Youth Programs Requirements Checklist

☐ **Registration of Youth Program:** Programs should be registered 30 days in advance of the start date. <u>Access to Registration Portal</u>: https://apps.ideal-logic.com/musypp

☐ **Background and Driver's Checks:** All Program Directors and Designated Individuals must successfully complete a background check at least 10 days prior to any interaction with youth. Checks completed via HR within the prior twelve (12) months are accepted initially, expiring 12 months from completion. Checks will be renewed every three (3) years thereafter. This requirement includes completing a driver's records check if the Designated Individual will be providing transportation.

☐ **Training:** All Program Directors and Designated Individuals must complete the annual YPP training course at least 5 days prior to any interaction with youth.

☐ **Orientations:** All program staff must complete a program orientation including the campus security authority training (Clery reporting) and the items below:
  - **Standards of Conduct Requirements** – Review and provide to all program staff
  - **Reporting** – Know how to report and review with all program staff
  - **Emergency and Safety Planning** – Include information about how to handle these situations in orientations

☐ **Documentation:** Parents or guardians of youth participant must receive the 'Youth Protection Policy letter' which describes the Youth Protection policy and related reporting mechanisms. Each program should have a registration form, medical authorization, photo release, and liability waiver at a minimum.

TERMINOLOGY:
- **Youth Program** – any program, activity, event or research that is operated or sponsored by the university in which youth are a primary audience.
- **Program Director** – plans and oversees programs and activities for minors and is responsible for the overall operation of the camp/program/internship.
- **Designated Individual** – any university faculty or employee, volunteer, student, and intern, who has care and control of minors.

Additionally, consider other university policies that address the protection of youth including:
- <u>Employment of Minors HR-116</u>
- <u>Reporting Suspected Child Abuse or Neglect</u>
- <u>Visitors in the Workplace</u>
- <u>UM Youth Protection Programs</u>