



Vanderbilt University Protection of Minors 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 3 page form to the third party after you have completed the top information):

____ This event is OFF campus ____ This event is ON Campus

Interaction with the minors participating in this event will be under the supervision of the third party.

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		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. 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.

I certify that ALL personnel attending this event from my organization have:	
<input type="checkbox"/> Completed a <u>cleared criminal background check in the prior four years</u> , and have received <u>training</u> on child abuse prevention and mandatory reporting.	
<input type="checkbox"/> <u>Been informed of/provided the attached excerpt related to Vanderbilt’s Protection of Minors policy and guidelines</u> and <u>agree to abide by</u> all mandatory reporting procedures and the VU Codes of Conduct for interacting with minors (attached). Full policy language can be found <u>here</u> .	
And:	
<input type="checkbox"/> <u>My organization will provide continuous supervision</u> to the participating minors during the event/activity. Vanderbilt students will not be expected or asked to supervise the participating minors.	
<input type="checkbox"/> <u>On campus events:</u> events on campus will require a minimum adult:child ratio and my organization will meet the ratios provided in the attached document (where applicable).	
Printed Name of Third Party Coordinator	Phone Contact
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 (615-936-0660), or report via the Vanderbilt hotline at 866-783-2287. 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://reportabuse.state.tn.us/> 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: 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 615 936-0660. Alternatively, known or suspected abuse or neglect of a Minor on campus or in a Vanderbilt program shall be reported to the University and Medical Center hotline at 1-866-783-2287 or website at <https://www.tnwgrc.com/Vanderbilt>.

(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 615.936.0600 or VU Hotline 1-866-783-2287
- ☉ 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 615.936.0660 or protectionofminors@vanderbilt.edu.