

**University of Tennessee Institute of Agriculture (UTIA)
Guidelines for Programs for Minors**

1. UTIA's [Programs for Minors policy](#) supports the implementation of the University of Tennessee [Safety Policy 0575](#) (Programs for Minors) and applies to all four of its units (AgResearch, CASNR, CVM, UT Extension). Please refer to UTIA's policy for definitions and guidance or contact your unit's Human Resources Officer with questions.
2. Each unit's Human Resources Officer is responsible for unit compliance and oversight in conjunction with UTIA's Designated Official.
3. On a yearly basis, Department Heads, County Directors, Center Directors, Regional Directors or their designees should verify that the requirements set forth in UTIA's policy are being met. For split appointments, the entity with the responsible cost center is responsible for Employee/Volunteer compliance.
4. All information for Employees (Regular/Temp/Student) and Volunteers should be entered and tracked in [SUPER](#). Use the appropriate Decision Tree ([see website](#)) to determine the level of direct contact for each Employee and Volunteer. Requirements for each level of direct contact are outlined on the Decision Tree.
 - Level 3** – *Direct contact with minors that includes overnight involvement or regular, frequent contact. No youth volunteers can be Level 3 Volunteers.*
 - Level 2** – *Direct contact with minors that is occasional or intermittent.*
 - Level 1** – *No direct contact with minors.*
5. The Department Head/County Director/Center Director/Regional Director should sign the [Certification Form](#) each year to attest that all requirements have been met for their responsible Employees and Volunteers. Certification forms should be completed and submitted to the unit Human Resources Officer **by August 31st** of each year.
6. As Employees and Volunteers come on board with UTIA, they should be classified in [SUPER](#) according to level of direct contact and advised of the necessary requirements as soon as possible. Requirements should be completed in a timely manner.
7. In the **rare** instances where unexpected, last minute, and unscreened Level 2 Volunteers show up to participate in a UTIA Covered Program, all efforts should be made to provide safety for minors attending our programs. The following steps should be taken:
 - a. Verify the identity of the Volunteer to include photo identification.
 - b. Conduct on-the-spot registry checks. [National Sex Offender Registry](#) and [Tennessee Abuse Registry](#).
 - c. If unable to conduct on-the-spot registry checks, notify the unit Human Resources office the next business day of the exception.
 - d. The Volunteer should read and sign the "[Tennessee Law on Mandatory Reporting of Child Abuse and Child Sexual Abuse](#)" form. Upload the form and record the date it was signed in [SUPER](#).
 - e. Provide the Volunteer with a handout of the PowerPoint for the "Child Protection Training."

NOTE: Under no circumstances should an unscreened individual be accepted as a Level 3 Volunteer.

See next page for information on Forms, Background Checks, Registry Checks and Training

Tennessee Law on Mandatory Reporting Form:

1. ALL Employees (Levels 1, 2 and 3) and Level 2 or Level 3 Volunteers are to read, understand and sign the "[Tennessee Law on Mandatory Reporting of Child Abuse and Child Sexual Abuse](#)" form.
2. Upload the form and record the date it was signed in [SUPER](#). Send original Employee forms to the unit's Human Resources Officer for filing. Original Volunteer forms should be kept on file with the county/department/center.

Background Checks:

1. All Level 3 Employees must undergo a criminal background check *every four years* with the University's background-check vendor. Check the date in SUPER or IRIS. If the last background check is over four years old, the request for an employee background check should be submitted thru [SUPER](#).
2. All Level 3 Volunteers must undergo a criminal background check *every four years* either with the University's background-check vendor or with a local law enforcement authority before engaging in direct contact with a minor/child. If the background check is performed by a local law enforcement agency, the agency must be recorded and filed along with the date of the background check.
3. Please provide a valid email address for each Level 3 Employee and Volunteer. Notify the individual that an email will be sent from Truescreen (the University's background check vendor) containing a secure link allowing him/her to submit the required information to complete the background check.
4. The date of the background check should be recorded in [SUPER](#).

NOTE: Level 3 Employees or Volunteers who decline or fail to respond to requests for a background check will not be permitted to participate in UTIA Covered Programs. Appropriate parties (General Counsel, HR, Dean, Department Heads, Directors, etc.) will be notified and involved in decisions regarding Employee adverse background check reports.

Registry Checks:

1. All Level 1 Employees must undergo a sex offender registry check and a Tennessee abuse registry check *one time*. An employee's initial criminal background check is sufficient to satisfy this requirement.
2. All Level 2 Employees and Volunteers must undergo a sex offender registry check and a Tennessee abuse registry check *every two years*.
3. All Level 3 Employees and Volunteers must undergo a sex offender registry check and a Tennessee abuse registry check *every two years* in conjunction with the background check requirement. (See *Background Check Information* above.)
4. The [National Sex Offender Registry](#) check is free and checks the mandatory sex offender registries in all 50 states based on the person's name.
5. The [Tennessee Abuse Registry](#) check is free and can be searched by the person's name or social security number.
6. The date of the registry checks and who performed the searches should be recorded in [SUPER](#).

NOTE: Contact the unit's Human Resources Officer or the Designated Official should a name appear on either registry.

Training:

Level 2 and Level 3 Employees and Level 3 Volunteers are required to complete "Child Protection Training" every two years either online or in-person.

Online Training

1. Employees can access the online training via [Skillsoft](#) using their NetID and password. First-time users should pre-register in the Skillsoft system before accessing the training.
2. Once registered, login to Skillsoft. Select "Catalog" then the "Child Protection Training" folder. The "Child Protection Training" module will appear. Click on the blue arrow to launch the training.
3. The completion date of the online training module will be automatically recorded in [SUPER](#) by the system.
4. Volunteers can also access the training online thru [extOL](#) (no NetID required).

In-Person Training

1. A Department Head/County Director/Center Director/Regional Director or designee can present the ready-made "Child Protection Training" PowerPoint to those that do not have online access. This option is available for groups without online access. Please see the unit Human Resources Officer for information and materials.
2. Use the [Training Sign-In Sheet](#) to track attendance.
3. The training completion date should be manually entered in [SUPER](#).

NOTE: Level 1 Employees are not required to complete the "Child Protection Training" unless they move into a Level 2 or Level 3 classification.