when the incident comes to light.

What should I include in my report?

A report must include as far as is reasonably possible all of the following information:

- Name, age, and home address of the child.
- Name and home address of the child's parent or other person who is responsible for the child's care.
- Present location of the child.
- Nature and extent of the suspected abuse or neglect of the child, including any evidence or information available to you concerning possible previous instances of abuse or neglect.
- Information that would help to determine the cause of the suspected abuse or neglect.
- Information that would help to determine the *identity* of any person suspected to be responsible for the abuse or neglect.

For information on other jurisdiction-specific legal reporting requirements, please visit http://www.childwelfare.gov/systemwide/laws_policies/state/index.cfm?event=stateStatutes.showSearchForm and http://www.childwelfare.gov/pubs/reslist/rl_dsp.cfm?rs_id=5&rate_chno=W-00082.

Questions regarding reporting obligations or the circumstances under which a report is required may be addressed to the University Office of the General Counsel. The University also maintains a hotline for persons to notify (anonymously, if they prefer) the University about suspected abuse or neglect of a child, including sexual abuse or misconduct, and to direct questions regarding reporting obligations (1-877-WE COMPLY or 1-877-932-6675). See http://hrnt.jhu.edu/policies/compliance_line.cfm for more information.

I understand the required reporting procedures described above if I have a reason to believe that a child has been subjected to abuse or neglect.

Adult/Mentor Name (please print): _____

Signature: _____

Date: _____