

OBJECTIVE:

The objective of this policy is to implement University of Tennessee System Safety Policy [SA0575](#) (Programs for Minors) with respect to programs for minors sponsored by a University Unit in the University of Tennessee Institute of Agriculture (UTIA).

POLICY:

Section 1. Definitions

The following terms used in this policy are defined in University of Tennessee System Safety Policy SA0575: Designated Official; Direct Contact; Minor/Child; Program Director; and University Unit.

Covered Adult: Any employee (whether regular, temp, or student, and whether full-time or part-time), a person in a contractual position with UTIA, or any volunteer who is anticipated to have direct contact with minors. For purposes of this policy, all UTIA employees are, at a minimum, Level 1 Covered Adults.

Covered Program: The definition in System Policy SA0575 applies, except that all programs or activities sponsored by UTIA will be considered covered programs.

Program Director: The person in charge of an event or activity.

Section 2. Designated Official

The Chief Human Resources Officer for UTIA or designate shall serve as the Designated Official for UTIA with the responsibilities described in SA0575.

Section 3. Background Check Completion and Documentation Requirements

- A. The need for a background check is determined by Regional Directors, County Directors, Regional Program Leaders, Department Heads, Center Directors or their designees. Determinations will be based on an individual's level of direct contact and whether the individual is an employee or a volunteer. The levels are as follows:

1. Level One: No direct contact with minors.
2. Level Two: Direct contact with minors that is occasional or intermittent.
3. Level Three: Direct contact with minors that includes overnight involvement or regular, frequent contact. No youth volunteers can be Level 3 Volunteers.

B. Background Checks for Employees

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 must undergo a sex offender registry check and a Tennessee abuse registry check every two years.
3. All Level 3 Employees must undergo a criminal background check every four years with the University's background-check vendor in addition to a sex offender registry check and a Tennessee abuse registry check every two years.

C. Background Checks for Volunteers

1. All Level 2 Volunteers (excluding Volunteers under the age of 18) must undergo a sex offender registry check and an abuse registry check every two years.
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. In addition, all Level 3 Volunteers must undergo a sex offender registry check and a Tennessee abuse registry check every two years.

D. Training

Level 2 and Level 3 Employees are required to complete Child Protection Training every two years. Additionally, all Level 3 Volunteers must complete Child Protection Training every two years. All Employees (Levels 1, 2, and 3) and all Level 2 or Level 3 Volunteers must read, understand, and agree to comply with the Tennessee law on the mandatory reporting of child abuse and child sexual abuse ([TN Law Mandatory Reporting Form](#)). The employee or

volunteer shall have on file a signed copy of the mandatory reporting form shown at [TN Law Mandatory Reporting Form](#). UTIA Human Resources will determine the appropriate procedure for storing the forms. The form needs to be completed one time only unless the form changes significantly.

Section 4. Additional Requirements

A. Covered Programs

1. Minors shall be adequately supervised during a Covered Program. All Covered Program activities involving minors shall be supervised by at least two 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 either the Designated Official or the appropriate supervisory official. The term “one-on-one contact” shall mean private, unsupervised, face-to-face interaction between a minor and a Covered Adult without at least one other Covered Adult, parent, or legal guardian being present.
2. The Program Director shall ensure that an appropriate ratio of Covered Adults to minors exists for each Covered Program based on the following factors:
 - a. The age of the minors participating in the program;
 - b. Whether the Covered Program involves an overnight stay; and
 - c. The nature of the activities involved in the Covered Program.
3. The Program Director shall develop and make available standards of conduct applicable to Covered Adults. UTIA’s Mandatory Standards of Conduct are available at ([Standards of Conduct - Exhibit B](#)).

B. Communication with Parents/Legal Guardians

1. The Program Director shall establish a procedure for the notification of a minor’s parent/legal guardian in the event 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.
2. The Program Director shall provide information to parents/legal guardians detailing the manner in which their minors can be contacted during the Covered Program.

C. Transportation

1. When possible, parents/legal guardians should transport their children to events and meetings.
2. Transportation of minors by a Covered Adult during a Covered Program shall be approved by the appropriate Regional Directors, County Directors, Regional Program Leaders, Department Heads, Center Directors, or their designees. Except in exigent circumstances, or as specifically authorized in writing by the Designated Official or a minor's parent or legal guardian, Covered Adults shall not transport minors who are not their own children without another Covered Adult (who is not a spouse or relative) present, or transport minors who are not their own children using their personal vehicle, during the Covered Program or to/from the Covered Program.
3. Only a Level 3 Covered Adult can transport minors as part of a Covered Program. They must possess a valid driver's license, have automobile insurance, comply with state and local laws, and utilize a vehicle that has enough working seat belts for all passengers.

D. Medical Treatment

1. 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 the [form](#) provided.
 - b. Covered Adults shall keep medications in an appropriate and secure location.
 - c. 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.
 - d. Covered Adults shall maintain a record showing the date and time of each dispensation of medication and the signature of the person who dispensed the medication.
 - e. Personal "epi" pens and inhalers may be carried by a minor during Covered Program activities.

E. Additional Requirements for Covered Programs with Overnight Stays

1. A Covered Program shall develop and make available the rules and disciplinary procedures applicable to the Covered Program. All Covered Adults participating in the program will wear visible identification indicating their association with the Covered Program. The rules contained in [Standards of Conduct - Exhibit C](#) are mandatory rules for minors participating in all Covered Programs with overnight stays.
2. Minors shall be housed in such a way as to ensure they are safe and treated respectfully.

F. Exceptions

Exceptions to these procedures may be granted by the Designated Official, following consultation with the Office of the General Counsel.