

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