SJU Saint Joseph's University
Office of Human Resources

Working with Minors Checklist

Guidelines for Program Leads and Owners for all University Programs, Activities and Events Involving Minors

- ☐ Create and/or finalize third party agreements involving minors with the Office of the General Counsel (ogc@sju.edu or x3140).

- ☐ Ensure the program or activity is registered with the Office of Human Resources using the Working with Minors Program Notification Form
  http://www.sju.edu/int/resources/humanresources/pdf/WorkingwithMinorsProgramNotificationForm_March2013

- ☐ Work with **Nicole Brown, Human Resources Assistant for Employment** (x1936, nbrown01@sju.edu) to ensure that minors background checks and online training are completed by all Authorized Adults prior to the program. Questions can also be referred to **Kristin Heasley, Director of Employment** (x3370, kheasley@sju.edu).

- ☐ Ensure that all program personnel are aware of Saint Joseph's University's Mandatory Child Abuse Reporting policy and their specific responsibility.
  http://www.sju.edu/int/resources/humanresources/pdf/MandatoryChildAbuseReporting.pdf

- ☐ Ensure that adequate supervision is in place, specifically that the ratio of Authorized Adults versus Minors reflects the gender distribution of the participants, and meets the following:

  Standard for **resident** camps/activities are:
  - One authorized adult for every five campers ages 4 and 5
  - One authorized adult for every six campers ages 6 to 8
  - One authorized adult for every eight campers ages 9 to 14
  - One authorized adult for every ten campers ages 15 to 17

  Standard for **day** camps/activities are:
  - One authorized adult for every six campers ages 4 and 5
  - One authorized adult for every eight campers ages 6 to 8
  - One authorized adult for every ten campers ages 9 to 14
  - One authorized adult for every twelve campers ages 15 to 17

- ☐ In the case of multiple Program Leads and especially when working with an outside organization, determine who is the ultimate decision-making authority.

- ☐ Ensure that the facilities used for the program/activity are appropriate for minors and that staff are trained in all campus emergency procedures.

- ☐ Create an information handout sheet, or dedicated e-mail or website for parents & attendees for program-related questions.

- ☐ Have in place, enforce, and make available policies that address the following areas, if they are applicable to the program:

- Transportation – including the transportation of children at the beginning and end of the program, to and from the program, and within the program, whether by parents, guardians, staff or others. University programs must also comply with SJU policies regarding drivers and vehicles.
- Plans for weather emergencies, if the program is not inside a university facility where such plans are in place. This is especially important because having too much unstructured, unplanned time for minors can present a hazard.
- Appropriate levels of access to and supervision of children.
- Appropriate physical contact and communication by personnel with children based on the age of children and the nature of the program activities.
- Appropriate forms including permission forms, medical contact information and liability waivers. Forms should be safeguarded and readily available.
- Appropriate training for program personnel regarding first aid and medical treatment as well as dispensing of medication.
- Parental permission to use media images obtained from the program/activity.
- Internet and media exposure for program/activity participants and staff during program/activity.
- Accompanying family members or friends.

- Programs including overnight stays or use of university residences by children shall have the following additional policies in place:
  - Identification to be worn by staff members, and participants if appropriate.
  - Curfews.
  - Code of conduct for participants.
  - Substance-free housing and facilities.

This checklist is guided and informed by "Managing the Risk of Minors on Campus", Arthur J. Gallagher & Co. (2012)