

# **Guidelines for Employees/Volunteers Supervising Non-Student Minors**

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

## **Participation Form**

Each Non-Student Minor's parent/guardian must sign a Program-specific Participation Form. If a Non-Student Minor has not completed this form, notify your Program Organizer.

## **Supervision and Behavior Expectations**

- Non-Student Minors must remain within line of sight of supervisors at all times.
- Recommended supervision ratio is 1 supervisor per 10 minors (adjust as needed).
- Use buddy system for restroom breaks with check-in/out.
- Never leave a minor unattended or with unauthorized individuals.
- Overnight programs require on-call supervision and staff presence at all times.

## **Conduct Guidelines**

- Do not touch minors in areas covered by a bathing suit except for medical necessity and with supervision.
- No physical punishment or abusive language.
- Follow University policies and maintain professional behavior.

## **Sexual Misconduct, Child Abuse, and Neglect – Reporting Obligations**

A minor is anyone under 18 years of age.

Mandatory Reporting: Any suspicion of abuse must be reported immediately.

Tennessee Child Abuse Hotline: 1-877-237-0004

ETSU Public Safety: 423-439-4480

Reasonable suspicion is sufficient—when in doubt, report.

## **Background Checks**

- Criminal and sex offender background checks must be completed within 365 days.
- Student workers must complete conduct checks within 6 months.

## **Transportation**

- Follow approved drop-off and pick-up procedures.
- Minors may only be released to authorized individuals with ID.
- Transportation requires age 21+ and authorization.
- Avoid being alone in a vehicle with a minor.

## **Security and Safety**

- Be familiar with emergency procedures.
- Report injuries immediately.
- Inspect for hazards and report concerns.

## **Acknowledgment**

I have read and agree to abide by these Guidelines and understand that failure to comply may result in disciplinary action.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_