

Protection of Minors on Campus

Program Checklist for Program Directors

Southern Utah University ("SUU or "University") has adopted a policy for [Minors on Campus and at University-Sponsored Events](https://www.suu.edu/erm/protection-minors.html) (Policy 5.64) to establish safeguards for children under the age of 18 who participate in University activities and programs on campus or under the authority and direction of the university at other locations. This checklist is intended to be a quick reference for your program. For complete information please visit

<https://www.suu.edu/erm/protection-minors.html>

Protection of Minors Policy Requirements	Please check all that apply (all required)	Resources/Links																				
<p>Program Registration</p>	<p>Prior to completing the Program Registration Form:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prepare a list of activities the participants will be participating in. <input type="checkbox"/> Identify all the risks associated with your activities. <input type="checkbox"/> List rules you would like your participants to follow to help mitigate risks. <input type="checkbox"/> Develop an ADA accommodation response plan <input type="checkbox"/> Create a procedure for checking participants in and out. <input type="checkbox"/> Establish Minimum Ratios of Staff to Minor Participants. <input type="checkbox"/> Establish the number of *Authorized Adults that will be needed for your event. <p>Use the information above to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete the Registration Form for Programs with Minors with enough time (30 days recommended) for any questions or concerns to be addressed prior to the beginning of the program. NOTE: Any registration form received within 10 business days of the Program start date will be automatically denied by SUU Risk Management. 	<p>BON Training - Protection of Minors (Recommended for New Program Directors)</p> <p>Minimum Supervising staff to minors ratios</p> <table border="1" data-bbox="1339 548 1976 846"> <thead> <tr> <th>Participant Age</th> <th># of Authorized Adults</th> <th># of Overnight Participants</th> <th># of Day-Only Participants</th> </tr> </thead> <tbody> <tr> <td>< 6 Years</td> <td>1</td> <td>5</td> <td>6</td> </tr> <tr> <td>6 - 8 Years</td> <td>1</td> <td>6</td> <td>8</td> </tr> <tr> <td>9 - 13 Years</td> <td>1</td> <td>8</td> <td>10</td> </tr> <tr> <td>14 - 17 Years</td> <td>1</td> <td>10</td> <td>12</td> </tr> </tbody> </table> <p>*Authorized Adults are Staff that have Direct Contact with Minors. Direct Contact means providing care, supervision, guidance, or control of Minors, and/or routine interaction with Minors. Authorized Adults are required to have a fingerprint background check.</p> <p>Registration Form for Programs with Minors</p>	Participant Age	# of Authorized Adults	# of Overnight Participants	# of Day-Only Participants	< 6 Years	1	5	6	6 - 8 Years	1	6	8	9 - 13 Years	1	8	10	14 - 17 Years	1	10	12
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<p>Registration of Staff, including Volunteers</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Compile a roster of Program Staff expected to work in the program and submit to the Office of ERM. <ul style="list-style-type: none"> <input type="checkbox"/> Specify which Staff will serve as Authorized Adults on your Roster. <input type="checkbox"/> Send the Staff Roster Form link to each of your Staff. This link was sent to you after completing the Program Registration Form. <input type="checkbox"/> Verify completion of Staff Registration on the Staff Roster Google Doc 	<p>Email your Staff Roster to riskmanagement@suu.edu</p> <p>Contact the ERM office for access to your program Staff Roster Google Doc to verify completions</p>																				

Volunteer Form, if applicable (Required for all unpaid staff)	<input type="checkbox"/> Complete the Supervisor Section of the Volunteer Services Form <input type="checkbox"/> Send the Volunteer Services Form link to each of your unpaid Program Staff. <input type="checkbox"/> Verify that each volunteer staff member has completed the Volunteer Services Form	Volunteer Services Form (Supervisor Version) Contact the ERM office for access to your program staff roster Google Doc to verify completions
Participant Registration and Liability Waivers	<input type="checkbox"/> Send the Participant Registration and Liability Waiver link to the parents or legal guardians of the participants. This link was sent to you after completing the Program Registration Form. <input type="checkbox"/> Verify that all participants have completed a liability waiver before allowing them to participate in the Program.	Link to the JotForm Report for Program Participants . How to filter and search a JotForm Report
Mandatory Training for all Program Staff, including Volunteers	<input type="checkbox"/> Verify that all Program Staff have completed the required training. Training is required every two years.	Required Online Training Module Contact the ERM office for access to your program staff roster Google Doc to verify completions
Background Checks	<input type="checkbox"/> Complete the Program Director section (Step 2) of the LiveScan Fingerprinting Authorization Form and distribute to all Authorized Adults. <input type="checkbox"/> Verify that all Authorized Adults working in your Program have completed the LiveScan Background Check with the SUU Police Department (Allow for 2-4 Weeks) <input type="checkbox"/> Verify all Staff have cleared the National Sex Offender Registry	LiveScan Fingerprinting Authorization Form Contact the ERM office for access to your program staff roster Google Doc to verify completions Helpful tips: <ul style="list-style-type: none"> ● LiveScan Fingerprint background checks must be renewed every 4 years ● Staff who work in covered Programs but do not have Direct Contact with Minors and who have not undergone a background check may be allowed to work in a covered Program with approval from the ERM office and when certain circumstances are met.