Protecting Minors on Campus
This tutorial is designed to orient you to the component parts of Belmont’s policy on preventing the abuse and exploitation of Minors (under age 18) on campus.

It covers:
- Purpose, scope, and content of policy
- Key aspects of implementing the policy (including standards of conduct)
- Reporting inappropriate behavior
Purpose and Scope

- Policy applies to activities and programs operated by Belmont University where Minors are present
  - On Belmont’s campus
  - Rose Park
  - Other Belmont locations
All Minors participating in Programs must be reasonably and appropriately supervised by an Authorized Adult

- Language taken from the American Camping Association

Authorized Adults (AAs) include persons who have been oriented to this policy and who have undergone a criminal background check. They may include:

- Coaches
- Student athletes
- Volunteers
- Program directors and staff
- Belmont Academy instructors
What is Reasonable and Appropriate?

- Take into account several factors
  - Age of the minors
  - Amount of time spent with minors
  - Frequency of contact with minors
  - Kinds of activities
Inform Keith Chapman, Event Manager
- Keith.Chapman@belmont.edu or 615-460-6388
- Minimum of 60 days prior to program
- Provide following information:
  - Belmont Program director
  - Third parties offering Programs
  - Dates and locations
  - General nature of activities
  - Names of all adults directly participating
  - Requirements (waivers, permission slips, etc.)
Required for each participating adult

Must be completed at least 2 weeks prior to participation with Minors in Programs

Once every 4 years

Background check information

http://www.belmont.edu/hr/pdf/BackgroundCheckInfo.pdf

Program Directors must send a list of names and email addresses for the background checks to hr@belmont.edu
A satisfactory criminal background report will be required of each adult at least 2 weeks prior to his or her participation with Minors in Programs.

It is the responsibility of the person in charge of the Program to ensure that each participating adult has submitted the required criminal background report request form and has subsequently received clearance to participate at least 2 weeks prior to the event.
Training about Belmont’s Policy Required

- **Who?** Each participating adult
- **What?**
  - Practices and conduct requirements
  - Incident reporting process
- **How?**
  - Online tutorial
  - Face to face presentations
  - FAQ page
Practices

- Reasonable and appropriate supervision by Authorized Adult

<table>
<thead>
<tr>
<th>Ages of Minors</th>
<th>Overnight</th>
<th>Day only</th>
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<tbody>
<tr>
<td>6-8</td>
<td>1 staff to 6</td>
<td>1 staff to 8</td>
</tr>
<tr>
<td>9-13</td>
<td>1 staff to 8</td>
<td>1 staff to 10</td>
</tr>
<tr>
<td>14-17</td>
<td>1 staff to 10</td>
<td>1 staff to 12</td>
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</tbody>
</table>

- Choral activities of Belmont School of Music of more than 12 Minors are exempt from above ratios
Security & Emergency Measures

- Daily check-in
- Parent/Legal Guardian contact information
- Parent/Legal Guardian emergency communication procedure
- Parent/Legal Guardian check-out signature for Minors under 13
- Containment of Minors during time before Program begins
- Where to go if lost
- Steps to take in emergencies (fire, tornado, etc.)
General Supervision

- Never leave a Minor:
  - With an unauthorized Adult
  - In area off-limits to Minors
- AAs may not release a Minor under 13 to anyone other than custodial parent or legal guardian without written permission of the parent or legal guardian
Restroom Supervision
(Minor under 13)

- AAs inspect restroom for suspicious or unknown individuals
- AAs stand outside doorway while Minors using restroom
- AAs who must assist younger children must keep facility doors open
- Minors 13 and over may use the restroom without supervision
- Due to wide variation in configuration of restrooms and variation in program activities and structure, check with the Program Director for clarification, if needed.
Authorized Adults are prohibited from the following activities:

- One-on-one contact with Minors outside the presence of others
  - Must have two or more AAs whenever only one Minor is present
  - Individual musical instruction under the auspices of Belmont School of Music is exempt

- Participating in sleepovers unless:
  - Parent/Legal Guardian of Minor is present, or
  - Written permission of Minor’s Parent/Legal Guardian is secured and another AA is present
Prohibitions . . .

- Sharing a bed or sleeping bag with a Minor unless that Minor is AA’s child
- Being alone with a Minor in an AA’s living quarters
- Showering or bathing with or in the presence of Minor
- Abusive conduct of any kind toward or in the presence of Minor
- Striking, hitting, administering corporal punishment
- Inappropriate or illegal touching
Prohibitions . . .

- Use of AA’s personal vehicle to pick up or drop off Minors unless parent/legal guardian has given written permission
- Use of or being under the influence of alcohol or illegal drugs when working in the Program
- Possessing pornography when working in the Program
- Engaging in public displays of affection with other adults in the presence of Minors
Prohibitions . . .

- Hazing or bullying of any kind. Bullying including verbal, physical, and cyber bullying are prohibited.

- Engaging in any abusive conduct of any kind toward, or in the presence of, a Minor, including but not limited to striking, hitting, punching, poking, spanking, restraining, verbal abuse, or other act intended to cause personal degradation or humiliation.

- Telling minors “this is just between the two of us” or use similar language that encourages children to keep secrets from their parent/guardians.
Prohibitions . . .

- Taking photos or videos of Minors without prior parental/legal guardian consent
- Posting Photos or videos on digital, electronic, hosted media, web-based service without prior parental/legal guardian consent
- Failing to report abuse, harassment or exploitation of Minors by other Minors
The State of Tennessee mandates reporting of all forms of child abuse

Immediately report any known or reasonably suspected violation of the Code of Conduct to:

<table>
<thead>
<tr>
<th>Situation</th>
<th>Contact</th>
</tr>
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<tbody>
<tr>
<td>Life threatening emergencies</td>
<td>911</td>
</tr>
<tr>
<td>Require action in less than 24 hours</td>
<td>TN Dept of Children Services 1.877.237.0004 (toll free anonymous hotline)</td>
</tr>
<tr>
<td>Require action in more than 24 hours</td>
<td>Forms on Website <a href="https://reportabuse.state.tn.us/">https://reportabuse.state.tn.us/</a> (anonymous Website reporting)</td>
</tr>
</tbody>
</table>
Follow-up Reporting

- AA reports to Program Director and Chief of Belmont’s Campus Security
  - These report event up to VP-Administration and University Counsel or his designee
- Assure safety by removal of Minors from dangerous or potentially dangerous situations
- Suspected offender must discontinue any further participation in Programs until resolved
I certify that I have completed the training for Protecting Minors on Campus. I have reviewed the code of conduct, practices and reporting requirements and agree to abide by them.

**Click here to submit the training completion form**

*If the above link does not work*, please send a separate email to indicate completion to training@belmont.edu. Subject line should include “Protecting Minors tutorial completion” and body of email should include your name, department or camp name, and BUID (if applicable).