



**BELMONT  
UNIVERSITY**

# **Protecting Minors on Campus**

**Required Tutorial for Belmont employees and volunteers  
who work with minors in a Belmont-sponsored program**



# Aspects of this Tutorial

- This tutorial is designed to orient you to Belmont's policy on preventing the abuse and exploitation of Minors (under age 18)
- It covers:
  - Purpose, scope, and content of policy
  - Key aspects of implementing the policy (including standards of conduct)
  - Reporting inappropriate behavior



# Policy: Purpose and Scope

- **Purpose:** Promote the safety and general welfare of all Minors participating in Belmont programs
- **Scope:** Policy applies to activities and programs operated by Belmont University where Minors are present
  - On Belmont's campus
  - Rose Park and other Belmont locations
  - In a virtual environment
  - Any other location where the program is under the authority and direction of Belmont



# Policy: Authorized Adults

- All Minors participating in Programs must be reasonably and appropriately supervised by an “Authorized Adult” (AA)
- AAs include persons who have been oriented to this policy and who have undergone a criminal background check. They may include:
  - Coaches
  - Student athletes
  - Volunteers
  - Program directors and staff
  - Belmont Academy instructors



# Criminal Background Checks for AAs

- Clear background check required for each participating adult at least every **four** years
- Required background check information will be sent from HireRight via email and text message
  - Complete the required background check information immediately
  - Check with your Program Director if you have not received this information from HireRight



# Criminal Background Checks for AAs

A satisfactory criminal background report will be required of each adult at least 2 weeks prior to his/her participation with Minors in Programs.



# Policy: Required Practices

- Every minor must be provided with reasonable and appropriate supervision by an AA.
- Minimum AA to minor ratios\*:

Ages of Minors	Overnight	Day only	Virtual
6-8	1 staff to 6	1 staff to 8	2 staff
9-13	1 staff to 8	1 staff to 10	2 staff
14-17	1 staff to 10	1 staff to 12	2 staff

\*Choral activities of Belmont School of Music of more than 12 Minors are exempt from above ratios



# Security & Emergency Measures

- As an AA, you should be familiar with the following:
  - Daily check-in procedures
  - Parent/Legal Guardian contact information and emergency communication procedures
  - Parent/Legal Guardian check-out signature for Minors under 13
  - Containment of Minors during time before Program begins
  - Where Minors should go if lost
  - Steps to take in emergencies (fire, tornado, etc.)
- Contact your Program Director with any questions about these measures





# General Supervision

- Never leave a Minor:
  - With an unauthorized Adult
  - In area off-limits to Minors
- AAs may not release a Minor under 13 to anyone other than custodial parent or legal guardian without written permission of the parent or legal guardian



# Restroom Supervision (Minor under 13)

- AAs inspect restroom for suspicious or unknown individuals
- AAs stand outside doorway while Minors use restroom
- AAs who must assist younger children must keep facility doors open
- Minors 13 and over may use the restroom without supervision
- Due to wide variation in configuration of restrooms and variation in program activities and structure, check with the Program Director for clarification, if needed.



# AAs are prohibited from:

- One-on-one contact with Minors outside the presence of others
  - Must have two or more AAs whenever only one Minor is present
    - Individual musical instruction under the auspices of Belmont School of Music is exempt
- Participating in sleepovers unless:
  - Parent/Legal Guardian of Minor is present, or
  - Written permission of Minor's Parent/Legal Guardian is secured and another AA is present



# AA Prohibitions . . .

- Sharing a bed or sleeping bag with a Minor unless that Minor is AA's child
- Being alone with a Minor in an AA's living quarters
- Showering or bathing with or in the presence of Minor
- Striking, hitting, administering corporal punishment
- Inappropriate or illegal touching



# AA Prohibitions . . .

- Use of AA's personal vehicle to pick up or drop off Minors unless parent/legal guardian has given written permission
- Use of, or being under the influence of, alcohol or illegal drugs when working in the Program
- Possessing pornography when working in the Program
- Engaging in public displays of affection with other adults in the presence of Minors



# AA Prohibitions . . .

- Hazing or bullying of any kind. Bullying including verbal, physical, and cyber bullying are prohibited
- Engaging in any abusive conduct of any kind toward, or in the presence of, a Minor, including but not limited to striking, hitting, punching, poking, spanking, restraining, verbal abuse, or other act intended to cause personal degradation or humiliation
- Telling minors “this is just between the two of us” or use similar language that encourages Minors to keep secrets from their parent/guardian



# AA Prohibitions . . .

- Recording of minors on any virtual platform
- One-on-one virtual sessions/meetings (there must be at least 2 AAs present in virtual sessions)
  - Breakout rooms must also include a minimum of 2 AAs



# AA Prohibitions . . .

- Allowing any visitor other than parent or legal guardian to enter the camp facility or residential building without written consent from minor's legal guardian/parent.
- Taking photos or videos of Minors without prior parental/legal guardian consent
- Posting Photos or videos on digital, electronic, hosted media, web-based service without prior parental /legal guardian consent
- Exposing Minors to inappropriate content (i.e. content of a sexual nature) on social media
- Failing to report abuse, harassment or exploitation of Minors by other Minors





# Reporting Inappropriate Conduct

- The State of Tennessee mandates reporting of all forms of child abuse
- Immediately report any known or reasonably suspected violations of this policy to:

Situation	Contact	
Life threatening emergencies	911	
Require action in less than 24 hours	TN Dept of Children Services	1.877.237.0004 (toll free anonymous hotline)
Require action in more than 24 hours	Forms on Website	<a href="https://apps.tn.gov/carat/">https://apps.tn.gov/carat/</a> (anonymous Website reporting)



# Follow-up Reporting

- AA reports to (1) Program Director **and** (2) Chief of Belmont's Campus Security
  - Program Director and Chief report event to University Counsel & Executive VP for External Engagement or his designee
- Assure safety by removal of Minors from dangerous or potentially dangerous situations
- Suspected offender must discontinue any further participation in Programs until resolved



# Acknowledgment

- I certify that I have completed the training for Protecting Minors on Campus. I have reviewed the policy, practices and reporting requirements and agree to abide by them.
- [Click here to submit the training completion form](#)
- ***If the above link does not work***, please send a separate email to indicate completion to [training@belmont.edu](mailto:training@belmont.edu). Subject line should include “Protecting Minors tutorial completion” and body of email should include your name, department or camp name, and BUID (if applicable).



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**Thank you**

**You have completed the Protection of Minors Training**