

Minor Protection Program Planning Checklist

Planning Checklist for University-Sponsored Activities Involving Minors

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

Review University Policy – Review the University’s [Protection of Minors and Reporting of Child Abuse or Neglect Policy \("Policy"\)](#).

Departmental Approval – Get the proposed activity approved by the appropriate Dean, Director, or Department Head (DDD).

Register the Activity – Register the activity with the Minor Protection Program at least thirty (30) days prior to the start of the program activity. [Click here](#) to learn how to register your activity.

Training – Ensure that all Authorized Adults have completed the University’s annual Minor Protection Training 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 in the Policy, prior to working with minors. [Click here](#) to learn about the steps involved in the background check process.

Standards of Conduct – Implement standards to safeguard the welfare of participants, and adopt, implement and comply with Standards of Conduct for University-sponsored activities involving minor, as delineated in the [accompanying procedures](#). Consider the following:

- Supervisory Ratios
- Avoiding 1-on-1 Interactions
- Overnight Activities (if applicable)
- Transportation (if applicable)
- Restroom Protocols
- Check-in / Check-out Protocols
- Access Control
- Appropriate Communication
- Cell phone and multimedia usage
- Safeguarding Program Records

Orientation – Provide all Authorized Adults and participants with an overview of program specific rules and conduct expectations.

Collect Written Consents – Collect written parental consents before permitting minors to engage in program activities, including overnight activities. Here are some helpful resources:

[Model Pick-Up Authorization Form](#)

[UConn Model Waiver / Consent Form](#)

[Model Conduct Attestation Form for Authorized Adults](#)

[UConn Health Model Waiver / Consent Form](#)

[Model Conduct Attestation Form for Participants](#)

[Supervision of Minors](#)

Lab Safety – In addition to meeting UConn’s Protection of Minors requirements, activities involving minors in labs or in environments with chemicals or hazardous materials must also comply with applicable lab safety requirements. For additional guidance please [contact EH&S](#).

For additional information please visit: <https://minorprotection.uconn.edu/> or contact the Minor Protection Coordinator at omar.andujar@uconn.edu or (860) 486-5682.