

Protection of Minors Policy - Checklist

Ithaca College Sponsored Programs

The person responsible for a program that is sponsored, overseen, supervised, operated, controlled, or managed by the College that involves minors (under 18 years of age) is required to register the program or activity and complete the steps in this checklist for the [Protection of Minors Policy](#). Please review the [flowchart](#) and contact the Office of Risk Management with any questions at riskmanagement@ithaca.edu. All resources below are located on the Risk Management [site](#). Per Policy, Program Directors and Authorized Adults are referred to as “Program Personnel.”

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| <input type="checkbox"/> 1. Register the program in the Protection of Minors Registration System by the appropriate deadline (recurring programs must re-register annually): <ul style="list-style-type: none">• Three (3) months prior to the start of the program, per policy. If a program requires a camp permit, based on New York State camp guidelines, the timeline may take longer than three (3) months.• IMPORTANT: Schedule a meeting via Teams with Kristine Slaght and Diane Rogers after you register the program. Policy compliance will be reviewed (below). |
| <input type="checkbox"/> 2. Ensure all Background Checks have been completed <u>prior</u> to start of program. Checks are good for 3 years from date of last completed Check. <ul style="list-style-type: none">• Identify <u>all</u> Program Personnel who will participate in program. Risk Management will run background checks and results will be available in the registration system. |
| <input type="checkbox"/> 3. Annual Mandatory Training. Review Training section in the Protection of Minors Policy for all training requirements and procedures, which apply to all Program Personnel. |
| <input type="checkbox"/> 4. Attestation. Have all Program Personnel review policy and sign Attestation Form . Each person can access and sign the form directly in the software. |
| <input type="checkbox"/> 5. Ensure supervision and ratios are in place (number of Minors per Program Personnel, by age and type of activity). All activities involving Minors must be supervised by at least two or more Program Personnel. Review “ Supervision Requirements ” in the Protection of Minors Policy . A ratio chart is also located in the registration software (when/as you complete the registration form). |
| <input type="checkbox"/> 6. Maintain and Establish Rules: <ul style="list-style-type: none">• Rule of three: at least one other adult or a Minor must be present at all times in any interaction with a Minor. Avoid unsupervised interaction with Minors (no one-on-one contact). If this is not possible, discussion with risk management will occur.• Refer to “Code of Conduct” section in the Protection of Minors Policy. |
| <input type="checkbox"/> 7. Collect forms from parents or legal guardians for all participating Minors prior to start of program: Program Director must use approved forms/templates provided by Risk Management. Risk Management will advise on the appropriate forms during the initial meeting. This includes the Emergency Contact Worksheet for Public Safety. All forms will need to be uploaded to the registration system. |
| <input type="checkbox"/> 8. Program Director to provide “ Roles & Responsibilities Information for Programs Involving Minors ” to parents/legal guardians <u>and</u> Program Personnel. Document provided by Risk Management. |
| <input type="checkbox"/> 9. Review Emergency and Safety Procedures under “ Emergency and Safety Planning ” in the Protection of Minors Policy . |
| <input type="checkbox"/> 10. Reporting. All Program Personnel need to know how to report suspected child abuse or neglect located under “ Duty to Report ” in the Protection of Minors Policy . This will be reviewed in more detail during the meeting with Risk Management. |

11. Register in Emergency Notification System:

All Program Personnel **must** register in the College's emergency notification system (ENS) via the RAVE app. Parents/legal guardians/Minors may also register in the ENS for the duration of the College-Sponsored Program. Provide the [ENS instructions](#) to Program Personnel and parents/legal guardians.

12. Orientation. Hold orientation with all Program Personnel **prior** to the start of program.

Review:

- Code of Conduct
- Behavior While Working with Minors
- How to Report Suspected Child Abuse/Neglect
- No 1:1 with Minor
- Locker room/bathroom expectations AND Signage
- Do not release a minor to anyone other than the designated parent or legal guardian (see Custody Obligations below)

13. Attendance Log. Attendance must be taken each day of program (template provided by Risk Management or a comparable version may be used that captures daily participation). Upon completion of the program, this must be uploaded to the registration system.

14. Custody Obligations. A program may only release a Minor to the parent or legal guardian identified on the Parental Consent Form. Only exception: written consent received **prior** to start of program from parent/guardian authorizing pick up by another adult (adult must provide valid photo ID).

In addition, if applicable to your program:

15. Housing. Any overnight program in campus dormitories needs to be pre-arranged with Residential Life. Overnight programs will be discussed in more detail with Risk Management.

16. If program/activity will take place in a science lab, involves exposure to hazardous materials, machinery, equipment, or other environments deemed concerning for Minors, this will be reviewed with Risk Management and Environmental Health and Safety (EH&S) to review the program. EH&S will determine appropriate training that is needed for Program Personnel and for Minors. Please adhere to age requirements for Minors to be present in a lab.

- [Minors in Laboratories Policy](#)
- Complete "[Hazard Identification and Control Form](#)," if applicable.