

SMTD Policy for Sponsored Activities Involving Minors

The SMTD Policy for Sponsored Activities Involving Minors outlines the rules, requirements, and resources for SMTD activities that involve work with minors ages 17 years and younger. This policy excludes work with minors who are current SMTD students, employees, or those attending public events.

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1. PURPOSE OF THE POLICY

- To create a positive environment that promotes health, wellness, safety, and security for program and event administrators, faculty, staff, students, guests, volunteers, Sponsored Student Organizations, and participants.
- To enhance existing efforts and to centralize resources to ensure a positive experience for all.

2. SCOPE OF THE POLICY

- All SMTD Sponsored Activities involving minors (excluding minors who are current U-M students, employees, or those attending public events.)
- All programs and activities for minors under the direction and authority of the University.
- Programs that are managed by U-M SMTD faculty, staff, students, or Sponsored Student Organizations on behalf of the University.
- All SMTD administrators, faculty, staff, students, volunteers, guest artists, Sponsored Student Organizations, and participants 17 years of age and younger.

3. POLICY STATEMENT

SMTD Sponsored Activities are programs that engage non-enrolled participants for which the University of Michigan is responsible. When these programs include work with participants 17 years of age or younger, the program must adhere to the University of Michigan [Children on Campus policy](#).

This policy is based on the University of Michigan Standard Practice Guide: [Children on Campus 601.34](#).

4. DEFINITIONS

- a. SMTD Sponsored Activities Programs that are managed by U-M SMTD faculty, staff, students, or Sponsored Student Organizations on behalf of the university are considered Sponsored Activities. SMTD Sponsored Activities are programs that engage non-enrolled participants for which the University of Michigan is responsible (including work with minors). The person(s) responsible for managing a Sponsored Activity is a formal representative of U-M SMTD. These activities include, but are not limited to, the following, regardless of location:
 - Private lessons (see SMTD Policy for teaching Private Lessons)
 - Workshops/Camps
 - Conferences
 - Guest artist/conductor events
 - Campus tours/visitations by invitation
 - Masterclasses
 - Productions/concerts
 - Recruitment conversations/career guidance discussions
- b. Non-Sponsored Activities (3rd Party) Programs that are not operated on behalf of U-M or under its control are considered Non-Sponsored Activities. U-M SMTD Non-Sponsored Activities for faculty, staff, and students working with any non-U-M student, including minors, are those that do not have a formal relationship with the School or a faculty member. These include, but are not limited to:
 - Public events (performances, public masterclasses)
 - Family events (weddings, retirement gatherings)
 - Rental events
 - Non-SMTD auditions/festivals/rehearsals
 - Lessons/events led by non-SMTD faculty/students (Please see the SMTD 3rd Party Use Policy)
- c. Supervising Adult A Supervising Adult is an SMTD faculty member, staff member, guest artist, volunteer, student, or any hired employee who is in a position of leadership. Supervising Adults ensure safety and policy adherence and are responsible for handling an emergency. Supervising Adults are in charge and are aware that they are in charge. These include but are not limited to:
 - Faculty member/student teaching a private lesson
 - Faculty member(s) leading a rehearsal
 - Guest artist leading a sectional

- SMTD student working directly with minors in partnership with a non-profit organization
 - Program Administrator of a camp
- d. Non-Supervising Adult Not all Sponsored Activities require SMTD representatives to be deemed “supervisors.” Non-Supervising Adults may be involved in a program but are not in a position of leadership. At least one Supervising Adult must be present during a sponsored activity, and this may be a confirmed/ documented chaperone. However, at a minimum every adult member involved in a sponsored activity working with minors should be aware of the [Code of Conduct](#).

Examples of situations where someone is not a Supervising Adult, and does not need to complete all compliance requirements for working with minors include but are not limited to:

- Guest artist with indirect contact
 - Entire cast of a production
 - Faculty/staff/student involved with a visiting school class chaperoned by a classroom teacher
 - Any event where a Parent/Guardian is confirmed as a chaperone
- e. Minor Participants A Minor Participant is any child or teen 17 years of age or younger who is participating in an SMTD Sponsored Activity, regardless of location, excluding minors who are current SMTD students, employees, or those attending public events.
- f. Chaperone A parent/guardian, or other adult designated in writing, who is responsible for the supervision of a minor during a Sponsored Activity. The Chaperone must remain in the minor’s general vicinity throughout the duration of the program.
- g. General Vicinity means that the parent/chaperone should be nearby and be able to oversee the activity in the same room or in the hallway outside of the room that has a window or unlocked public access. In all cases, the parent/chaperone is responsible for the minor participant and should be available as needed and be able to monitor the activity. Parents/Chaperones should not leave the building.

5. PROCEDURES

- a. Compliance. Compliance includes adhering to all required procedures defined by U-M Risk Management and as outlined on the [Children on Campus](#) website. These procedures include 1) Obtaining and retaining personal background screenings for all Supervising Adults, 2) Obtaining and retaining certificates of online training or in-person training 3) Registering a program with Risk Management 4) Obtaining and retaining any required participant waivers and forms and, 5) Adhering to the SMTD Private Lesson Guidelines.

Who is responsible for making sure all SMTD faculty/staff/students/participants/volunteers/guest artists are in compliance with this policy?

- **Dean.** The SMTD Dean has ultimate compliance responsibility. The Dean may charge Associate Deans, Department Chairs, and Directors to be responsible for compliance with programs. When designated, Deans/Chairs/Directors become the administrative authority ensuring all policy compliance.
 - **Departments/Units.** As designated by the Dean, when a department or unit is given responsibility for sponsoring an activity/program then the administrator of that department /unit will assume supervision and compliance responsibility. *Examples: Admissions, EXCEL, Engagement & Outreach, Department Chair events.*
 - **Individual Faculty and Students.** When endeavors by individual SMTD faculty (and students who are registered with SMTD to teach private lessons) take place, that individual is responsible for supervision and policy compliance. *Examples: private lessons, conferences, guest appearances.*
 - **SMTD.** SMTD will create and monitor the SMTD student registration process for private lesson instruction, including a clause restricting locations and timeframes of lessons. SMTD will establish random visits of physical/ virtual locations. SMTD will annually register private lessons with U-M Risk Management.
- b. Supervision. All Supervising Adults must adhere to the following U-M Children on Campus requirements: (links are included)
- [Background Screening](#) (every two years) via U-M Risk Management or other institution with which U-M allows reciprocity (Ex. public school districts in Michigan. Check with Risk Management to determine if reciprocity is allowed.) It is the responsibility of the individual to track their own background screening status, unless a Dean, Chair or Director is designated as the responsible administrator. Documentation: recording the date, having written proof of passed screening, or written statement from an approved source if other than U-M.
 - [Annual Training.](#) Training may be done online or in person. Documentation: recording the date, having written proof of course completions. The following training is required annually:
 - [Recognition and prevention of child abuse and neglect](#)
 - [Code of Conduct](#)
 - [Supervision, safety and security](#)
 - [Planning your program and event](#)
 - [Program Registration](#) (this will be done by SMTD for private lessons/conferences/guest appearances). To be updated annually by the Supervising Adult overseeing the program/activity.
 - [Code of Conduct](#) Ensure that any adult involved with a sponsored activity is aware of the Code of Conduct. (Note, a Supervising Adult/Chaperone must be present.)
- c. Minor Participant Requirements

- **Form Requirements.** There are several documents that must be completed by parents/guardians/chaperones and collected by the Supervising Adult. Form requirements will vary depending on the activity. Examples of different activities are listed below. If a confirmed chaperone is present during activities, fewer forms may be required. Any event being recorded, live streamed, or photographed must include a media waiver. Contact Risk Management if there are questions. U-M Risk Management childrenoncampus@umich.edu / 734-764-2200

EXAMPLES of form Requirements by Program Type

Residential (overnight) Camp:

- [Participation Agreement and Waiver](#)
- [Media, Photo & Video Release](#)
- [Medical History and Treatment Authorization](#)
- [Over-the Counter Medical Authorization](#)
- [Participant Conduct Agreement](#)
- [Self-Administration of Prescription Medication \(as needed\)](#)

Day Camp/Activity:

- [Participation Agreement and Waiver](#)
- [Media, Photo & Video Release](#)
- [Medical History and Treatment Authorization](#)
- [Participant Conduct Agreement](#)
- [Self-Administration of Prescription Medication \(as needed\)](#)

A School Group invited to visit an SMTD class:

- [Group Program Acknowledgment of Responsibilities](#)

A prospective student 17 yrs or younger *invited* to visit school without a chaperone:

- [Participation Agreement and Waiver](#)

A minor visiting campus for a private lesson without a chaperone:

- [Participation Agreement and Waiver](#)

A minor under 11 years of age on campus for a private lesson/program:

- [Participation Agreement and Waiver](#)
- [Pick-Up Authorization](#)

A minor involved in any Sponsored Activity when a confirmed chaperone is present:

- [Participation Agreement and Waiver](#)

6. ADMINISTRATION

Eli Salembier: Director of Finance & Operations elisalem@umich.edu

Paul Feeny: Director of Concerts & Events feenyp@umich.edu

Jeffrey Kuras: Director of University Productions jskuras@umich.edu

Sarah Jane Rau: Director of Engagement & Outreach sjrau@umich.edu

7. RESOURCES

- [U-M Risk Management childrenoncampus@umich.edu](mailto:childrenoncampus@umich.edu) 734-764-2200
- [Children on Campus SPG](#)
- [SMTD Private Lesson/Coaching Registration Form](#)
- [UM COVID-19 Information](#)
- [Participation Agreement and Waiver](#)
- [Photo & Video Release](#)
- [Medical History and Treatment Authorization](#)
- [Over-the Counter Medical Authorization](#)
- [Participant Conduct Agreement](#)
- [Self-Administration of Prescription Medication \(as needed\)](#)

8. VIRTUAL PROGRAM RESOURCES

- [Virtual Planning-Checklist](#)
- [Virtual Planning Presentation COC \(1\)](#)
- [U-M Safe Computing Policy](#)
- [Equipment Loan Agreement](#)
- [ITS Summer Application Help \(Zoom, Canvas, Google\)](#)
- [Revised Participation-Agreement-and-Waiver-Online-Platform](#)
- [Participation-Agreement Virtual Online-Group Waiver](#)
- [Internet Access Resources](#)
- Smt-privatelessons@umich.edu (email to copy when sending zoom link)

9. FAQ'S

Q: *As a faculty member I have invited some students from Pioneer High School to observe a masterclass. Does this policy apply to my situation? Am I a Supervising Adult?*

A: Yes, this policy does apply to this situation. If the Pioneer students are accompanied by a Chaperone who has completed the [Group Program Acknowledgment of Responsibilities](#), you do not need to be a Supervising Adult. However, all faculty involved with programs working with minors are encouraged to complete background screenings every two years and annual training. If this masterclass is a public event, the event is exempt from this policy.

Q: *As a faculty member, I have been invited to be an adjudicator for the MSBOA Solo & Ensemble festival. Does this policy apply to me?*

A: Yes. As a formal representative of U-M SMTD this policy applies to you as a guest artist of another organization. However, you are not considered to be a Supervising Adult. As a Non-

Supervising Adult, you must read the [Code of Conduct](#) and adhere to MSBOA policies. However, all faculty involved with programs working with minors are encouraged to complete background screenings every 2 years and annual training.

Q: *I am a staff member who has been asked to work with a program organized by the SMTD Admissions Office providing a tour to prospective high school student(s). Am I a Supervising Adult?*

A: If the high school student(s) taking the tour are accompanied by a parent or a schoolteacher/ Chaperone, OR if the tour is a public event open to anyone, you are **not** considered a Supervising Adult. If the high school students are taking the tour as a school group accompanied by a teacher/Chaperone, the teacher/Chaperone must complete and submit to you the [Group Program Acknowledgment of Responsibilities](#).

However, If the high school student(s) are not accompanied by a parent or chaperone then you become the Supervising Adult and must adhere to the Supervising Adult requirements, and the parent(s) must complete and submit a [Participation Agreement and Waiver](#).

Q: *I am a student who was hired by the SMTD Office of Engagement & Outreach to teach in the MPulse Summer Performing Arts Institutes. Am I a Supervising Adult?*

A: Yes. As a hired instructor working directly with minors you are considered a supervising adult. However, the administrators within the Office of Engagement & Outreach are responsible for overseeing compliance with this policy.

Q: *I am a student who is working with the Ypsilanti Youth Orchestra for a project that is being funded by the EXCEL Lab. Am I a Supervising Adult?*

A: If the Ypsilanti Youth Orchestra is taking responsibility for supervision of the students in the program, and you are not working privately with any minor, then at minimum you must read the [Code of Conduct](#). If you will have direct interaction with minors in the Ypsilanti Youth Orchestra you are encouraged to fulfill the requirements of a Supervising Adult.

Q: *What does "general vicinity" mean for a parent/Chaperone?*

A: Typically, general vicinity means that the parent/chaperone should be nearby and be able to oversee the activity. In some cases, this can mean being in the same room as the activity. In other cases, this can mean being in the hallway outside of the room that has a window or unlocked public access. In all cases, the parent/chaperone is responsible for the minor participant and should be available as needed and be able to monitor the activity. Parents/Chaperones should not leave the building.