

Protection of Minors

Third Party Vendors Checklist

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1.

All Programs must obtain: (i) authorization from all participants' parents/legal guardians to permit transportation of Program participants to University Health Services or local hospitals as deemed necessary; (ii) authorization for emergency medical treatment in the event the parents/legal guardians or their designated emergency contact are not available; and (iii) disclosure of any allergies or other medical condition or physical limitation that might impact participation in the Program. In the event any participants require administration of medicines while participating in the Program, necessary procedures shall be established under the guidance of University Health Services.

8. Gi dYf j]g]cb D`Ub.

All Programs must establish a plan for adequate supervision in terms of the number and average age of participants, the Program activity and whether overnight accommodations are involved. The Supervision Plan must identify the person having responsibility over all Authorized Adults serving in the program, the proposed ratio of participants to Authorized Adults, the proposed number of Authorized Adults over 21, and provide a proposed breakdown of Authorized Adults by category of employees, students and volunteers. The plan for any overnight program must specify curfews, rules pertaining to alcohol and limitations of use of free time.

9. HfUbgdcfhUh]cb D`Ub.

All Programs must establish a procedure for the pick-up and drop-off of participants, specifying times and locations, and providing that no participant shall be released to any person other than his or her parent or legal guardian without specific written authorization from such parent or guardian. Authorization providing for transportation of participants by Authorized Adults other than parent or legal guardians to the campus or other site must be in writing and must be reviewed and approved by the Office of Risk Management. Under no circumstances shall an Authorized Adult be permitted to be alone in a car or other vehicle.

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Facilities may only be used during the specified hours and days. Ensure that the facilities are clean and free of personal property at the end of each use.