Protecting Minors on Campus

Required Tutorial for Belmont employees and volunteers who work with minors in a Belmont-sponsored program

Last Update: January 2018
Aspects of this Tutorial

• This tutorial is designed to orient you to Belmont’s policy on preventing the abuse and exploitation of Minors (under age 18)

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

- **Purpose**: Promote the safety and general welfare of all Minors participating in Belmont programs

- **Scope**: Policy applies to activities and programs operated by Belmont University where Minors are present
  - On Belmont’s campus
  - Rose Park and other Belmont locations
  - Any other location where the program is under the authority and direction of Belmont
Policy: Authorized Adults

• All Minors participating in Programs must be reasonably and appropriately supervised by an “Authorized Adult” (AA)

• 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
Criminal Background Checks for AAs

- Clear background check required for each participating adult at least every **four** years

- Required background check information will be sent from HireRight via email and text message
  - Complete the required background check information immediately
  - Check with your Program Director if you have not received this information from HireRight
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.
Policy: Required Practices

- Every minor must be provided with reasonable and appropriate supervision by an AA.
- Minimum AA to minor ratios:

<table>
<thead>
<tr>
<th>Ages of Minors</th>
<th>Overnight</th>
<th>Day only</th>
</tr>
</thead>
<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>
</tr>
</tbody>
</table>

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

• As an AA, you should be familiar with the following:
  – Daily check-in procedures
  – Parent/Legal Guardian contact information and emergency communication procedures
  – Parent/Legal Guardian check-out signature for Minors under 13
  – Containment of Minors during time before Program begins
  – Where Minors should go if lost
  – Steps to take in emergencies (fire, tornado, etc.)

• Contact your Program Director with any questions about these measures
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 use 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.
AAs are prohibited from:

• 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
• 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 Minors 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
• Exposing Minors to inappropriate content (i.e. content of a sexual nature) on social media
• Failing to report abuse, harassment or exploitation of Minors by other Minors
Reporting Inappropriate Conduct

• The State of Tennessee mandates reporting of all forms of child abuse
• Immediately report any known or reasonably suspected violations of this policy to:

<table>
<thead>
<tr>
<th>Situation</th>
<th>Contact</th>
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</thead>
<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</td>
</tr>
<tr>
<td>Require action in more than 24 hours</td>
<td>Forms on Website</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 policy, 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).