PLANNING CHECKLIST

FOR UNIVERSITY-OPERATED PROGRAMS INVOLVING MINORS

☐ Review University Policy and FAQs – Review OSU’s Safety of Minors Policy and FAQ online at youth.oregonstate.edu/policy.

☐ Secure Departmental Approval – Get the proposed activity approved by the appropriate Dean, Director or Department Head.

☐ Register the Activity – Register the activity with the Office of Youth Safety & Compliance at least thirty (30) days prior to the start of the program activity. Learn how to register your activity at youth.oregonstate.edu/process

☐ Meet Requirements for Authorized Adults – Ensure that all OSU employees and volunteers with supervisory duties or with potential for direct access to minors complete the following requirements prior to working in a program with youth:
  - Complete university-approved training - youth.oregonstate.edu/training
  - Pass a criminal history check through University Human Resources
  - Review the Standards of Behavior - youth.oregonstate.edu/standards

☐ Follow Safety and Supervision Standards – Implement standards to safeguard the welfare of participants as outlined in the Safety of Minors Policy Resource Guide located online at youth.oregonstate.edu/resource-guide.

  In particular, consider the following sections of the Resource Guide:
  - Child Abuse Reporting/Response
  - Avoiding 1-on-1 Interactions
  - Supervision Guidelines
  - Media Use
  - Transportation (if applicable)
  - Incident Response/Escalation
  - Emergency Operations Plan
  - Medical Care Plan

☐ Collect Waivers and Consent Forms – Collect waivers and parental consent forms before permitting minors to engage in program activities.

FOR ADDITIONAL INFORMATION

Visit: youth.oregonstate.edu