

Protection of Minors Policy - Registration 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 is required to register the program or activity and complete the steps in this checklist. Please also refer to the [Protection of Minors Policy](#). For questions or if you are registering a program for the first time, contact the Office of Risk Management & Insurance at riskmanagement@ithaca.edu or 607-274-3285.

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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. |
| <input type="checkbox"/> 2. Ensure all Background Checks have been completed prior to start of the program. <ul style="list-style-type: none">• Identify all program personnel (Authorized Adults) who will participate in program. Human Resources will run background checks and Risk Management will advise Program Director when completed. |
| <input type="checkbox"/> 3. Mandatory Training. Log training completion date for online or in-person training in the Protection of Minors Registration System for all Authorized Adults (program personnel), including the responsible Program Director and Program Co-Director. Review Training section in the Protection of Minors Policy for all training requirements and procedures. |
| <input type="checkbox"/> 4. 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 Authorized Adults (program personnel) or by their parent or legal guardian <u>at all times</u>. <ul style="list-style-type: none">• Refer to “Supervision Requirements” in the Protection of Minors Policy, including rules and responsibilities of program personnel outlined in this section of the policy. |
| <input type="checkbox"/> 5. Maintain and Establish Rules: <ul style="list-style-type: none">• Rule of three: at least one other adult or a Minor should also be present at all times in any interaction with a Minor. Avoid unsupervised interaction with Minors (no one-on-one contact).• Refer to “Code of Conduct” section in the Protection of Minors Policy. |
| <input type="checkbox"/> 6. If the program/activity will take place in a science lab, involves exposure to hazardous materials, machinery, equipment, or other environments deemed concerning for Minors, contact the Office of Environmental Health and Safety (EHS) to review the program. EH&S will determine appropriate training that is needed for program personnel and for Minors. <ul style="list-style-type: none">• Minors in Laboratories Policy• Complete “Hazard Identification and Control Form,” if applicable. |
| <input type="checkbox"/> 7. Collect all signed forms from parents or legal guardians for all participating Minors prior to start of the program: <ul style="list-style-type: none">• The Program Director must use approved forms provided by Risk Management. Program Director must collect all signed parent/legal guardian forms (for each minor) and provide forms in one electronic file to Risk Management at riskmanagement@ithaca.edu. Electronic file must include all consent forms, release waivers, medical treatment form, photo releases (if applicable), lab release and other lab forms (if applicable), etc. Risk Management will maintain all signed forms. |

8. Review Emergency and Safety Procedures:

- Refer to requirements under “Emergency and Safety Planning” in the Protection of Minors Policy.
- On first day of check-in at registration, **obtain a current photo** for each Minor from parent/legal guardian.
- Use the Minors Program Registration Log each day of program.

9. Provide Minors Program and Emergency Contact Worksheet to Public Safety and Risk Management **two (2) weeks prior to the start of the program**. This Worksheet must contain up-to-date information at all times.

10. Establish communication between parents/guardian and Minors.

The Program Director must provide information to parents or legal guardians outlining how their child can be contacted during the program.

11. **Custody Obligations.** A program may only release a Minor to the parent or legal guardian identified on the Consent Form, unless there is prior written consent from the parent/guardian authorizing pick up by another adult and the adult provides valid photo ID.

12. Register in Emergency Notification System:

- Program Director, Co-Program Director, and all program personnel (Authorized Adults) **must** register in the College emergency notification system (ENS).
- Parents/legal guardians/minors may also register in the ENS for the duration of the College-Sponsored Program. Provide the ENS instructions to parents/legal guardians.

13. Review “Medical Emergencies, Medication, and Procedures” in the Protection of Minors Policy and collect all signed medical forms, immunization forms, and meningococcal forms. Forms must be provided to Health Center for review **three (3) weeks prior** to start of program.

14. All Authorized Adults (program personnel) need to know how to report suspected child abuse or neglect located under “Duty to Report” in the Protection of Minors Policy.

15. **Housing.** Any overnight program in campus dormitories needs to be pre-arranged with Residential Life.

16. **Attestation.** Have all program personnel, including program director(s), review policy and sign Attestation Form. Signed forms must be submitted to Risk Management prior to start of program. Send forms to riskmanagement@ithaca.edu.