

YOUTH PROTECTION & PROGRAM SUPPORT AT THE UNIVERSITY OF UTAH

CHECKLIST FOR SAFETY OF MINORS POLICY COMPLIANCE

Any University youth programs or activities are required to adhere to University Policy 1-015 Safety of Minors. **The requirements apply whether a program is in-person or virtual.** This checklist is created for programs that have already met or spoke with YPPS and are aware of all relevant definitions and requirements. For the full policy and Code of Conduct you may go to the following websites:

[University Policy 1-015: Safety of Minors Participating in University Programs or Programs Held on University Premises](#)

[Rule 1-015A: Safety of Minors-Code of Conduct and Reporting Obligations](#)

Safety of Minors Policy Requirements	Please check all that apply (all required)	Resources / Links
Background Checks	<ul style="list-style-type: none"> <input type="checkbox"/> Compile a list of all Authorized Adults in the program and the date of their most recent background check <input type="checkbox"/> If any Authorized Adult has not received a background check OR if it has been more than 3 years since last check, request a background check through Human Resources <input type="checkbox"/> Track and maintain records of the date of the background check (to be submitted with registration) 	<p>YPPS Policy Checklist</p>
Mandatory Training	<ul style="list-style-type: none"> <input type="checkbox"/> Compile a list of all Authorized Adults in the program and the date of completion of the Safety of Minors Training <input type="checkbox"/> Any Authorized Adult that has not completed the Safety of Minors Training will need to complete it before the start of the program <input type="checkbox"/> Contact YPPS to arrange for Authorized Adults to receive the training either presented in-person (or Zoom) or get access to the online training <input type="checkbox"/> Track and maintain records of the date of training completion (to be submitted with registration) 	<p>YPPS Policy Checklist</p>

Registration of Program	<ul style="list-style-type: none"> <input type="checkbox"/> Develop a Risk Management Plan taking all potential risks in to consideration <input type="checkbox"/> Collect all required information for Authorized Adults <input type="checkbox"/> Register program on the YPPS website with enough time for any questions or concerns to be addressed prior to the beginning of the program 	<p><u>YPPS Risk Management Guidelines</u></p> <p><u>YPPS Registration Page</u></p>
Liability Waivers	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure you have the most up-to-date Minors Liability Waiver <input type="checkbox"/> Distribute and collect signed liability waivers for each participant before program begins <input type="checkbox"/> Maintain waivers on file indefinitely 	<p><u>Risk & Insurance Services Waivers</u></p>
Code of Conduct & Reporting Obligations	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that all Authorized Adults and program staff know and adhere to the Code of Conduct both during and after the program dates, as described in the Safety of Minors Training <input type="checkbox"/> Ensure that all Authorized adults and program staff know and adhere to reporting obligations for both state law and University policy, as described in the Safety of Minors Training 	