



## Protection of Minors on Campus Audit Checklist For Syracuse University Programs

The person responsible for University programs sponsored, overseen, supervised, operated, controlled, or managed by the University that involve minors is responsible for completing the steps in this checklist prior to program start. For more information, visit: [riskmanagement.syr.edu/policies-and-procedures/minors-on-campus](http://riskmanagement.syr.edu/policies-and-procedures/minors-on-campus)

**YES      NO**

<input type="checkbox"/>	<input type="checkbox"/> <b>1. Was the program registered by the appropriate deadline?</b>
	NOTES:
<input type="checkbox"/>	<input type="checkbox"/> <b>2. Were all background checks completed prior to start of program?</b>
	NOTES:
<input type="checkbox"/>	<input type="checkbox"/> <b>3. Did all program staff, including the responsible program person, complete the Syracuse University Protection of Minors Training and the attestation prior to the start of the program?</b>
	NOTES:
<input type="checkbox"/>	<input type="checkbox"/> <b>4. Was a written copy of <a href="#">operational requirements</a> distributed to all staff/volunteers, and subsequently reviewed with staff?</b>
	NOTES:
<input type="checkbox"/>	<input type="checkbox"/> <b>5. Was a written copy of <a href="#">behavioral expectations</a> distributed to all staff/volunteers, and subsequently reviewed with staff?</b>
	NOTES:
<input type="checkbox"/>	<input type="checkbox"/> <b>6. If the program/activity took place in a lab, was it confirmed that all program staff and participating minors received the requisite safety training offered by the Syracuse University Office of Environmental Health and Safety Services (EHSS)?</b>
	NOTES:
<input type="checkbox"/>	<input type="checkbox"/> <b>7. If necessary, were signed consent forms/photo releases collected</b>

and retained from parents/legal guardians of all participating minors prior to start of the program? Were copies of all completed release/permission/waiver forms provided to Risk Management?

NOTES:

8. Did program staff review the Safety and Emergency Procedures for Syracuse University-sponsored programs/activities?

NOTES:

9. If one-on-one interactions were observed, were the parameters met for this to occur and [best practices](#) followed?

NOTES:

10. Were appropriate staff-to-minors ratios maintained during the program?

NOTES:

11. Were appropriate sign-in and sign-out sheets and processes used?

NOTES:

12. How are participants contacted? (Check all that apply.)

- Phone
- Email to participant only
- Email to parent/legal guardian only
- Text to minor only
- Text to parent/legal guardian only
- Social media messages
- Other (Please explain)

NOTES:

**STRENGTHS:**

**RECOMMENDATIONS:**

**ADDITIONAL NOTES:**