

Minors on Campus

MTSU Policy 101
2021



Our Commitment

We are committed to providing appropriate supervision of minors who are involved in programs and activities sponsored by MTSU or occurring on MTSU property.

The Law—Mandatory Reporting

According to Tennessee law, all persons must report suspected cases of child abuse or neglect. Failure to report child abuse or neglect is a violation of the law.

Tennessee Code Annotated § 37-1-403

Reporting Procedure

Immediate danger to a minor: Call University Police as soon as possible, **615-898-2424**, followed with a call to **1-877-237-0004** (Tennessee Child Abuse Hotline)

Emergency but not immediate danger: Call **1-877-237-0004** (Tennessee Child Abuse Hotline)

Past event but no current threat: Written notification within 48 hours of filing the oral report to the Department of Children's Services at this site: <https://apps.tn.gov/carat/>.

Reporting Procedure

Also notify:

- University Police (if not already notified)
- Appropriate senior administrator
- Office of the University Counsel
- Title IX Coordinator

Identifying Suspected Child Abuse

Child abuse and neglect occurs when a child is mistreated, resulting in injury or risk of harm. Abuse can be physical, verbal, emotional, or sexual.

University Policy

In addition to complying with Tennessee law related to reporting suspected child abuse, all programs involving minors on campus must abide by MTSU Policy 101 Minors Participating in University-Sponsored Programs or Programs Using University Facilities.

Exceptions

Policy does not apply to activities in which:

1. Parents/guardians are expected to provide supervision or accompany minor children;
2. Events designed primarily for students enrolled at MTSU;
3. Events open to the general public that are not targeted toward minors (e.g., athletic events, plays, concerts);
4. Orientation programs for prospective students;
5. Campus tours and visitation programs for prospective students;
6. Events, such as field trips and athletic events, sponsored and supervised by a minor's school;
7. Licensed daycare centers or pre-schools affiliated with MTSU;
8. Single day events that begin and end between the hours of 8:00 a.m. and 4:30 p.m.

Events using particular facilities (housing, campus rec, etc.) must also follow requirements of those facilities.

Requirements for MTSU Sponsored Programs

- Maintain a list of all participants:
 - Name
 - Room assignment (if applicable)
 - Gender
 - Age
 - Address
 - Phone number(s) of parent/guardian
 - Emergency contact information
- Information is included on form liability waiver

[https://www.mtsu.edu/ouc/forms/2021 Agreement Regarding Participation in Event.pdf](https://www.mtsu.edu/ouc/forms/2021%20Agreement%20Regarding%20Participation%20in%20Event.pdf)

Requirements

- Maintain a list of program staff:
 - Name
 - M Number (if applicable)
 - Contact information
- Provide completed list to HRS

Requirements

- Agreement Regarding Participation in Event from participants
 - Liability waiver
 - Can be included as part of online registration
 - Available on OUC website or linked in policy
- Establish procedure for parental emergency notification
 - Provide procedure to staff, participants, and parents/guardians

Requirements

- Information to provide to parents/guardians
 - How to contact participant during the program
 - Protocols for storing and administration of participant's medications
 - Consult with Student Health Services
 - COVID-19 protocols and expectations

Requirements

- Arrange for access to emergency medical services
 - Dependent on nature of the program
- Develop rules and disciplinary measures
 - Must be communicated to participants and parents
 - Required rules are included in policy

Requirements

- Follow guidance from Student Health Services regarding communicable diseases – including COVID-19.
 - Information regarding COVID-19 is included in Agreement Regarding Participation in Event (COVID-19).
 - Follow any applicable CDC Guidelines.
 - Wash hands often, practice social distancing, cover coughs and sneezes, wear a facemask, and clean and disinfect work or living space.
 - Parents won't bring camper if they are sick or have symptoms.
 - Camper agrees to tell staff if they become sick or develop symptoms.
 - Parent agrees to immediately pick child up if they have symptoms, are exposed, are required to quarantine, or have become sick.
- Most updated release form will be on OUC website
<https://www.mtsu.edu/ouc/links.php>

Staffing Ratios

- The minimum ratio of authorized adults to participants should meet the following:
 - One authorized adult for every eight participants ages 4 and 5;
 - One authorized adult for every ten participants ages 6 to 14;
 - One authorized adult for every twenty-five participants ages 15 to 17.

Authorized Adults

Individuals, age 18 and older, paid or unpaid, who interact with, supervise, chaperone, or oversee minors in program activities are **“Authorized Adults”** and have responsibilities for the care of minors.

Authorized Adults' Responsibilities

- Pass a background check and provide updates in cases of a subsequent arrest or conviction;
- Be familiar with procedures for a medical or natural emergency;

Authorized Adults' Responsibilities

- Be familiar with and enforce the program and University rules;
- Must complete annual training (link included in Policy);

Authorized Adults' Responsibilities

- Make all reasonable efforts to ensure the safety of minors participating in programs and activities covered by this Policy, including removal of minors from dangerous or potentially dangerous situations, irrespective of any other limitation or requirement.

Contact with Minors

- One-on-one contact between an authorized adult and a minor should be avoided to the extent possible.
- Authorized adults also shall not have any direct electronic contact with minors without another adult being included in the communication

Authorized Adults Must **NOT**:

In the case of supervising minors overnight, to the extent possible, an authorized adult should not enter a minor's room, bathroom facility, or similar area without another authorized adult in attendance. In these circumstances, the adults should be of the same gender as the minor(s).

Authorized Adults Must **NOT**:

- Engage in abusive conduct of any kind toward, or in the presence of, a minor.
- Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner, any minor.
- Pick up minors from or drop off minors at their homes, other than the driver's child(ren), except as specifically authorized in writing by the minor's parent or legal guardian.

Authorized Adults Must **NOT:**

Provide alcohol, tobacco, tobacco products, or illegal drugs to any minor. Authorized adults shall not provide prescription drugs or any medication to any minor unless specifically authorized in writing by the parent or legal guardian as being required for the minor's care or the minor's emergency treatment.

Authorized Adults Must **NOT**:

Make sexual materials in any form available to minors or assist them in any way in gaining access to such materials.

QUESTIONS?

- Consult MTSU Policy 101 Minors Participating in University-Sponsored Programs or Programs Using University Facilities for more details.
- Direct any further questions to the Program Director.



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