APPENDIX C

Working with Minors Guidelines

Information for Those Working with Minors in University-Run or -Affiliated Programs or Activities

Sewanee celebrates the presence of children in our campus community and is committed to ensuring the health, safety and well being of all children (those under the age of 18). To further this goal, this packet contains important information that individuals must review if they are participating in programs or activities involving minors that 1) the University operates or 2) that others operate in University facilities.

You are receiving this information because you have been identified as participating in a program or activity with participants who are minors. You must review the information in this packet and return the attached certification indicating that you have read the packet and agree to comply with the requirements it describes. You must also determine whether you may be a mandated reporter and agree to comply with the obligations imposed by law and by the University on mandated reporters. You may also be required to review additional materials that are germane to your specific situation.

This informational packet contains the following:

1) Guidelines for working with minors that will help you to maintain safe and positive interactions and reduce the risk of mistaken allegations;
2) Steps to take if you suspect that a minor has been abused or neglected or is otherwise unsafe, including information about how to report your suspicions or ask questions;
3) Advice on the signs of child abuse and neglect from the US Department of Health and Human Services Administration for Children and Families; and
4) An acknowledgement form that you must sign to certify that you have read and understood the information and will comply with your obligations if you are a mandated reporter. This form must be turned into the director of the program or activity in which you are participating by the deadline set by the director of your program (and at least 7 days prior to the start date of the program).

Code of Conduct for Working with Minors

Those associated with programs or activities involving minors should observe the following "dos" and "don'ts" in order to maintain a safe and positive experience for program participants, encourage parental confidence, and avoid mistaken allegations.

DO

• Maintain the highest standards of personal behavior at all times when interacting with minors.
• Whenever possible, try to have another adult present if you are working with minors in an unsupervised setting.
• Conduct necessary one-on-one interactions with minors in a public environment where you can be observed.

1 These requirements are applicable to Sewanee undergraduate students, including those under the age of 18, who participate in programs involving minors.
• Listen to and interact with minors and provide appropriate praise and positive reinforcement.
• Treat all minors in a group consistently and fairly, and with respect and dignity.
• Be friendly with minors within the context of the formal program or activity while maintaining appropriate boundaries.
• Maintain discipline and discourage inappropriate behavior by minors, consulting with your supervisors if you need help with misbehaving youth.
• Be aware of how your actions and intentions might be perceived and could be misinterpreted.
• Consult with other adult supervisors or colleagues when you feel uncertain about a situation.

DON'T

• Don't spend significant time alone with one minor away from the group or conduct private interactions with minors in enclosed spaces or behind closed doors.
• Don't engage in inappropriate touching or have any physical contact with a minor.
• Don't use inappropriate language, tell risqué jokes, or make sexually suggestive comments around minors, even if minors themselves are doing so.
• Don't give personal gifts to, or do special favors for, a minor or do things that may be seen as favoring one minor over others.
• Don't share information with minors about your private life or have informal or purely social contact with minors outside of program activities.
• Don't strike or hit a minor, or use corporal punishment or other punishment involving physical pain or discomfort.
• Don't relate to minors as if they were peers, conduct private correspondence or take on the role of "confidant" (outside of a professional counseling relationship).
• Don't "friend" minors on personal social media networks. If your Program has a Facebook page, Twitter account or uses other social media, be sure to use it for Program business only.
• Don't date or become romantically or sexually involved with a minor, either in person or virtually (no sexting).
• Don't show pornography to minors or involve minors in pornographic activities, either in person or virtually.
• Don't provide alcohol or drugs to minors or use them in the presence of minors.
Reporting:
What to do if you suspect a minor has been abused
or neglected or is otherwise unsafe

According to Tennessee State Law Citation: Tenn. Code Ann. §§ 37-1-403; 37-1-605, a report is required when a person knows or has reasonable cause to suspect that a child has been abused, neglected, or sexually abused. Failure to report is a Class A misdemeanor.

1. **Emergencies**
   In case of an emergency, one should immediately call 911.

2. **Mandated Reporting**
   Any person with knowledge of child abuse or neglect (Tenn. Code. Ann. §§ 37-1-403; 37-1-605) must report that knowledge to local law enforcement or law enforcement where the child resides. This reporting obligation applies to physicians, osteopaths, medical examiners, chiropractors, nurses, hospital personnel, other health or mental professionals; teachers, other school officials or personnel, daycare center workers, or other professional child care; foster care, residential or institutional workers, social workers, practitioners who rely solely on spiritual means for healing, judges or law enforcement officers; neighbors, relatives or friends, and other persons. Essentially anyone with knowledge of child abuse or neglect must report that knowledge (Tenn. Code Ann. §§ 37-1-403; 37-1-605).

   Reports may be made to the Tennessee Child Abuse Hotline, 877.237.0004, on line at [https://reportabuse.state.tn.us/](https://reportabuse.state.tn.us/), to the Franklin county sheriff’s office 931.962.0123, or the Sewanee Police Department, 931.598.1111. The Title IX Coordinator, with support from other appropriate offices as necessary, will help determine appropriate next steps.

3. **Internal Reports of Known or Suspected Abuse or Neglect of Minors**
   Anyone participating in a University-affiliated program or activity involving minors or a non-University program or activity operating on campus involving minors who knows, suspects, or receives information indicating that a minor has been abused or neglected, or who has other concerns about the safety of minors MUST inform the University Title IX Coordinator Dr. Nancy J. Berner by calling 931.598.1172 or 931.691.3581 or visiting Walsh-Elliott Hall Rm 104, or by emailing nberner@sewanee.edu or TitleIX@sewanee.edu.

   In addition, one should promptly notify his or her supervisor, program director, or dean.

The University’s Whistleblower Protection Policy protects individuals from retaliation when they make good faith reports about problems. See [http://provost.sewanee.edu/assets/uploads/Whistleblower_Policy.pdf](http://provost.sewanee.edu/assets/uploads/Whistleblower_Policy.pdf)