

# Protection of Minors Student Organization Leader Information Packet 2021-2022

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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) designated to work with minors are required to annually review educational information on protecting 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 an online education module 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 recommended that a leader from each returning organization that interacts with minors attend one of these trainings. 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 will be thoroughly explained during this training and handouts will be distributed.

As a student organization leader, you will be 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. Ensure that **every member** of the organization's roster completes the Protecting Youth module, or, if they completed the Protecting Youth module last year, the Protection of Minors Annual Renewal module in accordance with the DOS Student Accountability Office deadlines prior to any event with minors. Your organization's coach 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 be in compliance 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 that they will interact with minors during the registration process. There are two classifications of student organizations that interact with minors, Level 1 and Level 2, which are based on the type of supervision at the organization's events. There is an organization type that is reserved for organizations that work with minors. This organization types prevents students from requesting to join your organization.

- **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. 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 the Office of Student Accountability, Community Standards, and Academic Integrity (Office of Student Accountability) and, if approved, must complete the online module, as well as background clearances. Participation agreements/Liability release forms may also be required to be completed by the participating child/youth's parent.

If you are a Level 1 organization that registers a Level 2 event, your event will be canceled. If your group would like to discuss the possibility of becoming a Level 2 organization, please contact [sols@vanderbilt.edu](mailto:sols@vanderbilt.edu).

**All of an organization's 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 be in compliance with the Protection of Minors policy by the second Friday of the fall semester.** This means all members on the organization's roster must have completed the relevant Protection of Minors 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 coach a minimum of **four weeks prior** to your event date to check your organization's compliance. Your coach can provide you a list of organization members who still need to complete the required compliance measures.

Compliance with the Protection of Minors policy is required by the university and it will be Student Organizations, Leadership, and Service. Failure to follow compliance standards can result in revocation of RSO approval by Student Organizations, Leadership, and Service or individual/organizational accountability assessed by the Office of Student Accountability. Please be sure to abide by the instructions and procedures outlined in this packet in regards to 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.

### **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](mailto: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 2<sup>nd</sup> 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/3<sup>rd</sup> 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 download it to your 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 for Hosting Events that Involve Minors:**

### **AT LEAST 4-8 WEEKS BEFORE EVENT:**

- Notify your coach 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 in order to participate in the event
  - Your organization members will receive an initial e-mail in July asking them to complete the Protecting Youth through EverFi or the Protection of Minors Annual Renewal module through Oracle Learn (unless they have already completed it). Information about accessing the modules can be found on the [Office of Student Accountability website](#).
  - 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](mailto: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

### **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 coach 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](mailto: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
- 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 (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](mailto:protectionofminors@vanderbilt.edu).

#### **ONE WEEK BEFORE:**

- 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:**

- 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
  - 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
      - Internal reporting for concerns of child maltreatment and abuse and/or disclosures of abuse: (615) 936-5935

#### **POST EVENT:**

After an event has taken place, the designated student leader for the organization must compile a summary to provide to their coach 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 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 coach 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 [sols@vanderbilt.edu](mailto:sols@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](mailto:anchorlink@vanderbilt.edu)
- If you have questions regarding any logistics for any on campus event booked through the Office of Reservations and Events or Virtual EMS or need to make any changes, please contact your Event Manager or [reservations@vanderbilt.edu](mailto:reservations@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 [Office of Student Organizations, Leadership, and Service website](#) or contact [sols@vanderbilt.edu](mailto: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](mailto: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](mailto: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](mailto:protectionofminors@vanderbilt.edu).
- In accordance with the POM Policy Guidelines, (a) Program personnel should not be permitted to transport minors in their personal vehicle. If any exception is made, personnel should not be one-on-one with a minor in any vehicle. (b) Program personnel who perform transportation activities as a part of a VU program or operation must complete training and a DMV background check prior to operating a VU vehicle. (c) Any program that includes any transportation of minors should include the activity in the waiver of liability to parents. (d) All drivers and passengers must adhere to state safety and passenger laws and



regulations on driver behavior and insurance. Any student organization requesting exception to the transporting minors prohibition must receive approval from the Office of Risk and Insurance Management and the Office of the Dean of Students by contacting [doscompliance@vanderbilt.edu](mailto:doscompliance@vanderbilt.edu).

**Appendix A:**

Third Party Compliance Agreement



## Vanderbilt University Protection of Minors Fall 2021 - Spring 2022 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](mailto: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 3 page 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.

<b>Vanderbilt Student Organization Participating in this Event:</b>		
<b>Vanderbilt Point of Contact Name and Email:</b>		
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.
- My organization and all adult and minor participants in the activity will follow the VU Campus Visitor policies and CDC K-12 guidance including any masking and/or physical distance requirements for vaccinated/unvaccinated persons.**

<b>Printed Name of Third Party Coordinator</b>	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:**

#### **Recommended Guidelines for Reporting:**

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.

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/>, 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:** Every member of the University community has a further obligation to report known or suspected abuse or neglect of a Minor on campus or in a Vanderbilt program immediately to Vanderbilt University. The preferred method is to immediately contact the Director of Minors Programs in the Office of Risk Management and Insurance at 615-936-5935. Alternatively, known or suspected abuse or neglect of a Minor on campus or in a Vanderbilt program shall be reported to the [Risk Reporting System \(Report a University Occurrence\)](#) or the University hotline at 844-814-5935 or website at [www.vanderbiltcompliancehotline.ethicspoint.com](http://www.vanderbiltcompliancehotline.ethicspoint.com).

*(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](mailto:protectionofminors@vanderbilt.edu).

**Appendix B:**

Parent/Guardian Agreement

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

<b>Name of Participating Minor and Activity</b>	
<p>I, (Print Name of Minor's Parent or Legal Guardian) _____ state that (Print Minor's Legal Name) _____ (hereafter referred to as "the minor") hereby consent to his/her attendance and participation in _____, at Vanderbilt University, occurring on/between _____ and _____ (insert program dates).</p>	
<b>Permission to Participate and General Release</b>	
<p>In exchange for allowing the minor to participate in this event or program, the minor by and through the undersigned, agrees to release from liability, indemnify, and hold harmless the Vanderbilt University, its trustees, employees, agents, volunteers, and/or assigns from any and all claims, demands, losses, expenses, actions or causes of action to the minor's person or damage to the minor's property which arises out of or occurs during or as a consequence of the minor's participation in the event or program, whether or not such injury or damage may have been caused, in whole or in part, by any negligence or want or care on the part of the Vanderbilt University, its trustees, employees, agents, volunteers, and/or assigns.</p>	
<b>Emergency Treatment Authorization</b>	
<p>I authorize Vanderbilt University to provide routine first aid in case of illness or injury. If a parent or guardian cannot be reached, I give my permission for Vanderbilt University to authorize emergency treatment for my child. I acknowledge that any medical treatment will be my financial responsibility and not that of Vanderbilt University. I also hereby affirm that I have health insurance coverage for my minor child.</p>	
<b>Emergency Contact</b>	
<b>Emergency Contact Name:</b>	<b>Relationship:</b>
<b>Emergency Contact Phone (1)</b>	<b>Phone (2)</b>
<b>Photo/Image Release</b>	
<p>I grant Vanderbilt University permission for photos/images of the minor to be taken and used by Vanderbilt University in any Vanderbilt University publications and any other way the University deems necessary and appropriate to promote its activities and mission.</p>	
<b>Acknowledgement</b>	
<p>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 said minor and to myself. I further understand that that said minor cannot participate under ANY circumstances in the above specified event or program without parental consent and that the minor will not be allowed to participate without entering into this agreement. This document is binding upon myself, the said minor, and any person suing on behalf of said minor.</p>	
<p><b>Parent's/Guardian's Printed Name and Signature (if under 18)</b></p> <p>PRINT _____ SIGN _____</p>	<p>Date _____</p>
<p><b>Vanderbilt Protection of Minors Provision:</b> Vanderbilt University personnel adhere to Tennessee state law on mandatory child abuse. 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 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.</p>	