

Minors on Campus Policy FAQs

Who does this policy apply to?

This policy applies to all individuals hosting programs that engage minors on campus, or in off-campus spaces that are contracted for use by the university. This policy does not govern day to day school operations of our PK-12 University Schools, as those programs are governed by guidelines set forth by state law and the Tennessee Department of Education.

Why does this policy exist?

The policy exists to provide support for individuals who wish to provide programs that serve minors on campus. The policy is intended to provide appropriate risk mitigation practices and guidelines to protect those who host these programs, and those who participate in these programs.

What is the first step I should take when wanting to host a program for minors?

You should first review the policy online, then get departmental approval for hosting the program. Once your director/department head/dean approves the program, watch the online training video for how to register your program, then register your program online.

Can I meet with someone about my program prior to registering it?

All of the members of the minors on campus review board volunteer their time to serve the university in this capacity. As the University receives over 100 submissions of minors on campus programs each year, it is not feasible for the board to meet with each individual program coordinator. Our recommendation is to review the policy, review the online training, discuss concerns with your direct supervisor, then submit your program registration. Many questions related to program compliance are answered in the review process. If additional questions arise as part of the registration process, those can then be addressed as needed.

How do I register my program?

You can register your program online- it takes less than 5 minutes to complete the program registration. We ask that all programs are registered 60 days in advance, and that annual programs are re-registered each year. We ask for the annual registration so that we can ensure we have the most up to date contact information (and insurance if applicable).

What are you looking for in my program registration?

We are specifically looking for policy compliance in the areas of supervision ratios, background checks, and insurance. As program coordinators should have already discussed the program with their direct supervisor, the role of the review board is not to determine program relevance or quality- merely policy compliance.

What is the difference between university hosted and third-party programs?

A University hosted program is one sponsored by a university department, or a faculty or staff member in their official capacity as a UofM employee.

A third party program is a program registered through Conference & Events Services and hosted by an individual or an entity with no university affiliation

Hybrid programs are collaborative programs that may involve a UofM entity and a third-party entity.

What if I am a UofM faculty or staff member and I am hosting an on campus program in a private (non-work-related) capacity?

For individuals hosting their programs through a private LLC, or as an independent contractor, you would register the program as a third party program, and take leave for the date of the program (if the program occurs during your scheduled work hours).

What are the insurance requirements?

University Sponsored events are covered under the university's insurance provisions.

General liability insurance coverage is required for third party events/programs. For these programs, the University requires proof of comprehensive liability insurance in the amount of \$1,000,000 combined single limit coverage per occurrence/(\$2,000,000 aggregate). For third party activities involving minors on campus (MOC), a sexual misconduct/molestation rider will also be required with limits not less than one million dollars (\$1,000,000) combined single limit for any one occurrence/two million dollars (\$2,000,000) aggregate. The University of Memphis must be named as an additional insured.

Hybrid programs are typically covered by the University insurance policy, however, the third-party partner insurance may be requested as part of the review process depending on their involvement with staffing the program.

Who needs a background check?

Anyone acting in a direct supervisory capacity with minors must have a background check that was conducted within the past 4 years. Program staff who are supervised by someone with a valid background check are not required to have a background check, but it is recommended. Those without background checks are not allowed to be alone with minors at any on-campus program.

What information do I collect for the program as the program coordinator?

As the program coordinator, you are responsible for collecting and maintaining all registration information, waivers, medication information (if applicable), and ensuring that all background checks have been completed for supervising staff. You maintain those records in accordance with UofM records retention policies.

What are the supervision requirements for programs with minors?

The policy outlines recommendations for supervision ratios based on ages of participants. These may be adjusted up or down as needed depending on program type. That is part of the review process. Minors are required by policy to be supervised at all times while on campus.

If something happens at my program, what am I required to report and who do I report it to?

You are required to report suspected abuse, emergencies, and crimes that occur on campus. These reports should be routed to University Police. You should also notify your dean/director/department head.

Tennessee Code Annotated 37-1-403(j)(1) requires all persons to report suspected cases of child abuse or neglect. "Any person who has knowledge of or is called upon to render aid to any child who is suffering from or has sustained any wound, injury, disability, or physical or mental condition, shall report such harm immediately if the harm is of such a nature as to reasonably indicated that it has been caused by brutality abuse, or neglect or that, on basis of available information, reasonably appears to have been caused by brutality, abuse, or neglect."

If you know, suspect, or receive information indicating that a minor has been abused or neglected, or if you have other concerns about a situation involving the safety of minors, contact Police Services immediately. You may also report suspected abuse to the Tennessee Child Abuse Hotline at 877-237-0004.

Emergencies/Criminal activity: In case of an emergency, immediately call University of Memphis's Police Services emergency number at 901.678.HELP(4357) or 911.

Failure to report abuse is a violation of the law and a Class A misdemeanor, carrying a sentence of up to three months imprisonment, a fine or both. Those who report and "act in good faith" are immune from any civil or criminal charges which may result. The reporter has the right to remain confidential and anonymous.

Where can I go for additional information, resources, etc?

If you have questions about background checks or registering program volunteers, please contact your HR business partner.

For additional resources related to minors on campus including minors on campus guidelines, sample registration packets, sample waivers, etc. you may visit <https://www.memphis.edu/eduinitiatives/youth/index.php>.