

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															
<p>Program Registration</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review section 4.B. of the Policy. <ul style="list-style-type: none"> ○ 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. <input type="checkbox"/> If your program is not described in section 4.B., complete the Program Registration Form 45 days before the program begins. <p>What you’ll need for the Program Registration Form:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Program Title, Description, and Sponsoring Department/Unit <input type="checkbox"/> Sponsoring Department Approver’s Email <input type="checkbox"/> Program Primary Contact Email, Phone Number, and Website (if applicable) <input type="checkbox"/> Program Start Date, End Date, Time <input type="checkbox"/> Expected Number and Ages of Participating Minors <input type="checkbox"/> Expected Number of Authorized Adults <input type="checkbox"/> Location(s) of Program/Events 	<p>Program Registration Form (Program Director completes)</p> <p>Recommended Authorized Adults to Minors Ratios:</p> <table border="1" data-bbox="1360 701 1969 980"> <thead> <tr> <th>Participant Age</th> <th># of Authorized Adults</th> <th># of Participants</th> </tr> </thead> <tbody> <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> </tbody> </table> <p>—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.</p>	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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<p>Volunteer Registration with PWC</p>	<p>All Program Volunteers must be registered with PWC.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Volunteers must complete an SLCC Volunteer Agreement Form and submit it to the Program Director. 	<p>SLCC Volunteer Agreement Form (Volunteer completes)</p> <p>Volunteer Agreement Form (Program Director completes)</p>															

Policy Requirements	Program Director - Process Steps	Resources / Links
	<ul style="list-style-type: none"> <input type="checkbox"/> You (the program director) then submit an electronic Volunteer Agreement Form to PWC. 	<p>For questions about the volunteer approval process, please contact PWC at hr@slcc.edu.</p>
<p>Mandatory Training for all Authorized Adults</p>	<p>Verify that all authorized adults participating in the program have minimally:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed the mandatory training on the protection of minors. (Required every <u>three (3) years</u>.) <ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> Agreed to follow recommended Supervision Ratios. <p>You (the program director) may require program-specific conduct rules, additional training, or more detailed supervision ratios for authorized adults.</p>	<p>Mandatory NEOED Protection of Minors Training (approximately 15 min.) Code of Conduct for Authorized Adults Supervision Ratios Guidelines</p> <p>—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.</p>
<p>Background Checks</p>	<p>Background checks are required every <u>three (3) years</u>.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Verify that <u>all program volunteers</u> successfully passed their background check. <input type="checkbox"/> Verify that <u>all SLCC employees and contract workers</u> working in your program have successfully passed their background check. 	<p>For questions about background checks, please contact PWC at hr@slcc.edu.</p>
<p>Minor Participation Agreements</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 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. 	<p>Participation Agreement</p> <p>—A minor is a person under the age of 18.</p>
<p>Records Management</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> Maintain all program-related records, including participation agreements, following SLCC’s Records Management Policy. 	<p>For questions about records management, please contact the Office of Risk Management.</p>