



**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<br>(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><br>(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**