

**UNIVERSITY OF TENNESSEE SPACE INSTITUTE  
PROCEDURE FOR IMPLEMENTING  
SAFETY POLICY 575, "PROGRAMS FOR MINORS"**

**OBJECTIVE:**

The objective of this procedure is to implement University of Tennessee System Safety Policy 575, Programs for Minors, with respect to programs for minors sponsored by the University of Tennessee Space Institute.

**POLICY:**

**SECTION 1. DEFINITIONS**

The following terms used in this policy are defined in University of Tennessee System Safety Policy 575: Covered Adult; Covered Program; Designated Official; Direct Contact; Minor/Child; Program Director; and University Unit.

**SECTION 2. MANDATORY REPORTING OF CHILD ABUSE AND CHILD SEXUAL ABUSE**

The Director for Human Resources shall serve as the Designated Official for the University of Tennessee Space Institute with the responsibilities described in SA 575.

**SECTION 3. CRIMINAL BACKGROUND CHECK REQUIREMENTS FOR COVERED PROGRAMS SPONSORED BY A UNIVERSITY UNIT**

- A. At least thirty days prior to the start of a Covered Program, the Program Director shall complete the registration form contained in **Appendix A** and submit it to the Designated Official via e-mail at [pjelks@utsi.edu](mailto:pjelks@utsi.edu).
- B. Before allowing a Covered Adult to participate in a Covered Program, the Program Director shall ensure that the UT Space Institute Office of Human Resources has had a criminal background check conducted on the Covered Adult within the last (4) years, except as otherwise provided in SA575. Expenses for background checks will be charged to the responsible University account as determined by the UT Space Institute Office of Human Resources.
- C. Before allowing a Covered Adult to participate in a covered Program, the Program Director shall ensure that the Covered Adult has received the training described in Section 4 of SA 575 within the last two (2) years, except as otherwise provided in SA575.
- D. The Program Director Shall require every Covered Adult to affirm in writing, using the form in **Appendix B**, that he/she has read, understands, and agrees to

comply with Tennessee Law on the mandatory reporting of child abuse and child sexual abuse. The Program Director shall retain the executed forms for at least (2) years from the date of the end of the Covered Program.

- E. The Program Director shall require a parent/legal guardian of a minor to execute the release and medical treatment authorization forms contained in **Appendix C**, unless the Program Director is granted an exception for the Covered Program from this requirement by the Designated Official. In determining whether to grant an exception, the Designated Official shall consider the duration and nature of the activities involved in the Covered Program.

#### **SECTION 4. ADDITIONAL REQUIREMENTS FOR COVERED PROGRAMS SPONSORED BY A UNIVERSITY UNIT**

##### **A. Covered Adults**

1. All Covered Program activities involving minors shall be supervised by at least two or more Covered Adults. There shall be no one-on-one contact between a minor and a Covered Adult unless one-on-one contact is essential to the program and has been approved in advance by the Designated Official. The term "one-on-one contact" shall mean private, unsupervised, face-to-face interaction between a minor and a Covered Adult without at least one other Covered Adult, parent, or legal guardian being present.

2. The ratio of Covered Adults to minors participating in the Covered Program shall meet the following minimum standards:

One (1) Covered Adult for every six (6) minor participants ages four (4) and five (5)

One (1) Covered Adults for every eight (8) minor participants ages six (6) to eight (8)

One (1) Covered Adult for every fifteen (15) minor participants ages nine (9) to eleven (11)

One (1) Covered Adult for every twenty (20) minor participants ages twelve (12) to seventeen (17)

The minimum ratios described above do not apply to the University's residence halls, the staffing for which will follow the University's normal operating procedures.

3. The Program Director shall develop and make available standards of conduct applicable to Covered Adults. The rules contained in **Appendix E** are mandatory standards of conduct for Covered Adults in all Covered

Programs. The Program Director may develop additional standards of conduct that do not conflict with the rules in Appendix E.

## **B. Communication with Parents/Legal Guardians**

4. The Program Director shall establish a procedure for the notification of a minor's parent/legal guardian in case of an emergency, including a medical problem, natural disaster, or other significant program disruption. The Program Director shall advise Covered Adults and parents/legal guardians of minors participating in the Covered Program of this procedure prior to the participation of minors in the Covered program.
5. The Program Director shall provide information to parents/legal guardians detailing the manner in which their minors can be contacted during the Covered Program

## **C. Transportation**

Transportation of minors by a Covered Adult during a Covered Program shall be approved by the Designated Official. Except in exigent circumstances, or as specifically authorized in writing by the Designated Official or the minor's parent or legal guardian, a Covered Adult shall not transport a minor who is not his/her own child without another Covered Adult being present, or transport a minor who is not his/her own child using his/her personal vehicle, during the Covered Program or to/from the Covered Program.

## **D. Medical Treatment**

6. A minor's medications may be dispensed by a Covered Adult under the following circumstances:
  - a. A Covered Adult may dispense prescription or over-the-counter medication to a minor for the minor to self-administer if the minor's parent or legal guardian has provided written authorization for the minor to self-administer the medication, using the forms contained in **Appendix C**.
  - b. Covered Adults shall keep medications in an appropriate and secure location.
  - c. At the appropriate time for dispensation of a medication, a Covered Adult shall allow the minor to self-administer the appropriate medication dose as shown on the container.

- d. Covered Adults shall maintain a record showing the date and time of each dispensation of medication and the signature of the person who dispensed the medication.
- e. Personal “epi” pens and inhalers may be carried by a minor during Covered Program activities.

**E. Additional Requirements for Covered Programs with Overnight Stays**

- a. A Covered Program shall develop and make available to minors the rules and disciplinary procedures applicable to the Covered Program. All Covered Adults and minors participating in the program will wear visible identification indicating their association with the Covered Program. The rules contained in **Appendix F** are mandatory rules for all Covered Programs with overnight stays.
- b. Males and females shall be housed on separate floors inside University residence halls.
- c. Guests of minors participating in the Covered Program shall be restricted to visitation in the building lobby and/or floor lounges, and only during approved hours specified by the Covered Program

**SECTION 5. SANCTIONS FOR FAILING TO COMPLY WITH THIS POLICY**

A Covered Program in violation of this procedure may be denied permission to continue operation in connection with the UT Space Institute. Any violations of this procedure by an individual will be handled in accordance with other applicable University policies and procedures, which for University employees may include disciplinary action up to and including termination of employment. In addition, a person who fails to comply with Tennessee laws on mandatory reporting of child abuse can face criminal prosecution.

**SECTION 6. EXCEPTIONS**

Exceptions to this policy may be granted by the Designated Official/UT Space Institute Human Resources Officer in consultation with the Office of the General Counsel.