The University of Tennessee at Martin Student Classification Decision Tree Office of University Outreach

LEVEL 1 STUDENT

Student works under supervision of Camp Director at all times and has no direct contact with minors.

Student must:

- Complete Payroll Paperwork http://www.utm.edu/departments/personnel/ payroll.php
- Read Standards of Conduct for Covered Adults
 <u>Appendix E</u>
- Read and Sign TN Law on Mandatory Reporting of Child Abuse and Child Sexual Abuse.
 Appendix B

Agent:

 Initiate background check (BGC) for student (every four years).*

LEVEL 2 STUDENT

This student has direct contact with minors with no overnight involvement and no frequent contact for longer than two weeks with minors.

Student must:

- Complete Payroll Paperwork
 http://www.utm.edu/departments/p
 ersonnel/payroll.php
- Read and Sign TN Law on Mandatory Reporting of Child Abuse and Child Sexual Abuse. <u>Appendix B</u>
- Complete Child Protection Training (Online in K@TE or face-to-face) every two years. https://hr.utk.edu/child-protection-training-for-covered-adults/
- Read Standards of Conduct for Covered Adults – <u>Appendix E</u>

Agent/Designate:

 Initiate background check (BGC) for student (every four years).*

Start Here

Does the student work in direct contact with minors?

 direct contact is the instruction, care, supervision, guidance, control, and/or routine interaction with a minor.

NO

NO

 a minor is any person who is under eighteen (18) years of age, or who is reasonably presumed to be under eighteen (18) years of age.



Does the student have any overnight involvement or regular, frequent contact for longer than two weeks with minors or will drive a vehicle transporting minors?

LEVEL 3 STUDENT

This student has direct contact with minors with possible overnight involvement and does have frequent contact for longer than two weeks with minors.

Student must:

- Complete Payroll Paperwork
 http://www.utm.edu/departments/personnel/payroll.php.
- Read and Sign TN Law on Mandatory Reporting of Child Abuse and Child Sexual Abuse. <u>Appendix B</u>
- Complete Child Protection Training (Online in K@TE or face-to-face) every two years.
 https://hr.utk.edu/child-protection-training-for-covered-adults/
- Read Standards of Conduct for Covered Adults – <u>Appendix E</u>
- If transporting students, must have a valid driver's license.

Agent/Designate:

YES

Initiate background check (BGC) for student (every four years).*



*If the student has a current BGC on file with partnering agency/organization, you do not need to initiate BGC. A copy of the BGC must be submitted to the Camps Office.