

Responsible Official: Executive Vice President
for Academic Affairs and Provost

Responsible Office: Provost's Office

POLICIES

Purpose

The purpose of this policy is to ensure the appropriate supervision of minors on campus. This policy focuses on minors participating in activities on the University of Memphis campus as part of a University Sponsored program, hybrid or co-hosted program, or third party and non-affiliated program.

For information about minors in the workplace at the UofM, contact Human Resources or refer to [Policy HR5063 Children on Campus](#).

Definitions

Children	Individuals under the age of 18, used interchangeably with "minors."
Minors	Individuals under the age of 18, used interchangeably with "children."
Minors Enrolled as University Students	Students enrolled in collegiate course offerings at the University of Memphis who are under the age of 18 have the rights and privileges of any other student in the classroom and on University property.
Participation of Minors on Campus Review Board	A team of senior level University officials who convene to review submissions and make recommendations regarding participation of minors on campus, specifically related to supervision, risk management, space usage and best practices for youth programs.
Hybrid/Co-Hosted	Programs or activities that involve minors that are operated under the direction and authority of a non-University group in conjunction or collaboration with a University department, college or office. This includes

but is not limited to workshops, camps, conferences, visits and competitions.

Third Party/Non-affiliated

Programs or activities that involve minors that are not operated on behalf of the University or under the University's control but are hosted on University property. These programs are operated under a facilities use or rental agreement and thus bound by those terms, the terms of BF4022 - [Access to and Use of Campus Properties and Facilities Policy](#), and any additional requirements of this policy.

Program Coordinator

A University faculty or staff member, or off-campus partner, who is the primary point of contact in charge of the specific program on campus that is engaging minors. This person also serves as a supervisor for a University sponsored or co-hosted program. The Program Coordinator for third party/non-affiliated programs is the contracting individual who completes the facilities use or rental agreement.

Supervisor

An adult designated as responsible for the child in providing direct on-site care and attention to the child's health, safety, and welfare. An adult responsible for the child who is present but performing work, teaching or other activities that distracts their attention from the child does not meet this definition.

Summer Youth Program

Programs held for minors on campus during the summer months which are identified according to the University of Memphis academic calendar.

University Property

All land, ground structures, facilities, and/or other physical property owned, controlled or operated by the University of Memphis.

Field Trip

Visits made to campus by non-University K-12 school programs, non-profit youth groups, and other similar third-party entities for educational purposes. Such trips are usually for a duration of one day or less. Trips are registered with the University in advance and are chaperoned and supervised by schoolteachers and/or staff who assume all responsibility for participants while on University property.

Policy

University Sponsored and Hybrid/Co-Hosted Programs

Registration and Approval

All University sponsored and hybrid/co-hosted programs involving minors on campus are required to register their program with the University in order to ensure an adequate risk analysis is performed and that the appropriate on-campus partners (e.g., Campus Safety, Conference & Event Services) are informed. Initiators of the request are considered to be the point of contact for the program.

All programs must be registered within sufficient time to meet the requirements of the policy, but no later than 60 days before the program start date. Recurring programs must be re-registered annually. Program registration requirements may be waived or modified depending on the terms of the program.

Program coordinators should visit the [Educational Initiatives website](#) for more information about the registration requirements for programs as well as the forms necessary for registration.

Space Use

Space utilized for any programs should be in compliance with BF4022 - [Access to and Use of Campus Properties and Facilities Policy](#).

Staff Ratio and Supervision

At no point should a minor be unsupervised on campus. The University requires a minimum* of at least:

Age Range	# of Adults	# of Children
Infant – 2 years	1	4
3 years – 5 years	1	5
6 years – 8 years	1	6
9 years – 14 years	1	8
15 years – 17 years	1	10

Supervision ratios, subject to the approval of the Educational Initiatives Office, may be adjusted up or down based on program location and content. This includes ratios for programs requiring overnight supervision.

*Supervision ratios for children enrolled in PK-12 University Schools are to instead follow Department of Education and/or NAEYC

requirements for program accreditation.

At no time may a minor be unattended or unsupervised with a person that is not an identified and authorized program-affiliated supervisor.

Supervisors may include tour guides, teachers, parents, guardians, summer camp instructors/counselors, and/or other adults serving in an assigned leadership capacity as long as they are at least 19 years of age and meet appropriate background check requirements.

Authorized supervisors should be positive role models for minors and act in a caring, honest, respectful, and responsible manner that is consistent with the mission of the University. Authorized supervisors or program staff are required to comply with all applicable laws and University policy.

Minors should not be secluded with adults. If one-on-one interaction is required, meetings should be held in open, well illuminated spaces or rooms with windows, observable by other authorized adult(s) or program staff, unless the one-on-one interaction is expressly authorized by the program administrator and parent/guardian or is being undertaken by a health care provider with parent/guardian consent.

Participating minors and their parent/guardians are required and are expected to abide by the [Minors Code of Conduct](#).

Accessibility

It is the responsibility of the Program Coordinator to ensure that all on-campus programming opportunities for minors are accessible to participants with disabilities. Program Coordinators will develop an accessibility statement that details the process by which participants may request accommodations. Program Coordinators, or their designee, may consult with Disability Resources for Students regarding accommodation decisions and arrangements, but will ultimately be responsible for making accommodation arrangements and funding those arrangements.

Safety and Security

All University sponsored and hybrid/co-hosted programs must comply with the University's most recent Minors on Campus Guidelines. (See the link section at the end of this document.) These guidelines ensure that the University is providing a safe environment and covers such information as reporting protocols, medication administration, emergency plans, and pick up and drop off procedures.

All programs on University property fall under the purview of the University of Memphis Police Services and they should be notified immediately in case of any safety or security issues.

Emergency Phone: 901-678-4357

Non-Emergency Phone: 901-678-3848

All programs are required to maintain compliance with applicable public health guidelines.

Appropriate drop-off and pick-up procedures and locations should be observed. Minors may not be released to anyone other than the person(s) listed on the approved list. Proper identification of approved persons should be provided to the program.

Background Checks

Individuals participating as supervisory staff for any University Sponsored or Hybrid programs shall have a background check on file with the University of Memphis Human Resources Department dated within four years of the start of the program. Any supervisory staff that do not have a valid background check within four years of the start of the program will be required to have a new background check filed with Human Resources. The cost of the background check shall be absorbed by the Department or Office sponsoring the program.

For any camp staff or volunteers who are working with the program but will not be in a supervisory capacity, a sex offender registry check and certification is required in addition to a motor vehicle report, as necessary. This may be initiated by the Program Coordinator and facilitated by Human Resources. The results must be reported to the Educational Initiatives Office prior to the start of the program or their begin date with the program.

Training

All University sponsored and hybrid/co-hosted Program Coordinators must complete an in-person risk management training prior to the start of the program or their begin date with the program.

All University sponsored and hybrid/co-hosted program staff must complete the Minors on Campus training accessible via Learning Curve and acknowledge receipt of Minors on Campus Guidelines. (See the link section at the end of this document.) The Program Coordinator should maintain a copy of the acknowledgement as well as verification from Learning Curve that the training has been completed.

Mandatory Reporting of Abuse and Neglect

Everyone in Tennessee is considered to be a mandated reporter under state law. Any person with reasonable cause to believe a child is being abused or neglected must, under law, immediately report it to University Police Services. The report can be made anonymously.

Volunteers

The Program Coordinator should have all non-University camp staff complete a volunteer form. The online [Volunteer Form](#) can be accessed on the Human Resources website and must be electronically submitted at least seven (7) days prior to the first day of the program or activity.

Insurance	<p>University of Memphis sponsored programs are covered by the University’s self-insured status and no additional coverage is required. However, programs wishing to explore procuring additional insurance may contact the Executive Director of Business Continuity and Risk Management. Depending on the program, a standard participant waiver may need to be signed.</p> <p>Hybrid programs may be required to procure and/or submit proof of insurance as required by the University or the terms of the facilities use or rental agreement.</p>
Forms and Waivers	<p>The Program Coordinator is responsible for ensuring that the program has been officially registered with the University and the following forms have been completed for each participant:</p> <ul style="list-style-type: none"> • Informed consent, voluntary waiver, release of liability and assumption of risk • Photo/video/media release • Medical information and release • Consent for prescription or OTC medication • Pick-up authorization • Emergency contact information <p style="text-align: center;">Third Party/Non-Affiliated Programs</p>
Registration and Approval	<p>All Third-Party/Non-Affiliated programs involving minors on campus are required to register their program with the University in order to ensure an adequate risk analysis is performed and that the appropriate on-campus partners (e.g., Campus Safety, Conference & Event Services) are informed. Initiators of the request are considered to be the point of contact for the program. This registration does not serve as a formal space request.</p> <p>Program Coordinators should visit the Educational Initiatives website for more information about the registration requirements for programs as well as the forms necessary for registration.</p>
Space Use	<p>Space utilized for any programs should be in compliance with BF4022 - Access to and Use of Campus Properties and Facilities Policy.</p>
Staff Ratio and Supervision	<p>At no point should a minor be unsupervised on campus. The University requires a minimum* of at least:</p>

Age Range	# of Adults	# of Children
Infant – 2 years	1	4
3 years – 5 years	1	5
6 years – 8 years	1	6
9 years – 14 years	1	8
15 years – 17 years	1	10

Supervision ratios, subject to the approval of the Educational Initiatives Office, may be adjusted up or down based on program location and content. This includes ratios for programs requiring overnight supervision.

*Supervision ratios in classroom environments are to instead follow Department of Education and/or NAEYC requirements for program accreditation.

At no time may a minor be unattended or unsupervised with a person that is not an identified and authorized program-affiliated supervisor.

Supervisors may include tour guides, teachers, parents, guardians, summer camp instructors/counselors, and/or other adults serving in an assigned leadership capacity as long as they are at least 19 years of age and meet appropriate background check requirements.

Authorized supervisors and program staff are required to comply with all applicable laws and University policy. Failure to comply may result in the removal of the staff and/or program from campus.

Minors should not be secluded with adults. If one-on-one interaction is required, meetings should be held in open, well illuminated spaces or rooms with windows, observable by other authorized adult(s) or program staff, unless the one-on-one interaction is expressly authorized by the program administrator and parent/guardian or is being undertaken by a health care provider with parent/guardian consent.

Participating minors and their parent/guardians are required and are expected to abide by the [Minors Code of Conduct](#).

Safety and Security

All Third Party/Non-Affiliated programs must comply with the University’s most recent Minors on Campus Guidelines. (See the link section at the end of this document.) These guidelines ensure that the University is providing a safe environment and covers such information as reporting protocols, medication administration, emergency plans, and pick up and drop off procedures.

All programs on University property fall under the purview of the University of Memphis Police Services and they should be notified immediately in case of any safety or security issues.

Emergency Phone: 901-678-4357

Non-Emergency Phone: 901-678-3848

All programs are required to maintain compliance with applicable public health guidelines.

Appropriate drop-off and pick-up procedures and locations should be observed. Minors may not be released to anyone other than the person(s) listed on the approved list. Proper identification of approved persons should be provided to the program.

Background Checks

The Program Coordinator for all Third Party/Non-affiliated programs must certify that all program staff have a background check on file with the coordinating third party agency. Proof of these checks may be requested by the University at any time.

Training

The Program Coordinator for all Third Party/Non-affiliated programs must certify that all program staff have participated in training related to working with minors, reporting child abuse and neglect, etc.

Mandatory Reporting of Abuse and Neglect

Everyone in Tennessee is considered to be a mandated reporter under state law. Any person with reasonable cause to believe a child is being abused or neglected must, under law, immediately report it to University Police Services. The report can be made anonymously.

Insurance

Third Party/Non-affiliated programs will be required to procure and/or submit proof of insurance as required by the University or the terms of the facilities use or rental agreement per BF 4022 - [Access to and Use of Campus Properties and Facilities Policy](#).

Forms and Waivers

The Program Coordinator is responsible for ensuring that the program has been officially registered with the University and the following forms have been completed and kept on file for each participant:

- Informed consent, voluntary waiver, release of liability and assumption of risk
- Photo/video/media release
- Medical information and release
- Consent for prescription or OTC medication
- Pick-up authorization
- Emergency contact information

Who do I contact with further questions?

For questions related to Minors on Campus, please review the Minors on Campus Guidelines, housed on the Educational Initiatives Office website at <https://www.memphis.edu/eduinitiatives/summer/index.php>

For questions related to accommodations and accessibility, contact Disability Resources for Students at <https://www.memphis.edu/drs/>

Links

Volunteer Form

<https://www.memphis.edu/hr/volunteers.php>

BF4022 - Access to and Use of Campus Properties and Facilities Policy

<https://memphis.policytech.com/dotNet/documents/?docid=455&public=true>

Minors Code of Conduct

<https://www.memphis.edu/eduinitiatives/pdfs/minorscodeofconduct.pdf>

Minors on Campus guidelines

<https://www.memphis.edu/eduinitiatives/summer/mocguidelines20202.pdf>

Educational Initiatives

<https://www.memphis.edu/eduinitiatives/>

Revision Dates

04/08/2021

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Research	Student Affairs
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>