

East Tennessee State University

Non Student Minor Employee/Volunteer Form - Maintained by the Program Organizer

For use in University sponsored Program, or where the Program is operated by a University employee/volunteer acting within the scope of his or her employment.

This form is to be completed by all employees/volunteers who supervise Non-Student Minors or who have substantial contact with Non-Student Minors.

This form is NOT to be used for third party sponsored Programs.

- I. Participation Form: Each Non-Student Minor's parent/guardian must sign a Program-specific Participation Form. If you know of a Non-Student Minor who has not, please contact your Program Organizer with the name of the Non-Student Minor so that a Participation Form can be obtained. If you are given a signed Participation Form, please provide that to your Program Organizer.

- II. Supervision and Behavior Expectations:
 - A. Every Non-Student Minor must be supervised by employees/volunteers during the Program. Supervision is defined as having the Non-Student Minors within your line of sight.

 - B. Generally, there should be a supervision ratio of at least one Employee/Volunteer supervisor for every 10 Non-Student Minors. Please ask your Program Organizer for proper ratios depending on the age of the Non-Student Minors and the nature of the Program activities.

 - C. Children should use the buddy system for restroom breaks and should check in and out with the supervisor for restroom breaks.

 - D. At no time may an employee/volunteer leave a Non-Student Minor unattended or in the

care of a person that is not a registered employee/volunteer.

E. Employees/volunteers in overnight Programs must provide the Program Organizer with their contact numbers. One employee/volunteer must be “on call” and present at all times to ensure Non-Student Minors are secure in their rooms. Employees/volunteers in overnight Programs may not leave the premises once Non-Student Minors are secure in their rooms. Program Organizers must provide their personal contact information to all employees/volunteers.

F. Guidelines for touching Non-student Minors include the following:

1. You may not touch a minor in any place normally covered by a bathing suit unless for clear medical reasons and then only with another Employee/Volunteer’s supervision.
2. You shall not use hitting or other physical punishment as discipline.
3. Exercise good common sense and judgment.

G. You may not use abusive and derogatory language, including words commonly recognized as “cuss words.”

H. You may not engage in any behavior or conduct that is contrary to the University’s mission or University policies.

III. Sexual misconduct, child abuse and neglect - REPORTING OBLIGATIONS:

A. Who is a minor? Anyone under the age of 18.

B. Mandatory Reporting: If anyone has reason to believe that any Minor (Non-Student or Student) is the victim of abuse or neglect, it is his/her duty to immediately report it. This

reporting obligation is on the individual who suspects abuse.

C. The Tennessee Child Abuse Hotline for reporting is 1-877-237-0004.

D. Additionally, notify ETSU Public Safety at 423-439-4480.

E. Reasonable suspicion: One does not have to know with certainty that abuse is taking place. Reasonable cause or suspicion that abuse has occurred is reason to take action and report.

Background Checks: Criminal and sex offender background checks: You agree that you are responsible for supervising Non-Student Minors or will have substantial contact with Non-Student Minors during the Program. You must have successfully passed a criminal and sexual offender background check acceptable to ETSU Human Resources within 365 days of the first day of the Program. Until a successful background check is received, you may not supervise or have any substantial contact with any Non-Student Minors.

Student Misconduct Checks (if applicable): University students working the Program must have successfully completed a check through the University's Student Conduct Office within the past six (6) months. Please contact Student Conduct at 423-439-4210. Please note this takes a minimum of five (5) business days to complete.

Transportation: You must ensure that you follow appropriate drop-off and pick-up schedules and locations. Non-Student Minors may not be released to anyone other than the person listed on the approved list with valid authorization even if they claim to be a relative, and must show valid identification. Parents must give permission in writing for their Non-Student Minor to drive themselves or ride with another person to and from the Program. If the Non-Student Minor is not picked up at the appropriate time, please contact ETSU Public Safety.

You may not transport Non-Student Minors in a vehicle unless you are over the age of 21 and you are specifically authorized by your Program Organizer. You should avoid any situation

where you would be alone in a vehicle with a Non-Student Minor.

Security: Make sure you have been briefed by your Program Organizer of all security measures in place to protect Non-Student Minors (including inclement weather procedures, fire and safety evacuation procedures). At the start of each day, you must inform Non- Student Minors where to go or what to do if they need help.

Injuries/Medication: Report all incidents and injuries to your Program Organizer immediately when they occur and to ETSU Public Safety if injuries occur in an ETSU facility. DO NOT wait to see if a parent or any other person complains.

Hazards: You should inspect all areas within your supervision to ensure there are no hazards, e.g. open windows, doors propped open, broken glass, candles or cooking in the rooms, alcohol, drugs or tobacco etc. If you notice any hazard, report it directly to the Program Organizer or facility manager.

These Guidelines are in addition to all guidelines, policies and procedures applicable to the University. If you have any questions about this document, please contact your Program Organizer.

I have read and agree to abide by these Guidelines and attest to my understanding of the Guidelines. I understand that if I am also an employee or student of the University, failure to comply with these Guidelines or other University policies could result in disciplinary action upon to and including termination.

Employee/Volunteer signature and date: _____

Printed Name: _____