

Clinical Operations Policy 613

Camps Involving Minors on Campus

Effective Date: May 1, 2019

Supersedes Date: May 1, 2019

Review Date: May 2028

Policy: Special programs considered as “camps” for minors using University facilities must follow the policies and guidelines as it relates to minors on campus.

Procedure:

I. Minors on Campus Certification

- a. Permission from the Dean and the Provost must be obtained when planning a camp for minors at the Community Health Building.
- b. The Minors on Campus Certification form is submitted for signature with a description of the proposed camp.
- c. Requirements
 - i. The [requirements and forms](#) necessary for employees and volunteers are on the Legal Counsel Website.
 - ii. All employees and volunteers need proof of background/sex offender registry checks and Minors on Campus training. Either the Directors of Clinical Education or the School’s Administrative Associate will keep records of proof of participants’ training (Clinical Education Policy 508 Required Immunizations, Certifications, Trainings, and Background Checks for all Faculty, Staff, Volunteers, and Students Working in SCSD and MSHC).
 - iii. Students may be considered volunteers if the assignment is not related to a course or graduate assistant duties.
 1. Volunteers must submit a Volunteer Form five days before the scheduled start date of the program/activity, so Legal Counsel has time to file them with the State of Tennessee.
 - iv. All employees, students, and volunteers involved in the camp/activities will receive a packet of information and forms to be signed that includes:
 1. Guidelines for Working with Minors: A list of Do’s and Don’ts
 2. Staff-to-participant ratios
 3. Reporting Responsibilities: Every Person has an Obligation to Report Child Abuse
 4. Statement of Acknowledgement Minors on Campus

II. Safety

- a. Policy Phys-304 in the School of Communication Sciences and Disorders Handbook covers the emergency procedures for all individuals in the Community Health Building.
- b. All minors must be always supervised.
- c. All Patients at MSHC have signed consent forms, and information is gathered to include medical conditions, dietary restrictions, medications, and emergency contacts.
- d. Specific camps/activities may require additional documentation for participants to include medication that needs to be taken during the camp, a media release, and a

statement of assumption of risk. These [forms](#) are located on the Legal Counsel website.

- i. When possible, medically trained staff should be available during the camp hours.
- ii. The coordinator of the camp will create a drop-off and pick-up plan for the camp and include it in the information provided to the families.

III. Participant Code of Conduct

- a. The coordinator of the camp/activity will create a code of conduct that is explained to the participant and given to the parent/guardian.
- b. The code should contain an explanation of expectations of the participant as well as conditions that may lead to dismissal.