

**Protection of Minors Student Organization Leader
Information Packet 2022-2023**

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Introduction:

Vanderbilt believes strongly in educating individuals on best practices for keeping minors safe. The Protection of Minors policy was created to standardize University practices and to establish expected codes of conduct when interacting with minors. **All members of Registered Student Organizations (RSOs) that intend to work with minors every academic year are required to annually complete training that includes information on youth protection, abuse and injury reporting and code of conduct requirements when engaging with minors.** Vanderbilt students participating in a student organization, course, or other Vanderbilt activity that involves interactions with minors may also be required to undergo additional compliance measures, such as completing activity specific training and/or a background clearance, as discussed below. Resources and additional information about this policy and the requirements can be found on the [Office of Risk and Insurance Management website](#).

At the beginning of the semester, student organization leaders will be notified about a Protection of Minors Student Leader Training. It is required that a leader from each new and returning organization that interacts with minors attend one of these trainings to best understand university expectations, resources, and compliance requirements for youth engagement as part of a registered student organization. The training is required for organizations newly working with minors or with new leadership not knowledgeable of Protection of Minors policy compliance. The Protection of Minors policy and any process changes from prior years will be thoroughly explained during this training and handouts will be distributed.

As a student organization leader, you are required to do the following:

1. Be knowledgeable of the Protection of Minors policy and the rules for registering events (in Anchor Link), tracking, and participating in an event that involves minors.
2. Distribute relevant Protection of Minors information to your organization members.
3. By September 23, ensure that **every member** of the organization's roster has completed new academic year youth protection training - the Protecting Youth module or the most recent (published each July 1) Protection of Minors Annual Renewal module in Oracle Learning post-7/1 in accordance with the Student Organizations, Leadership and Service deadlines. Your organization's adviser can tell you which members of your organization are not in compliance. You may also have your members visit <http://admin.app.vanderbilt.edu/pomcc> to check their compliance date and verify a Protecting Youth/POM Renewal date **after July 1** of the current school year.

*If you are a student organization that is required to complete a background check, all members of the roster must comply with that requirement as well.

Scope of the Protection of Minors policy:

The Protection of Minors policy **applies** to in-person and virtual events or programs including, but not limited to, tutoring, mentoring, and special events involving minors (e.g., holiday parties, conferences, etc.). The policy **does not apply** to collegiate events sponsored by Vanderbilt where college students who are minors may be participants or to concerts, performances, or speakers where minors will only be part of the general audience. Minors are defined as people under the age of 18 who are **NOT** Vanderbilt students or enrolled full-time at another college/university.

Compliance Requirements:

Student organizations that intend to interact with minors through their events are required to complete their organization's RSO registration/Re-Registration in Anchor Link and in it specify during the registration process that they will interact with minors. There are two classifications of student organizations that interact with minors based on supervision expectations, Level 1 (third party supervised – not the students) and Level 2 (no other third-party present with the minors). There is an organization type in Anchor Link that is reserved for organizations that work with minors in order to assure the organization is fully compliant with the requirements process and anchor link events can be approved in a timely manner. This organization types prevents students from requesting to join your organization after the stated date set by the SOLs Office

- **Level 1:** These organizations host **events with minors where the minors are supervised by a third-party organization, or by the minors' parents or guardians at all times during the event.** Organizations with Level 1 events must have all members complete the online Protecting Youth/Protection of Minors module after July 1 and prior to event approval. Instructions for completing Protecting Youth may be found here: <https://www.vanderbilt.edu/studentaccountability/online-modules> .
- **Level 2:** These organizations host **events with minors where the minors are supervised by Vanderbilt students or personnel and there is no third-party organization or parental/guardian supervision.** Please note that Level 2 groups are limited and require additional compliance measures, including a separate application due to the additional responsibility involved in supervising children. Organizations must be approved to participate in Level 2 activities by Student Accountability, Community Standards, and Academic Integrity (Student Accountability) and, if approved, all members must complete the online module (described in Level 1 orgs), as well as criminal background clearances. Participation agreements/Liability release forms are also required to be completed by the participating child/youth's parent. Other forms related to medication, allergy and medical conditions may also be required. Vanderbilt students are not permitted to transport minors as part of events.

If you are a Level 1 organization that registers a Level 2 event, your event will be canceled until further review. If your group would like to discuss the possibility of becoming a Level 2 organization, please contact sols@vanderbilt.edu . **Please note that all prospective POM organizations must complete their compliance requirements by no later than September 23, 2022, to have events with minors.**

All student organization events that include interactions with minors must be registered in Anchor Link (see below for more details on the registration process) and all members on the organization's roster must comply with the Protection of Minors policy by the fifth Friday of the fall semester. This means all members on the organization's roster must have completed the relevant Protection of Minors training module and, if required, background checks. **If an event involving interaction with minors is registered in Anchor Link and the entire organization's roster has not completed the module and/or background check by the second Friday of the fall semester, the event and any reservations of event space will be canceled.** If the organization wishes to reschedule the event, they must re-register the event in Anchor Link. It is important to keep your roster up-to-date and only include active members. In addition, it is recommended that you contact your adviser a minimum of **four weeks prior** to your event date to check your organization's compliance. Your adviser can provide you a list of organization members who still need to complete the required compliance measures.

To ensure a university culture of safety for minors, compliance with the Protection of Minors policy is required by the university, and it will be monitored by Student Organizations, Leadership and Service (SOLS). Failure to follow compliance standards can result in revocation of RSO approval by SOLS or individual/organizational accountability assessed by Student Accountability. Please be sure to abide by the instructions and procedures outlined in this packet regarding registering and participating in events that include interaction with minors. Compliance will be tracked through an audit process which will be completed throughout the year. If a student organization is found to be out of compliance with the Protection of Minors policy, disciplinary action may be taken. **All compliance requirements must be met by no later than September 9, 2022, for respective student groups to organize events with minors.**

Audit Process:

At the end of each semester, ten percent of all events that include interaction with minors will be randomly reviewed. If, during the audit process, it is found that your organization was not in compliance with the Protection of Minors policy, yet you still participated in the event, disciplinary action may be taken by the Office of Student Accountability.

The critical things we will examine during the audit process will include:

- Date the event was registered in Anchor Link and date of the actual event
- Completion of the module and/or background check for all of the individuals on the organization's roster as of the event date
- All forms (if necessary) were completed
 - Third party form (uploaded to Anchor Link event at least two weeks prior to event date)
 - Parent/guardian permission forms for every minor that participated (Level 2 organizations only; student org leaders are responsible for keeping these records and producing them when requested during the audit)

Organizations are encouraged to utilize the Attendance feature in Anchor Link to keep track of Vanderbilt-affiliated attendees at their events.

If you have any questions about the Protection of Minors policy, please contact sols@vanderbilt.edu.

Registering Events with Minors:

Student organizations are required to register all events that fall under the Protection of Minors policy in Anchor Link. Events must be registered a **minimum of two weeks in advance**. It is recommended that they be registered earlier to ensure sufficient time for compliance requirements to be met. For events that are recurring/multi-date, please utilize the multi-date option on the form and indicate the nature of the reoccurrence. **A recurring event is one in which the same activity occurs on a daily, weekly, or biweekly basis involving the same population of students and minors.**

Please note that even if your event is initially approved in Anchor Link, it may still be canceled due to Protection of Minors non-compliance.

Steps for Registering Your Event:

- Go to your student organization's group on Anchor Link (*Note: Only officers with appropriate administrative access will be able to complete the event registration form.*)
- Provide the primary details for your event (e.g., name, date, time, location, event description, etc.).
- On the 2nd page of the event form:
 - Indicate that your event will **“have non-VU attendees under the age of 18.”**
 - Check all appropriate boxes for any special event needs you have (e.g., VUPD/3rd party security, Traffic & Parking, Plant Operations).
- Complete the subsequent pages with the appropriate event details and information regarding the supervision of and interactions with minors at your event.
 - If minors will be supervised by a third-party organization, you must upload a scanned copy of the [Third Party Compliance Agreement](#) from each participating organization to your event registration as well as download it to your event submission in Anchor Link. (*Note: Genius Scan is a great phone app to use to scan documents.*)
 - **Events will not be approved until this third-party agreement is submitted.** If any agreement form is completed *after* you submit your Anchor Link event, you will need to edit and resubmit the Anchor Link form so that the Agreement is included in your registration.
 - If minors will be supervised by Vanderbilt students/personnel (approved Level 2 groups only), you must collect copies of the **Parent/Guardian Agreement** from each participating minor and designate someone in your organization to maintain those records should they be called on during the audit process. Student groups should upload it to their event submission in Anchor Link. (*Note: Genius Scan is a great phone app to use to scan documents.*)

Important Notes:

- If your event is not registered at least two weeks prior to the event date, it will be **denied** and any reservations for on-campus event space **will be canceled.**
- Even if your Anchor Link event is initially approved, if all members of your organization's roster do not complete all required compliance measures two weeks prior to the event, **your event will be canceled.**
- All special event needs should be noted in your event registration form. Events at Vanderbilt will review the form and follow up if they have any additional questions about the event.
 - Special events include, but are not limited to, outdoor events, events that require security, parking, or plant ops, public events, and runs/walks.
- If any event details change you must:

- Edit and resubmit your Anchor Link event. (Do **not** submit a new registration form. To make any updates, go to the event page, scroll down to the “Manage Events” section at the bottom, and click “Change Details”.)
- Communicate changes with your Event Manager through Reservations & Events.

Student Leader Checklist and Requirements for Hosting Events that Involve Minors:

At the start of the semester, it is recommended student leaders communicate with all members that youth protection training is required to be completed by all members with a completion date after July 1. Student leaders are encouraged to set verification processes with their members to ensure the entire roster is compliant. This will improve the speed of the approval process when events are registered in Anchor Link.

AT LEAST 4-8 WEEKS BEFORE EVENT:

- Notify your advisor of the event/activity involving minors
- Make sure your organization’s Anchor Link roster is up-to-date with all active members
- Register the event in Anchor Link (*required - must be registered at least two weeks in advance*)
 - Indicate your event will have non-VU attendees under the age of 18
- Communicate with all members that completion of the Protecting Youth/Protection of Minors Annual Renewal module and (if applicable) the background check is required to participate in the event
 - Information about accessing the modules can be found on the [Student Accountability website](#) or by searching the module in Oracle Learn.
 - Depending on the type of event, your organization members may also be contacted to complete a background check.
- Complete additional forms based upon who will have primary responsibility for supervising the minors at the event:
 - **If minors will be supervised by a third-party organization:**
 - Third Party Compliance Agreement forms must be completed and uploaded to the Anchor Link event, as well as sent to protectionofminors@vanderbilt.edu. Additional forms may be required depending on the nature of the event.
 - **If minors will be supervised by Vanderbilt students (approved groups only):**
 - [Parent/Guardian Agreement forms](#) must be completed for all minors who will participate. The student organization is responsible for keeping these forms (they may be requested during an audit). Additional forms may be required depending on the nature of the event.
 - **If minors will be supervised by their parent/guardian during the entire event:**
 - Additional forms may be required depending on the nature of the event.

- Complete an event plan and provide to parents/guardians or, if applicable, any third-party organization you are working with or who is providing supervision for the event. Include:
 - Schedule of event activities
 - Logistics for drop-off/arrival, pick-up/departure, and parking if applicable
 - Access to first aid supplies for minor injuries
 - Process for communicating with participants if the event must be canceled last minute (e.g., due to severe weather)
 - Contact information for event organizers
 - Other relevant event information for participants, parents/guardians, and/or third party

An important note on transporting minors:

Vanderbilt students are not permitted to transport minors in their personal vehicle. Transportation plans require approval by SOLS and the Office of Risk and Insurance – this includes rental, bus, vans, etc. If transportation plans are approved, VU personnel are prohibited to be one-on-one with a minor in any vehicle. Any program approved to include any transportation of minors must include the activity in the participation agreement/waiver of liability to parents. All drivers and passengers must adhere to state safety and passenger laws and regulations on driver behavior and insurance and will be required to complete safe driver training and be approved after review of their Motor Vehicle Report (MVR).

AT LEAST 3 WEEKS BEFORE EVENT:

- Be sure your event is registered in Anchor Link at least two weeks in advance. If two weeks' notice is not provided, the event will be canceled
- Follow up with your members to ensure everyone has completed the Protecting Youth/Protection of Minors module and (if applicable) the background check
 - You may reach out to your assigned advisor to check and see if any of your student organization members have not completed the module yet
 - Completion of the Protecting Youth/Protection of Minors Annual Renewal module and (if applicable) the background check will be checked two weeks prior to the event date. If **every member** of your student organization roster has not completed the module and (if applicable) the background check at that time, your event will be canceled. For this reason, it is important to only include active members on your roster.
- Ensure all necessary forms have been completed (if applicable):
 - Third Party Compliance Agreement form for events where minors will be supervised by a third-party organization
 - Upload to Anchor Link event and send to protectionofminors@vanderbilt.edu
 - Parent/Guardian Agreement forms for events where students will provide primary supervision to the minors and parents/guardians will not be present

- Designate one member of the organization to maintain this paperwork should it be requested during an audit
- ☐ Develop an event plan that addresses emergencies, injuries, weather and unexpected occurrences.
- ☐ Assess the number of minors planning to participate and make plans to ensure that the following guidelines and ratio requirements are fulfilled. *The term “adult” used below is defined as a supervising third-party staff member or Vanderbilt student over <https://anchorlink.vanderbilt.edu/event/8360697> age 18 (approved groups only).*
 - Minors should never be alone with students or staff
 - Activities should be visible to others
 - Adult: Minor Ratio requirements
 - Age 5 and under: 1:6
 - Ages 6-8: 1:8
 - Ages 9-14: 1:10
 - Ages 15-17: 1:12
 - If you have any concerns about your organization or an outside group meeting these ratios, please contact protectionofminors@vanderbilt.edu.

ONE WEEK BEFORE EVENT:

- ☐ Create a list of participant emergency contacts from Parent/Guardian Agreement forms (if applicable)
- ☐ Make or purchase name tags for all participants and members
- ☐ Communicate any logistical changes to your Event Manager through Reservations and Events

DAY OF EVENT:

- ☐ Track attendance for all Vanderbilt participants in Anchor Link
 - Ensure no student participates who did not complete the module and/or background check
- ☐ Make sure the following items are on hand/set up at the event:
 - List of participants and emergency contacts
 - First-aid supplies/station
 - Name tags/identifiers for participants AND adults
 - List of important contacts including:
 - Student Centers Front Desk: 615-322-2425
 - May be able to assist with issues related to your event space

- VUPD Emergency: 615-421-1911; VUPD Non-emergency: (615) 322-2745
 - If abuse or inappropriate behavior is suspected or occurs, contact VUPD
 - Department of Child Services (DCS)
 - TN requires reporting of suspected child abuse: DCS 877-237-0004
 - Office of Risk and Insurance Management
 - Safety, misconduct and Internal reporting for concerns of child maltreatment and abuse and/or disclosures of abuse: (615) 936-5935
- Report any unexpected occurrence as described in the Protection of Minors policy – this includes injury, misconduct, safety or other youth protection concerns.

POST EVENT:

After an event has taken place, the designated student leader for the organization must compile a [POM Event Summary](#) to provide to their advisor and the Office of Risk Management and Insurance. Additionally, they should save that report and all additional forms in the organization's Anchor Link page for record keeping. If this event is reoccurring, the next designated student leader should access this report for reference and provide a new report with any updated information and save accordingly at the end of the event.

This report should include the following:

- Event details – Information from Anchor Link including POM level
- List of organization members and designated leaders that participated
- List of other parties involved
- Summary of activities
- Unexpected occurrences (if any) and action taken by members involved
- List of relevant documents completed before and during the event (waivers, third party compliance agreements, etc.)
- Note – All signed documents should be scanned, saved in organization's Anchor Link page and made accessible if needed by advisor or Office of Risk Management and Insurance.

Should any unexpected occurrences (related to health and safety of participants or VU attendees) take place before, during or after the event, a report must be submitted. Every member of the University community (not limited to individuals who interact with Minors) is required by law to report known or suspected instances of the abuse or neglect of Minors. Please refer to the following webpage for more information and guidance about reporting:

<https://www.vanderbilt.edu/riskmanagement/pomreportingrequirements.php>. Additionally, please review page 12 (Vanderbilt Protection of Minors Provision section) of this document for information on external and internal reporting.

Additional Notes and Resources:

- If you have any questions about how to appropriately complete and submit the Anchor Link event registration form to reflect interactions with minors, please contact anchorlink@vanderbilt.edu
- If you have any technical issues completing or submitting the Anchor Link event registration forms or you are concerned that your event has not been approved in a timely manner, please contact anchorlink@vanderbilt.edu
- If you have questions regarding any logistics for any on campus event booked through the Student Centers or Virtual EMS or need to make any changes, please contact your Event Manager or eventservices@vanderbilt.edu
- For more information about how to utilize the Anchor Link system, please visit the [Anchor Link Resources website](#).
- For more information about how the Protection of Minors policy applies to your student organization, please visit the [Student Organizations, Leadership, and Service website](#) SOLS website or contact sols@vanderbilt.edu
- For information about how to report incidents that may occur during your activities, please visit the [Office of Risk and Insurance Management website](#) or contact protectionofminors@vanderbilt.edu.
- For suggestions about things to consider when designing in-person and virtual events and programs with minors, please visit the [Office of Risk and Insurance Management website](#) or contact protectionofminors@vanderbilt.edu.
- For the Protection of Minors Policy Implementation and Best Practices Guide, please visit the [Office of Risk and Insurance Management website](#) or contact protectionofminors@vanderbilt.edu.



**Vanderbilt University Protection of Minors
Fall 2022 - Spring 2023 Agreement for Service Between
Third Party Groups and Registered
Student Organizations**

TO BE COMPLETED BY VU STUDENT ORGANIZATION OFFICER

Submit this form to protectionofminors@vanderbilt.edu and attach the completed form to the Anchor Link registered event no later than two weeks prior to the start of the event to avoid event cancellation. **(Provide this entire form to the third party after you have completed the top information):**

- This event is OFF campus This event is ON campus This event is conducted online only
- REQUIRED:** Interaction with the minors participating in this event will be under the supervision of the third party. In an online event, this means the event will not be conducted without the third-party adult(s) in the virtual meeting.

If the event is fully online, select one of the following (guides for each are available to student leaders):

- The third party will set up, coordinate, and use their technology tools for the event.
 The student organization will use Vanderbilt technology tools, such as Zoom, in the engagement.

Vanderbilt Student Organization Participating in this Event:		
Vanderbilt Point of Contact Name and Email:		
Event Start Date	End Date	VU Phone Contact:
Brief Name and Description of activity/event:		Location:
Estimated Number of Minors attending:		Ages of Minors
Third Party Group/ Organization Name:		

TO BE COMPLETED BY THE THIRD-PARTY COORDINATOR

Vanderbilt highly values and encourages service by our student organizations. As part of that philosophy, Vanderbilt also believes that service with children under 18 years of age (minors) carries additional responsibilities for both our students and our community partners in both in-person and online events. As a condition of the service activity with the above student group and your organization which serves minors, we ask you review the attached excerpt from our Protection of Minors policy, indicate your understanding and agreement to the items below, and provide your signature.



Please indicate your agreement to the items by checking or initialing EACH BOX below

I certify that ALL personnel attending this event from my organization have:

- Completed a **cleared criminal background check in the prior four years and** have received **training** on child abuse prevention and mandatory reporting.
- [Been informed of/provided the attached excerpt related to Vanderbilt's Protection of Minors policy and guidelines](#) and **agree to abide by** all mandatory reporting procedures, ratios, and the VU Codes of Conduct for interacting with minors (attached). Full policy language can be found [here](#).
- My organization will provide continuous supervision** during the event/activity. In an online setting, adults from my organization will attend and monitor online engagement between youth from my organization and the virtual environment. Vanderbilt students will not be expected or asked to supervise the participating minors.

Printed Name of Third-Party Coordinator

Email

Phone

Signature

Date Signed

Vanderbilt Protection of Minors Provision

(The following pages must be read by and provided to all third-party event personnel who will be supervising minors – page 1 of 2):

Vanderbilt University personnel adhere to Tennessee state law on mandatory child abuse reporting to either the appropriate law enforcement agency or the state hotline operated by the Department of Children's Service. In addition to external reporting, Vanderbilt has a mandatory internal child abuse reporting procedure. If you have reason to believe abuse or inappropriate behavior has occurred concerning a minor on campus or participating in a Vanderbilt University program, please consult the program director, event host, or Risk Management (615- 936-5935), or report via the Vanderbilt hotline at (844-814-5935). The Tennessee Child Abuse reporting hotline number is 877-237-0004.

Mandatory Reporting of Child Abuse:

Tennessee Law on mandatory reporting of child abuse and neglect (TCA 37-1-403) states, "**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 indicate that it has been caused by brutality, abuse, or neglect or that, on the basis of available information, reasonably appears to have been caused by brutality, abuse, or neglect."

Selection from VANDERBILT PROTECTION OF MINORS POLICY (Section IV)

Every member of the University community (not limited to individuals who interact with minors) is required by law to report known or suspected instances of the abuse of, neglect of or inappropriate interactions with minors. Members making a report in good faith will be protected from criminal and civil liability for making the report. It is important to understand that every member is required to report any type of suspected abuse, neglect, or inadequate care rather than just child sexual abuse.

When child abuse is suspected, two reports, one external and one internal, must be made:

External Report

Tennessee law requires every person to make a report when they suspect sexual or physical abuse or neglect of a Minor. Failure to report is a Class A misdemeanor. The required report may be made to the State of Tennessee Child Abuse Hotline at 1-877-237-0004, online at <https://apps.tn.gov/carat/> or to a Tennessee sheriff's office or police department, including VUPD at 615-322-2745. If the situation is a life threatening emergency, contact 911.

Internal Report

In addition to an external report, every member of the University community has a further obligation to report known or suspected abuse, neglect, maltreatment, exploitation, or inappropriate interactions with (including conduct code violations) a Minor on campus or in a Vanderbilt program immediately to Vanderbilt University. Internal reporting steps include:

- Immediately contact the program supervisor (where appropriate) and the Office of Risk and Insurance Management (ORIM), Protection of Minors Director at 615-936-5935.
- Program supervisors receiving any report of concern of abuse to a Minor must report the concern to the ORIM, Protection of Minors Director at 615-936-5935. This includes if the program supervisor has already made a referral to the Department of Children's Service or Law Enforcement as outlined in the external reporting procedure above.
- Concerns may also be reported to the [occurrence reporting system](#).
- The University compliance hotline is accessed by calling 844-814-5935 or visiting [the Compliance website](#).

Other Concerns Regarding Minors: All concerns affecting the safety and well-being of a Minor on campus and/or participating in a Vanderbilt Program should be reported via the internal methods described above.

(The following pages must be read by and provided to third party event personnel who will be supervising minors – page 2 of 2):

Policy Excerpt - VU Code of Conduct for Interacting with Minors

You are required by Tennessee law and Vanderbilt University policy to report actual or suspected abuse or other improper conduct involving a Minor. You also are also required to comply with the following code of conduct when interacting with Minors.

- Do not spend time alone, either on or off campus, with a Minor away from others. If one-on-one interaction is required, meet in open, well-lit rooms or spaces with windows observable by other adults from the Program.
- Do not engage in any sexual actions, make sexual comments, tell sexual jokes, or share or view sexually explicit material with or within the vicinity of Minors.
- Do not touch Minors in a manner that a reasonable person could interpret as inappropriate.
- Do not shower, bathe, or undress with or in the presence of a Minor.
- Do not engage in any abusive conduct of any kind toward, or in the presence of, a Minor, including but not limited to verbal abuse, hitting, punching, poking, or restraining, except as required to protect a Minor or others from harm. All incidents involving such conduct, whether or not required to protect a Minor or others from harm, must be documented and disclosed promptly to the Program Director and the Minor's parent/guardian.
- Be aware of the impact of your words and language on Minors.

- Do not use, possess, or be under the influence of alcohol or illegal drugs while on duty or when responsible for a Minor’s welfare.
- Do not meet with Minors outside of established times for Program activities. Any exceptions require parental authorization and must include more than one adult from the Program.
- Do not engage or converse with Minors through email, text messages, social networking websites, or other forms of social media at any time except and unless there is an educational or programmatic purpose, and the content of the communications is consistent with the mission of the Program and the university.
- When transporting Minors in a Program, more than one adult from the Program must be present in the vehicle, except when multiple Minors will be in the vehicle at all times through the transportation. Avoid using personal vehicles if possible.
- Do not tell children, “This is just between the two of us” or use similar language that encourages Minors to keep secrets from their parent/guardians.

“Take-aways” to remember when working with minors – Protect, Observe, Manage, Report:

- ⦿ Rule of three (at minimum); two deep adult leadership
- ⦿ If you see something, say something – Risk Management 615-936-5935 or VU Hotline 1-844-814-5935
- ⦿ TN is a mandatory child abuse reporting state: 877-237-0004
- ⦿ Know and understand how to keep healthy boundaries, minimize opportunity for abuse
- ⦿ Group communication always – no one-to-one

Vanderbilt Minimum Allowable Ratios for Programs with Minor Participants (ACA Recommendations)

Age	Day Event/Camp Ratio	Overnight Ratio
5 years and younger	1 Adult: 6 Minors	1:5
6-8 years	1:8	1:6
9-14 years	1:10	1:8
15-18 years	1:12	1:10

Questions about this form? Need Additional Resources? Contact Vanderbilt Office of Risk and Insurance Management, Protection of Minors at 615-936-5935 or protectionofminors@vanderbilt.edu.

Appendix B:

Parent/Guardian Agreement

Vanderbilt University Registered Student Organization
Participation Agreement for Minors Under 18 Years of Age

Name of Participating Minor and Program Name

I, (Print Name of Minor's Parent or Legal Guardian) _____ state that (Print Minor's Legal Name) _____ ("the minor") hereby consent to his/her attendance and participation in _____ <<<ADD PROGRAM NAME HERE>>_____ (hereafter "program"), at Vanderbilt University ("Vanderbilt"), occurring on/between ___<<Start Date>>___ and ___<<End Date>>___. I acknowledge that the risks of participation in the program may include _____.

Permission to Participate and General Release

In exchange for allowing the minor to participate in this event or program, I agree to release from liability, indemnify, and hold harmless Vanderbilt, its trustees, employees, agents, volunteers, and/or assigns from any and all claims, demands, losses, expenses, actions or causes of action which arise out of or occur during or as a consequence of the minor's participation in the event or program caused, in whole or in part, by any negligence of Vanderbilt, its trustees, employees, agents, volunteers, and/or assigns. I acknowledge that I/My child are subject to rules, regulations, and Codes of Conduct of the university and the program and that failure to comply may result in immediate dismissal without monetary refund. To ensure safety of me/my child and other participants, I understand that failure to fully disclose medical or behavioral conditions prior to activities may also result in the dismissal of me/my child from the program.

Emergency Treatment Authorization

I authorize Vanderbilt to provide routine first aid to me or the minor in case of illness or injury. I understand that this program (unless otherwise indicated) does not employ medical personnel or provide medical care. In the case of critical or emergency injury or illness, personnel will attempt to reach the parent, guardian, and/or emergency contact. If the contact/parent or guardian cannot be reached or if time does not permit, I give my permission for Vanderbilt University to authorize emergency services for the minor. I understand and agree that Vanderbilt assumes no responsibility for any injury or damage which might arise out of or in connection with such authorized emergency medical services. I acknowledge that any medical service will be my financial responsibility and not that of Vanderbilt. I also hereby affirm that I have health insurance coverage for the minor.

Emergency Contact Name:

Relationship:

Emergency Contact Phone (1)

Phone (2)

Image and Media Release

I grant Vanderbilt permission for photos/images/video of the minor to be taken and used by Vanderbilt in any University publications and any other way Vanderbilt deems necessary and appropriate to promote its activities and mission. I waive, to the extent permitted by applicable law, all rights of paternity, integrity, attribution, disclosure, withdrawal, and any other rights that may be known as "moral rights" with respect to the use of the photos/images/video.

Protection of Minors and Mandatory Child Abuse Reporting

Vanderbilt personnel adhere to Tennessee state law on mandatory child abuse reporting. Vanderbilt also has a mandatory internal child abuse and misconduct reporting procedure. If you have reason to believe abuse or inappropriate behavior has occurred concerning a minor participating in a Vanderbilt University program, please consult the program director, or Risk Management (615-936-5935), or report via the Vanderbilt hotline at 844-814-5935. The Tennessee Child Abuse reporting hotline number is 877-237-0004.

Acknowledgement

I, the undersigned, state that I am the parent/legal guardian of the minor whose name appears above. I understand that the above terms and conditions apply to the minor and to myself. I further understand that that the minor cannot participate under ANY circumstances in the above specified program without parental consent and that the minor will not be allowed to participate without entering into this agreement. This document is binding upon me, the minor, and any person suing on behalf of the minor.

Parent's/Guardian's Printed Name and Signature (if participant is under 18)

PRINT

SIGN

Date