PROTECTION OF MINORS

PROGRAM PLANNING CHECKLIST

This checklist is intended to provide those involved in planning, organizing and operating open to the participation of minors with the information related to standards for university-Sponsored activities involving minors.

☐ REVIEW UNIVERSITY POLICY - Review the University’s Protection of Minors Policy

☐ DEPARTMENT APPROVAL - Obtain appropriate approval by the appropriate Dean, Director or Department Head.

☐ REGISTRATION - Register the program or camp with Manager, Youth Protection. Click here to register the event.

☐ TRAINING - Ensure that all Authorized Adults in supervisory positions have completed the University’s minor protection training as required by policy, prior to working with minors. Click here to learn how to access the training.

☐ BACKGROUND SCREENING - Ensure that all Authorized Adults have passed a background screening, as defined by Policy, prior to working with minors. Click here to learn about the steps involved in the background screening process.

☐ STANDARDS TO PROTECT CHILDREN - Ensure all staff sign an acknowledgement of University standards and expectations to govern behavior for programs involving minors. Click here to access the form for distribution to your staff for signature.

☐ STANDARD OPERATING PROCEDURES - Implement standards to guard the welfare of participants and adopt, implement and comply with codes of conduct. CLICK HERE for University sponsored activities involving minors as delineated in the accompanying procedures.

☐ ORIENTATION - Provide all Authorized Adults and Participants with an overview of program rules and expectations.

For additional information please visit: PROTECTION OF MINORS WEBSITE or contact the Manager, Youth Protection at Reggie_Miller@baylor.edu or (254)710-3867