**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](https://regulations.utah.edu/general/1-015.php)

|  |  |  |
| --- | --- | --- |
| **Safety of Minors Policy Requirements** | **Please check all that apply (all required)** | **Resources / Links** |
| **Background Checks** | * Compile a list of all Authorized Adults in the program and the date of their most recent background check
* 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
 | [*YPPS Policy Checklist*](https://youthprotection.utah.edu/policy_checklist.php) |
| **Mandatory Training** | * Compile a list of all Authorized Adults in the program and the date of completion of the Safety of Minors Training
* If any Authorized Adult has not completed the training OR if it has been more than a year, they must complete the training prior to the start of the program
 | [*Mandatory Training Information*](https://youthprotection.utah.edu/online-training/index.php) |
| **Registration of Program** | * Develop a Risk Management Plan taking all potential risks in to consideration
* Collect all required information for Authorized Adults
* Register program on the YPPS website and submit a registration at least 30 days prior to the start of program
 | [*YPPS Risk Management Guidelines*](https://youthprotection.utah.edu/risk_management_guidelines.php)[*YPPS Registration Page*](https://youthprotection.utah.edu/register-programs/index.php) |
| **Liability Waivers** | * Ensure you have the most up-to-date Minors Liability Waiver
* Distribute and collect signed liability waivers for each participant before program begins
* Maintain waivers on file indefinitely
 | [*Risk & Insurance Services Waivers*](https://riskmanagement.utah.edu/contracts/index.php) |
| **Code of Conduct & Reporting Obligations** | * 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
* 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
 |  |

**YOUTH PROTECTION AND PROGRAM SUPPORT**

[youthprotection.utah.edu](https://youthprotection.utah.edu/) (801) 581-4444

youthprotection@utah.edu