

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

Anesha Jones

Designated Official for Minors on Campus

UT Health Science Center – Human Resources

Department 910 Madison Avenue, Ste. WP012

Email: ajone248@uthsc.edu

Phone: (901) 448-2574

1. Complete the forms and return them the campus Designated Official.
 - a. **Program Registration**
 - b. **Indemnification and Hold Harmless Agreement**
 - i. This form is **only required** for organizations that hold program on UT campuses or at other UT facilities.
 - c. **Background Check Requests for All Covered Adults Participating in the Program**
 - i. An **exception to the background check requirement** may be submitted by the Program Director to the Designated Official for a Covered Program for which a large number of volunteers are essential. If approved, the Program Director must adopt preventative measures in lieu of criminal background checks and training on child abuse.
 1. The **Request for Exception Form** must be completed by the Program Director and submitted to the Designated Official for review.
2. Ensure that all Covered Adults receive
 - a. **TN Law on Mandatory Reporting (Must read and sign)**
 - b. **Standards of Conduct for Covered Adults**
3. Ensure that all Covered Adults receive **Child Protection Training**

- a. Training may be accomplished in two ways.
 - i. You may use the **PowerPoint presentation –*Child Protection Training*** to train volunteers during your program orientation. Simply go through the presentation and have all covered adults in attendance sign a roster. **Forward the roster to HR. HR128 credit will be issued to all UT staff participants. The original roster should become part of the program file and will satisfy the requirement for documenting training of covered adults.**

- 4. Ensure that parents of all minors (program participants) receive
 - a. **Medical Treatment and Authorization Forms** – These forms should be returned to the Program Director. **HR will not need copies of these forms.**

 - b. Standards of Conduct for Minors**

- 5. Ensure that all program participants (covered adults and minors) complete a **Risk Assessment Form 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.