

# Protection of Minors on Campus Registration Checklist



## *For Syracuse University Programs*

The persons 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 the [Minors on Campus webpage](#). For questions or if you are registering a program for the first time, contact the [youth programs compliance coordinator](#) or call 315.443.4131.

- 1. Register the program on [youthprograms.syr.edu](https://youthprograms.syr.edu) by the appropriate deadline.**
  - One month prior to the start of the program.
  - Recurring programs must re-register every year.
  
- 2. Ensure all [background checks](#) are completed prior to start of program.**
  - Add AND enroll staff in the program.
  - If no check is on file, or the check is expired, have each person consent to the background check. This is done within the [website](#). The responsible program person will instruct each participant on how to give consent to move forward with initiating a check.
  - Contact [youth program compliance coordinator](#) or call 315.443.4131 if you have any questions.
  
- 3. Confirm all program staff, including the responsible program person, complete the Syracuse University protection of minors training prior to the start of the program/activity.**
  - Once staff is enrolled in the program, the responsible program person will be able to send each staff member an automated email with a link to online training.
  
- 4. Distribute a copy of [operational requirements](#) to all staff and volunteers and ensure compliance.**
  - Maintain an up-to-date program participant list and upload the list to the [website](#).
  - Ensure appropriate staff-to-minor ratios are in place.

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**5. Distribute a copy of behavioral expectations to all staff and volunteers and ensure compliance.**

- Maintain rule of three: at least one other authorized 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.

**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 required safety training offered by Syracuse University Environmental Health and Safety Services (EHSS).**

- All individuals, including minors, engaged in activities in a laboratory must complete the classroom initial laboratory safety training provided by 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 outlined in the minors in laboratories guidelines and all other University or departmental requirements.

**7. For programs where it is required, collect and retain signed consent forms from the parents or legal guardians of all participating minors prior to start of the program. Provide copies of all completed release/permission/waiver forms to Risk Management by uploading to the 'permission slips' section of youthprograms.syr.edu.**

✓ **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.