

UNIVERSITY OF TENNESSEE SOUTHERN

CAMPUS POLICY IMPLEMENTING UNIVERSITY OF TENNESSEE SAFETY POLICY 575 (PROGRAMS FOR MINORS) WITH RESPECT TO PROGRAMS FOR MINORS SPONSORED BY A UNIVERSITY UNIT

OBJECTIVE:

The objective of this policy is to implement University of Tennessee System Safety Policy 575 (Programs for Minors) (“SA 575”) with respect to programs for minors sponsored by a University Unit at the University of Tennessee Southern.

POLICY:

SECTION 1. DEFINITIONS

The following terms used in this policy are defined in [University of Tennessee System Safety Policy 575](#): Covered Adult; Covered Program; Designated Official; Direct Contact; Minor/Child; Program Director; and University Unit.

SECTION 2. DESIGNATED OFFICIAL

The Director of Safety and Security shall serve as the Designated Official to ensure SA 575 is implemented on the campus of the University of Tennessee Southern.

SECTION 3. REQUIREMENTS FOR COVERED PROGRAMS SPONSORED BY A UNIVERSITY UNIT

A. Program Registration

At least thirty (30) days prior to the start of a Covered Program, the Program Director shall complete the **Programs for Minors Registration Form (FORM A)** and submit it to the Director of Safety and Security. The **Programs for Minors Registration Form** must be completed and signed by the Program Director and signed by the Department Head/Dean or Vice-Chancellor responsible for the unit that will operate the Covered Program.

Any requests for clarification as to whether a particular program or activity is subject to this policy, or a request for a waiver of any requirement of this policy, should also be sent to the Director of Safety and Security.

B. Background Checks

The Program Director shall ensure that a criminal background check has been conducted on a Covered Adult within the last four (4) years before allowing the Covered Adult to participate in a Covered Program. All Background check request forms and information

can be found on the University website and in the Office of Campus Event Services. The Director of Safety and Security will maintain a roster of individuals who are cleared to participate and the dates on which a new background check will be required.

All costs to conduct background checks will be paid by the Covered Program.

C. Training

Before allowing a Covered Adult to participate in a Covered Program, a Program Director shall ensure that, within the last two (2) years, the Covered Adult has received the online training developed by the system Office of Human Resources described in Section 4 of SA 575 on how to prevent, recognize, report, and address child abuse, except as otherwise provided in SA 575. The Director of Safety and Security and the Program Director may provide additional training to meet specific needs of the Covered Program. Training resources can be obtained from the Director of Safety and Security (931-424-2055) or the Event Coordinator at (931-363-9882).

In addition to online training, a Program Director shall require every Covered Adult to affirm in writing, using **FORM C**, that he/she has read, understands, and agrees to comply with Tennessee Law on the Mandatory Reporting of Child Abuse and Child Sexual Abuse. A Program Director shall submit the executed forms to the Director of Safety and Security, who shall retain the forms for at least two (2) years from the date of the end of the Covered Program.

D. Communications with Parents/Legal Guardians

The Program Director shall establish a procedure for the notification of a minor's parent/legal guardian in case of an emergency, including a medical problem, natural disaster, or other significant program disruption. The Program Director shall advise Covered Adults and parents/legal guardians of minors participating in the Covered Program of this procedure prior to the participation of minors in the Covered Program.

The Program Director shall provide information to parents/legal guardians detailing the manner in which their minors can be contacted during the Covered Program.

E. Transportation

Transportation of minors by a Covered Adult during a Covered Program must be approved by the Director of Safety and Security using **FORM A**. Except in exigent circumstances, or as specifically authorized in writing by the Director of Safety and Security or the minor's parent or legal guardian, a Covered Adult shall not transport a minor who is not his/her own child without another Covered Adult being present, or transport a minor who is not his/her own child using his/her personal vehicle, during the Covered Program or to/from the Covered Program.

F. Medical Treatment

1. A Covered Program shall require a parent/legal guardian of a minor to provide the Covered Program with the following forms executed by the minor's parent/legal guardian:
 - Medical Information and Medical Treatment Release and Authorization Form (**FORM B**)
 - Authorization for Self-Administration of Prescription Medication (**FORM B1**)
 - Authorization for Dispensation of Over-the-Counter Medication (**FORM B2**)
2. In connection with a Covered Program, a minor's medications may be dispensed by a Covered Adult under the following circumstances:
 - a. A Covered Adult may dispense prescription or over-the-counter medication to a minor for the minor to self-administer if the minor's parent or legal guardian has provided written authorization for the minor to self-administer the medication, using **FORM B1**. At the appropriate time for dispensation of a medication, a Covered Adult shall allow the minor to self-administer the appropriate medication dose as shown on the container.
 - b. A Covered Adult may dispense over-the-counter medication to a minor if the minor's parent or legal guardian has provided written authorization for the minor, using **FORM B2**.
 - c. The Covered Program shall keep medications in an appropriate and secure location.
 - d. The Covered Program shall maintain a record showing the date and time of each dispensation of medication and the signature of the person who dispensed medication.
 - e. Notwithstanding E.2.a. above, personal "epi" pens and inhalers may be carried by a minor during Covered Program activities if they are authorized on **FORM B1**.

G. Standards of Conduct for Covered Adults in Covered Programs Sponsored by a University Unit

1. All Covered Program activities involving minors shall be supervised by at least two (2) or more Covered Adults. There shall be no one-on-one contact between a minor and a Covered Adult unless one-on-one contact is essential to the program and has been approved in advance by the Director of Safety and Security. The term "one-on-one contact" shall mean private, unsupervised, face-to-face interaction between a minor and a Covered Adult without at least another Covered Adult, parent, or legal guardian being present.
2. There shall be no physical contact between a minor and a Covered Adult during the Covered Program unless physical contact is essential to the program and has been approved in advance by the Director of Safety and Security.
3. There shall no personal, non-programmatic related communications between a minor and a Covered Adult during the Covered Program, or after the Program has ended,

unless the minor and the Covered Adult have a relationship that existed before the Program.

4. The Program Director shall ensure that an appropriate ratio of Covered Adults to minors exists, based on the following factors:
 - a. The age of the minors participating in the Covered Program;
 - b. Whether the Covered Program involves an overnight stay; and
 - c. The nature of the activities involved in the Covered Program.
5. The Program Director shall develop and make available standards of conduct applicable to Covered Adults. The rules contained in **FORM D** are mandatory standards of conduct for Covered Adults in all Covered Programs. The Program Director may develop additional standards of conduct that do not conflict with the rules in **FORM D**.

H. Procedures for Covered Programs Sponsored by a University Unit with Overnight Stays

1. A Covered Program shall develop and make available to minors the rules and disciplinary procedures applicable to the Covered Program and establish and communicate an age-appropriate curfew for participating minors.
2. All Covered Adults in a Covered Program with an overnight stay must wear an easily visible form of identification indicating his/her association with the Covered Program.
3. Prohibitions on the following must be included in the rules for minors participating in a Covered Program:
 - a. The possession or use of alcohol and other drugs, fireworks, firearms, and other weapons
 - b. Violence
 - c. Hazing
 - d. Harassment in violation of the University's anti-discrimination policy
 - e. Bullying, including verbal, physical, and cyber bullying
 - f. Theft
 - g. Use of tobacco products
 - h. Misuse of, or damage to, University property
 - i. Operation of a motor vehicle
 - j. Inappropriate use of cameras or other imaging devices, including but not limited to the use of such devices in showers, restrooms, or other areas in which someone has a reasonable expectation of privacy

- k. Viewing pornography during the Covered Program, or making any form of pornography available to another minor participating in the Covered Program or assist another minor in any way in gaining access to any form of pornography
- l. In-room visitation of minors of the opposite gender participating in the Covered Program.
- m. In-room visitation by guests of minors participating in the Covered Program (visitation by guests of minors shall be restricted to visitation in the building lobby and/or floor lounges, and only during approved hours specified by the Covered Program)
- n. Leaving University property during a Covered Program without the approval of the Program Director or his/her designee

SECTION 4. SANCTIONS FOR FAILING TO COMPLY WITH THIS POLICY

A Covered Program in violation of this policy may be denied permission to continue operation in connection with UTS. Any violations of this policy by an individual will be handled in accordance with other applicable University policies and procedures, which for University employees may include disciplinary action up to and including termination of employment. In addition, a person who fails to comply with Tennessee laws on mandatory reporting of child abuse and child sexual abuse can face criminal prosecution.

SECTION 5. EXCEPTIONS

Exceptions to this policy may be granted by the Director of Safety and Security, following consultation with the UTS Human Resources Officer and the Office of the General Counsel.

Forms Section for Reference:

- Programs for Minors Registration Form (FORM A)
- Medical Information and Medical Treatment Release and Authorization Form (FORM B)
- Authorization for Self-Administration of Prescription Medication (FORM B1)
- Authorization for Dispensation of Over-the-Counter Medication (FORM B2)
- Tennessee Law on Mandatory Reporting of Child Abuse and Child Sexual Abuse Acknowledgement (FORM C)
- Standards of Conduct for Covered Adults (FORM D)
- Release, Hold Harmless and Indemnification Agreement (FORM E)
- Third Party License for Use of University Property for Program Involving Minors (Form E1)