

Protection of Minors

Program Checklist for Program Directors

Salt Lake Community College (SLCC) has adopted the [Protection of Minors from Abuse Policy](#) to establish “minimum standards for SLCC-sponsored programs involving minors and to outline mandatory reporting requirements in alignment with applicable state and federal laws, as well as college policies.” This checklist is designed as a quick reference for you as a Program Director. For more information, please visit the Office of Risk Management’s [Protection of Minors webpage](#).

Policy Requirements	Program Director - Process Steps	Resources / Links															
Program Registration	☐ Review section 4.B. of the Policy. ○ If your program situation is described in the exceptions listed in sections 4.B.1-8, you are not required to complete this checklist. ○ If your program is described in section 4.B.9, please contact the Office of Risk Management before completing this checklist. ☐ If your program is not described in section 4.B., complete the Program Registration Form 45 days before the program begins. What you’ll need for the Program Registration Form: ☐ Program Title, Description, and Sponsoring Department/Unit ☐ Sponsoring Department Approver’s Email ☐ Program Primary Contact Email, Phone Number, and Website (if applicable) ☐ Program Start Date, End Date, Time ☐ Expected Number and Ages of Participating Minors ☐ Expected Number of Authorized Adults ☐ Location(s) of Program/Events	Program Registration Form (Program Director completes) Recommended Authorized Adults to Minors Ratios: <table><tr><th>Participant Age</th><th># of Authorized Adults</th><th># of Participants</th></tr><tr><td><6 Years</td><td>1</td><td>6</td></tr><tr><td>6-8 Years</td><td>1</td><td>8</td></tr><tr><td>9-14 Years</td><td>1</td><td>10</td></tr><tr><td>15-18 Years</td><td>1</td><td>12</td></tr></table> —An authorized adult is an SLCC employee or volunteer who is at least 18 years of age and approved to supervise or interact with minors. —A volunteer is a person who has successfully completed the volunteer approval process as determined by People and Workplace Culture.	Participant Age	# of Authorized Adults	# of Participants	<6 Years	1	6	6-8 Years	1	8	9-14 Years	1	10	15-18 Years	1	12
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Volunteer Registration with PWC	All Program Volunteers must be registered with PWC. ☐ Volunteers must complete an SLCC Volunteer Agreement Form and submit it to the Program Director.	SLCC Volunteer Agreement Form (Volunteer completes) Volunteer Agreement Form (Program Director completes)															

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Mandatory Training for all Authorized Adults	☐ You (the program director) then submit an electronic Volunteer Agreement Form to PWC. Verify that all authorized adults participating in the program have minimally: ☐ Completed the mandatory training on the protection of minors. (Required every <u>three (3) years</u>.) ☐ As part of this training, the authorized adult must agree to follow the Code of Conduct for Authorized Adults and to be a mandatory reporter following Utah Law. ☐ Agreed to follow recommended Supervision Ratios. You (the program director) may require program-specific conduct rules, additional training, or more detailed supervision ratios for authorized adults.	For questions about the volunteer approval process, please contact PWC at hr@slcc.edu. Mandatory NEOED Protection of Minors Training (approximately 15 min.) Code of Conduct for Authorized Adults Supervision Ratios Guidelines —An authorized adult is an SLCC employee or volunteer who is at least 18 years of age and approved to supervise or interact with minors.
Background Checks	Background checks are required every <u>three (3) years</u>. ☐ Verify that <u>all program volunteers</u> successfully passed their background check. ☐ Verify that <u>all SLCC employees and contract workers</u> working in your program have successfully passed their background check.	For questions about background checks, please contact PWC at hr@slcc.edu.
Minor Participation Agreements	☐ Verify that a parent or legal guardian has completed, signed, and submitted a participation agreement for each minor before the minor participates in a program.	Participation Agreement —A minor is a person under the age of 18.
Records Management	☐ Create and maintain an up-to-date list of all authorized adults involved in the program, including submission or completion dates of volunteer forms, trainings, and background checks. ☐ Maintain all program-related records, including participation agreements, following SLCC's Records Management Policy.	For questions about records management, please contact the Office of Risk Management.