

GUIDELINES FOR COMPLIANCE WITH THE MINORS ON CAMPUS POLICY

Please follow the steps below regarding programs that involve minors on campus. These actions should be taken by the Program Director.

Deadline for Submission

All actions should be completed 30 days prior to the start date of the program. All information should be sent to:

Anesha Jones

Designated Official for Minors on Campus
The University of Tennessee Health Science Center
Human Resources Department
910 Madison Avenue, Ste. WP012
hrbgchck@uthsc.edu | 901.448.2574

1. Complete the forms and return them to the campus Designated Official:

- a. Program Registration
- b. Indemnification and Hold Harmless Agreement. This form is only required for organizations that hold programs on UT campuses or other UT facilities.
- c. Background Check Requests (FCRA) for All Covered Adults Participating in the program

2. Ensure that all Covered Adults receive/complete:

- a. TN Law on Mandatory Reporting (Must read and sign. A copy submitted to Human Resources)
- b. Standards of Conduct for Covered Adults
- c. Child Protection Training (available online via **K@TE**; certificate of completion must be printed and submitted to Program Director and Human Resources. HR128 credit will be issued to all staff participants. For Non-UT Employees, please refer to the Child Protection Training MOC PowerPoint and roster)

3. Ensure that parents of all minors (program participants) receive:

- a. Medical Treatment and Authorization Forms. These forms must be returned to the Program Director. HR will not need copies of these forms.
- b. Standards of Conduct for Minors

4. Ensure that all program participants (covered adults and minors) complete an Occupational Risk Assessment Form (if necessary) if the program is on UTHSC property. This form should be returned to HR.

- a. The information will be evaluated by the University Health Services Department (UHS) for other types of safety risks and hazards. A member of UHS will contact the Program Director if other safety precautions are required.

HUMAN RESOURCES EMPLOYMENT AND RECORDS

910 Madison Ave, Memphis, TN 38163
hrbgchck@uthsc.edu | t: 901.448.5600 | f:901.448.5170