



Vanderbilt University Protection of Minors Third Party Groups Compliance Agreement

Third party groups conducting activities which include minors as participants virtually/online or on campus are subject to the terms of the Protection of Minors policy. **Through the duration of the event, the third party will be responsible for providing supervision to the minors.** In an online event, this means the event will not be conducted without the third party adult(s) in the virtual meeting. Organizations that fail to comply with this agreement will be subject to event cancellation.

TO BE COMPLETED BY VU HOSTING DEPARTMENT: This event is In-person Online

If the event is fully online, select one of the following:

- This event is online and the third party will set up, coordinate and use their technology tools for the event.
- This event is online and the participants will use Vanderbilt technology tools, such as Zoom, in the engagement.

Vanderbilt School/Department/Office Hosting this Activity:		
Vanderbilt Contact Name and email:		
Start Date	End Date	VU Phone Contact:
Third Party Group Name/ School/Organization:		
Event Location:		
Estimated Number of Minors		Ages of Minors
Brief Name and Description of activity		
<input type="checkbox"/> I certify that this program event is registered with POM and all VU participating personnel are in compliance.		

VU Host Signature	Date
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TO BE COMPLETED BY THE THIRD PARTY COORDINATOR

Vanderbilt highly values and encourages programs for children and youth. As part of that philosophy, Vanderbilt also believes that engagement with children under 18 years of age (minors) carries additional responsibilities for both our personnel and our community partners in both in-person and online events.

Please indicate your agreement to the items by checking or initialing EACH BOX below

I certify that ALL adult personnel attending this event from my organization: <ul style="list-style-type: none"> <input type="checkbox"/> Have completed a cleared criminal background check in the prior four years, and have received training on child abuse prevention and mandatory reporting. <input type="checkbox"/> Have been informed of/provided the attached excerpt related to Vanderbilt’s Protection of Minors policy and guidelines and agree to abide by all mandatory reporting procedures, ratios, and the VU Codes of Conduct for interacting with minors (attached). Full policy language can be found here. 		
Additionally, <ul style="list-style-type: none"> <input type="checkbox"/> My organization will provide continuous supervision during the event/activity. In an online setting, adults from my organization will attend and monitor online engagement between youth from my organization and the virtual environment. Vanderbilt personnel will not be expected or asked to supervise the participating minors. <input type="checkbox"/> My organization and all adult and minor participants in the activity will follow the VU Campus Visitor policies and CDC K-12 guidance including any masking and/or physical distance requirements for vaccinated/unvaccinated persons. 		
Printed Name of Third Party Coordinator	Email	Phone
Signature		Date Signed

Vanderbilt Protection of Minors Provision

The following 2 pages must be provided to all third party event personnel who will be supervising minors:

Vanderbilt University personnel adhere to Tennessee state law on mandatory child abuse reporting to either the appropriate law enforcement agency or the state hotline operated by the Department of Children's Service. If you have reason to believe abuse or inappropriate behavior has occurred concerning a minor on campus or participating in a Vanderbilt University of third party program, please consult the program director, event host, or Risk Management (615-936-5935), or report via the Vanderbilt Compliance Hotline at 844-814-5935. The Tennessee Child Abuse reporting hotline number is 877-237-0004.

Mandatory Reporting of Child Abuse:

(Policy excerpt Section II)

Every member of the University community (not limited to individuals who interact with Minors) is required by law to report known or suspected instances of the abuse or neglect of Minors. Members making a report in good faith will be protected from criminal and civil liability for making the report. Additional policy requirements include the internal reporting of abuse or maltreatment of or inappropriate interactions with (including conduct code violations) a Minor in a Vanderbilt program or at an event on campus. It is important to understand that every member is required to report any type of suspected abuse, neglect or inadequate care rather than just child sexual abuse. This policy includes disclosures of abuse which may or may not involve Vanderbilt personnel.

A. Reporting Child Abuse and/or Neglect

....Tennessee Code Annotated 37-1-403(a)(1) requires all persons to report suspected cases of child abuse or neglect. "Any person who has knowledge of or is called upon to render aid to any child who is suffering from or has sustained any wound, injury, disability, or physical or mental condition shall report such harm immediately if the harm is of such a nature as to reasonably indicate that it has been caused by brutality, abuse or neglect or that, on the basis of available information, reasonably appears to have been caused by brutality, abuse or neglect." When abuse or neglect of a Minor is suspected, two reports, one external and one internal, must be made:

External Report: Tennessee law requires every person to make a report when they suspect sexual or physical abuse or neglect of a Minor. Failure to report is a Class A misdemeanor. The required report may be made to the State of Tennessee Child Abuse Hotline at 1-877-237-0004, online at <https://apps.tn.gov/carat/> or to a Tennessee sheriff's office or police department, including VUPD at 615-322-2745. If the situation is a life threatening emergency, contact 911.

Internal Report: In addition to an external report, every member of the University community has a further obligation to report known or suspected abuse, neglect, maltreatment, exploitation, or inappropriate interactions with (including conduct code violations) a Minor on campus or in a Vanderbilt program immediately to Vanderbilt University. Internal reporting steps include:

- Immediately contact the program supervisor (where appropriate) and the Office of Risk and Insurance Management (ORIM), Protection of Minors Director at 615-936-5935.
- Program supervisors receiving any report of concern of abuse to a Minor must report the concern to the ORIM, Protection of Minors Director at 615-936-5935. This includes if the program supervisor has already made a referral to the Department of Children's Service or Law Enforcement as outlined in the external reporting procedure above.
- Concerns may also be reported to the [occurrence reporting system](#).
- The University compliance hotline is accessed by calling 844-814-5935 or visiting [the Compliance website](#).

B. Other Concerns Regarding Minors: All concerns affecting the safety and well-being of a Minor on campus and/or participating in a Vanderbilt Program should be reported via the internal methods described above.

The hosting department should register this event following the Protection of Minors policies. This Form should also be attached and saved with contracts as applicable or stored by the hosting department and retained in accordance with Vanderbilt University document retention policies.

(The following pages must be read by and provided to third party event personnel who will be supervising minors – page 2 of 2):

VU Code of Conduct for Interacting with Minors

You are required by Tennessee law and Vanderbilt University policy to report actual or suspected abuse or other improper conduct involving a Minor. You also are also required to comply with the following code of conduct when interacting with Minors.

- Do not spend time alone, either on or off campus, with a Minor away from others. If one-on-one interaction is required, meet in open, well lit rooms or spaces with windows observable by other adults from the Program.
- Do not engage in any sexual actions, make sexual comments, tell sexual jokes, or share or view sexually explicit material with or within the vicinity of Minors.
- Do not touch Minors in a manner that a reasonable person could interpret as inappropriate.
- Do not shower, bathe, or undress with or in the presence of a Minor.
- Do not engage in any abusive conduct of any kind toward, or in the presence of, a Minor, including but not limited to verbal abuse, hitting, punching, poking, or restraining, except as required to protect a Minor or others from harm. All incidents involving such conduct, whether or not required to protect a Minor or others from harm, must be documented and disclosed promptly to the Program Director and the Minor’s parent/guardian.
- Be aware of the impact of your words and language on Minors.
- Do not use, possess, or be under the influence of alcohol or illegal drugs while on duty or when responsible for a Minor’s welfare.
- Do not meet with Minors outside of established times for Program activities. Any exceptions require parental authorization and must include more than one adult from the Program.
- Do not engage or converse with Minors through email, text messages, social networking websites, or other forms of social media at any time except and unless there is an educational or programmatic purpose and the content of the communications is consistent with the mission of the Program and the university.
- When transporting Minors in a Program, more than one adult from the Program must be present in the vehicle, except when multiple Minors will be in the vehicle at all times through the transportation. Avoid using personal vehicles if possible.
- Do not tell children “this is just between the two of us” or use similar language that encourages Minors to keep secrets from their parent/guardians.

“Take-aways” to remember when working with minors – Protect, Observe, Manage, Report:

- ☉ Rule of three (at minimum); two adults leadership; activities should be observable and interruptible
- ☉ If you see something, say something – Risk Management 615-936-5935 or Compliance Hotline 1-844-814-5935
- ☉ TN is a mandatory child abuse reporting state: 877-237-0004
- ☉ Know and understand how to keep healthy boundaries, minimize opportunity for abuse
- ☉ Group communication always – no one-to-one

Vanderbilt Minimum Allowable Ratios for Programs with Minor Participants (ACA Recommendations)

Age	Day Event/Camp Ratio	Overnight Ratio
5 years and younger	1 Adult : 6 Minors	1:5
6-8 years	1:8	1:6
9-14 years	1:10	1:8
15-18 years	1:12	1:10

Questions about this form? Need Additional Resources? Contact Vanderbilt Office of Risk and Insurance Management, Protection of Minors at 615.936.5935 or protectionofminors@vanderbilt.edu.

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