

UT Extension
University of Tennessee Institute of Agriculture
Procedures for Programs for Minors
2016-2017

In relation to University of Tennessee [Safety Policy 0575](#) (Programs for Minors), please note that **ALL** UTIA Programs are deemed Covered Programs. Therefore, you do not need to report a list of Covered Programs in your department/county/center/regions.

The following needs to be performed by **August 15, 2016** by Regional Directors, County Directors, Regional Program Leaders, Camp Managers or their designees.

1. All information for Employees (Regular/Temp/Student) and Volunteers should be entered and tracked in SUPER. [Employee Profile](#). [Volunteer Enrollment](#).
2. Use the appropriate decision tree ([Employee](#), [Adult Volunteer](#) or [Youth Volunteer](#)) to determine the level of exposure to minors and level during Covered Programs.
3. Regional Directors, County Directors, and Camp Managers will need to complete the [Certification Form](#)
4. If an Employee or Volunteer comes on board after the August 15 submission deadline, all of the above is to be completed and submitted in SUPER prior to participating in programs.

Background Check Information:

ALL Level 3 - Employees and Volunteers will need to have a current (within the last 4 years) background check on file. Check the date in SUPER or IRIS. If the last background check is over 4 years old a new background check needs to be conducted.

A Truescreen (the University's background check vendor) background check for Employees or Volunteers may be requested through SUPER. Please ensure a valid email address is entered for the person being checked. Notify the individual that an email will be sent from Truescreen containing a secure link allowing him/her to submit the required information to complete the background check. Once completed, the background check information will be sent to the unit HR office. For employees, the background check will be automatically downloaded to SUPER from IRIS. For volunteers, the background check information will be entered in SUPER by the unit HR office.

If a background check for a Volunteer has been performed by a local authority, i.e., County Sherriff's office, the county will enter the information (local authority name and background check date) into SUPER. Print and file in a secure location with other personnel files.

Level 3 - Employees or Volunteers who decline or fail to respond to requests for a background check will not be permitted to participate in UTIA programs.

For Employees or Volunteers who have adverse information on their background check, appropriate parties (General Counsel, HR, Dean, Department Head, Director, etc.) will be notified and involved in decisions regarding the status of the Employee or Volunteer.

Tennessee Law On Mandatory Reporting of Child Abuse Form:

Every Employee, Level 3 – Adult Volunteer and Level 2 – Youth Volunteer will sign the “Tennessee Law on Mandatory Reporting of Child Abuse and Child Sexual Abuse.” The form needs to be *completed one time only* unless the form changes. Upload the form into SUPER along with the date the form was signed. For Employees, the original should be forwarded to the Regional Office. For Volunteers, the signed forms should be retained in a secure location with other personnel files.

Registry Check Information:

The National Sex Offender and TN Abuse Registry checks will be conducted on **ALL** Employees as well as **ALL** Level 2 – and Level 3 – Adult Volunteers. Enter the dates of the registry checks in SUPER. The registry checks will be repeated each year for Levels 2 – and 3 – Employees and Adult Volunteers. Level 1 Employees do not have to have annual registry checks unless they move to a higher level.

The national sex offender registry check is free and checks the mandatory sex offender registries in all 50 states. To perform a registry check on an individual, go to the National Sex Offender Public Website at, <http://www.nsopw.gov/en-US> and enter the person’s name.

The Tennessee abuse registry check is free. To perform an abuse registry check on an individual, go to <https://health.state.tn.us/AbuseRegistry/Default.aspx> and enter the person’s name or social security number.

Contact the Regional Director and Extension HR Director should an individual’s name appear as a registered sex offender on either registry.

Training Information:

The Regional Directors, County Directors, and Camp Managers should ensure that **ALL** Employees as well as all Level 3 - Adult Volunteer and Level 2 - Youth Volunteers complete the “Child Protection Training”. The training will be completed **every two years** for Level 2 – and 3 – Employees, Level 3 – Adult Volunteer and Level – 2 Youth Volunteers. Level 1 – Employees take the training once and do not have to repeat the training unless moving to a higher level.

Employees can access the online training via Skillport <https://oit2.utk.edu/cbt/login.php> using their NetID and password. First-time users should pre-register in the Skillport system before accessing the training. Once registered, login to Skillport. Select "Catalog" then the "Child Protection Training" folder. The "Child Protection Training" module will appear. Click on the blue arrow to launch the training. Training records are downloaded from IRIS on a monthly basis and updated in SUPER.

Volunteers can access the online training via Extension Online Learning. <https://extol.tennessee.edu/people/course/view.php?id=57> When the training is completed the volunteer should save/print the certificate and submit to their county extension office. A representative in that office will then update the volunteer’s record in SUPER.

Volunteers who do not have access to the Internet may participate in the “Child Protection Training” offered by the County Extension Agent. <https://extension.tennessee.edu/eesd/Documents/HR/Minors/ChildProtectionTrainingforNon-Employees-update082014.ppt>. Completions will need to be recorded in SUPER by the county Extension office.

Last Minute Volunteers

In the **rare** instances where unexpected, last minute, and unscreened Level 2 – Adult Volunteers show up to participate in a program, all efforts should be made to provide for the safety of minors attending our programs. The following steps should be taken:

1. Verify the identity of the Volunteer to include photo identification.
2. Enroll the Volunteer in SUPER and designate as a volunteer.
3. Conduct an on the spot check of the national sex offender registry and the Tennessee abuse registry. If unable to conduct on the spot registry checks, notify the Extension HR Director the next business day of the exception.
4. The Level 2 – Adult Volunteer needs to read, understand, and agree to comply with Tennessee law on the mandatory reporting of child abuse and child sexual abuse and should sign the “Tennessee Law on Mandatory Reporting of Child Abuse and Child Sexual Abuse.” The signed form should be scanned into SUPER with the original retained in the county/camp files for Volunteers. Record the date the form was signed in SUPER.
5. Provide the Level 2 – Adult Volunteer with a handout of the PowerPoint for the “Child Protection Training.” <https://extension.tennessee.edu/eesd/Documents/HR/Minors/ChildProtectionTrainingforNon-Employees-update082014.ppt>.

Under no circumstances should an unscreened individual be accepted as a Level 3 - Volunteer.

Department Head/Director Certification

The County Directors and Camp Managers should sign the certification form to attest that they have verified that all requirements have been met for their responsible Employees and Volunteers by the date specified by each region. Regional Directors should complete their certification and submit all certification forms to the Extension HR office by **August 15**.

The certification form can be found

at: <https://extension.tennessee.edu/eesd/Documents/HR/Minors/ProgramsForMinorsCertificationForm.pdf>