

Protection of Minors on Campus Registration Checklist For Syracuse University Programs

The person responsible for University programs sponsored, overseen, supervised, operated, controlled, or managed by the University that involve minors are required to register the program or activity by completing the steps in this checklist. For more information, visit <http://riskmanagement.syr.edu/policies-and-procedures/minors-on-campus/>. For questions or if you are registering a program for the first time, contact Risk Management at riskadmin@syr.edu or 315-443-4011.

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| <input type="checkbox"/> | 1. Register the program in the Minors on Campus webpage by the appropriate deadline (recurring programs must reregister every fiscal year): <ul style="list-style-type: none"> • One month prior to the start of the program |
| <input type="checkbox"/> | 2. Ensure that all background checks have been completed prior to start of program <ul style="list-style-type: none"> • The excel spreadsheet will be provided to the Responsible Program Person when the program is registered. • Identify all staff and volunteers, return spreadsheet to Risk Management. • Contact Risk Management if you have any questions. Riskadmin@syr.edu or 315.443.4011 |
| <input type="checkbox"/> | 3. Confirm all program staff, including the responsible program person, completed the Syracuse University Protection of Minors Training and the included attestation prior to the start of the program/activity. <ul style="list-style-type: none"> • Responsible Program Person will receive an email with a link to online training after the program is registered. |
| <input type="checkbox"/> | 4. Distribute a copy of operational requirements to all staff and volunteers and ensure compliance with them. <ul style="list-style-type: none"> • Maintain an up-to-date program participation list and provide the list to Risk Management. • Ensure appropriate staff-to-minor ratios are in place. |
| <input type="checkbox"/> | 5. Distribute a copy of behavioral expectations to all staff and volunteers and ensure compliance with them. <ul style="list-style-type: none"> • Maintain rule of three: at least one other adult or minor should also be present at all times in any interaction with a minor. Avoid unsupervised interaction with minors (one-on-one contact). • Establish written rules regarding attendance of family and friends; unauthorized persons should not be allowed to interact with minors participating in the program. • Distribute information sheet with program staff contact information to parent/guardian of program participants. |
| <input type="checkbox"/> | 6. If the program/activity will take place in a lab, which involves exposure to hazardous materials, machinery, or other health-related situations, confirm all program staff and participating minors received the requisite safety training offered by the Syracuse University office of Environmental Health and Safety Services (EHSS). <ul style="list-style-type: none"> • All individuals, including minors, engaged in activities in a laboratory must complete the classroom Initial Laboratory Safety Training provided by Environmental Health and Safety Services (EHSS), and any other safety training required by the Responsible Program Person, prior to beginning any work in the laboratory. • Adhere to the requirements and restrictions outline in the Minors in Laboratories Guidelines and all |

other University or departmental requirements.

☐ 7. Collect and retain signed **Consent Form, from the parents or legal guardians of all participating minors** prior to start of the program for the following types of programs. Provide copies of all completed release/permission/waiver forms to Risk Management

☐ 8. Review the Safety and Emergency Procedures for Syracuse University-sponsored programs/activities, which involve the participation of minors.

- Provide contact information for Responsible Program Person to the Director of Emergency Management.
- Collect mobile telephone numbers (if any) and emergency contact information for all minors participating in the program. Establish procedure for notification of parents/legal guardians in the event of an emergency.
- In the event of an emergency requiring evacuation of a Syracuse University Facility containing minors in a Syracuse University sponsored program, members of the University community will follow the emergency procedures outlined by the facility.