

John Carroll University

Checklist for Programs with Minors

Item	Yes/No	Further Steps
Program Registration		
Have you submitted a completed Program Registration/Approval Form to the appropriate Vice President(s)?		
Have you submitted any additional administrative forms or protocols associated with this program? (waivers, permission slips, medical emergency forms, etc.)		
Have you received approval back from the appropriate Vice President(s)?		
Program Staffing		
Do you have enough Authorized Adults to meet or exceed the minimum Authorized Adults to minor ratios established in JCU's "Requirements and Best Management Practices for Minors on Campus"?		
Have all Authorized Adults passed a criminal background check within the past three years?		
Have you checked all Authorized Adults and volunteers' names against the National Sex Offender Registry?		
Program Training		
Have all Authorized Adults successfully completed United Educators' Online Training " <i>Sexual Misconduct: How Teachers and Other Educators Can Protect Our Minors</i> " within the past three years.		
Do you have a supervision plan and have you reviewed it with all Authorized Adults and volunteers:		
<ul style="list-style-type: none"> ▪ Outlines abuse/molestation reporting requirements 		
<ul style="list-style-type: none"> ▪ Identifies the Program Manager responsible for all Authorized Adults 		
<ul style="list-style-type: none"> ▪ Roster of Authorized Adults broken down by employees, students, and volunteers 		
<ul style="list-style-type: none"> ▪ Additional Authorized Adults to minor ratios based on activity 		
<ul style="list-style-type: none"> ▪ Being alone with a minor 		
<ul style="list-style-type: none"> ▪ Bathrooms and Locker rooms 		
<ul style="list-style-type: none"> ▪ After hours and off-site activities 		
<ul style="list-style-type: none"> ▪ Use of Authorized Adult or volunteer's home 		
<ul style="list-style-type: none"> ▪ Use of personal vehicles 		

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▪ Friendships and gifts		
▪ Use of physical restraint		
▪ Communication with minors		
▪ Sexual activities, remarks or materials		
▪ Drug and alcohol restrictions		
▪ Touching & restrictions		
▪ Personal behavior		
▪ Supervision of any overnight programs: <ul style="list-style-type: none"> ○ Curfews ○ Visitation ○ Free time ○ Facility use 		
Do you have a written communication plan and have you reviewed it with all Authorized Adults and volunteers:		
▪ Parent contact information		
▪ Emergency contact information (other than parent)		
▪ Procedure to notify parents in the event of an emergency		
▪ Procedure for parents to contact participants		
Do you have a written medical emergency plan and have you reviewed it with all Authorized Adults and volunteers:		
▪ Authorization to transport minor to hospital		
▪ Authorization for emergency medical treatment		
▪ Disclosure of allergies or other medical conditions		
▪ Written incident or accident reports		
▪ Emergency procedures for likely emergencies		
Do you have a written transportation plan and have you reviewed it with all Authorized Adults and volunteers:		
▪ Establish procedures for pick-up and drop-off		
▪ Release of minors to parents/legal guardian only, unless given written authorization otherwise		
▪ Required to check ID if person picking up minor is not known		
▪ Authorized Adults not to give minors ride home unless written authorization is given		