

Dear Colleagues,

Please review this information if you or your staff intend to interact with minors (children under the age of 18) in any capacity on campus this year.

Harvard University is committed to providing a safe environment for everyone on its campuses and in its programs. This includes the thousands of minors who participate in programs and activities both on and off campus. Members of the Harvard community who interact with minors in any official capacity are expected to foster and maintain an appropriate and secure environment for minors.

The [Safety and Protection of Minors](#) policy requires that all programs, activities and internships/employment designed for minors be registered with the University, and more specifically with Human Resources as the Tub Sponsoring Office for the GSD. If you or your office conducts such a program or plans to hire any minors, please notify me as early as possible so that I can provide you with the information you need to comply. This includes any paid or unpaid internships for minors, tours, workshops, etc. It also includes programs for minors conducted by outside vendors who lease Harvard's facilities. Programs involving labs, including the Fab Labs, will require additional review by Environmental Health and Safety and must follow the [Minors in Labs Policy](#).

The policy contains four foundational elements:

1. Guidelines for interactions with minors;
2. Requirement to report any instance of suspected abuse or neglect of a minor;
3. Education for those who interact with minors and those who oversee programs for minors; and
4. Background screening for those in certain positions of responsibility for minors in University programs.

The full policy can be found at this site: <http://youthprotection.harvard.edu/policy>

Also included on this website are guidelines (<http://youthprotection.harvard.edu/guidelines>) that state the University's expectation for the conduct of those who interact with minors on the University's behalf. Stated simply, if members of the Harvard community become aware of information indicating that a minor might be the victim of abuse or neglect—on or off campus, and whether or not the situation involves a person affiliated with the University—that information should be reported to HUPD at 617-495-1212.

Our goal is to ensure that minors who come in contact with faculty, staff, researchers, students, or third parties who use our facilities are safe. In doing so, by extension, we will also protect the entire Harvard community.

Feel free to contact us any time with questions.

Best,
Sara & Lauren