

## Protection of Minors Compliance Sample Checklist

### *Transportation Plan:*

- Minors participating in these events will be transported to and from the activities by their parents/guardians/some other trusted adult; no University staff/student/volunteer/contractor will provide such transportation (unless they are also the parent/guardian/trusted adult of that minor).
- No transportation will be needed during the activity itself.
- Transportation is being provided by University Car Pool. The appropriate documentation is on file with their unit.

### *Emergency Plan:*

Click or tap here to enter text. where these activities will be held have plans for weather and other emergencies (Building Emergency Action Plans). In the event of an emergency of this type, those plans will be followed by the staff responsible for overseeing the safety of minors and other participants (including those listed in the Contact List section of the Protection of Minors Event Form). Individuals with primary responsibility for the listed program have also received a copy of the Division of Public Safety [Emergency Response Guide](#) and will comply with its provisions in case one of the emergencies discussed in that guide occur. Individuals with primary responsibility for the events will be signed up for Illini-Alerts.

### *Medical Emergency Plan:*

In addition to contacting the minor's parents/guardians, the two staff directly responsible for the event will provide basic first aid and contact 911 in the event of an emergency.

### *Description of Safety Protocols:*

Click or tap here to enter text. will follow the guidelines set by the University of Illinois Urbana Champaign and/or the Centers for Disease Control and Prevention (CDC) and/or the Champaign Urbana Public Health Department.

Minors will be encouraged to practice hand washing and sanitizing.

### *Supervision of Minors Plan:*

Click or tap here to enter text. Will ensure that enough staff/contractors/volunteers are present throughout the activity to meet the requirements identified by the group size and staff requirements published by the Illinois Department of Children & Family Services. Since most events are geared for five-year old's or above, Click or tap here to enter text. Will ensure a 1:20 ration of adult supervision to minor.

*Event Personnel Education Plan:*

- 1.

*Issue Reporting Plan:*

At the beginning of each event, all participants will be told the names of the two contact people who have overall responsibility for the activity and will be asked to contact one of them in case there are any issues, including issues with peers or event personnel that need to be addressed.

Campus Security Authorities (CSA) for this event are as follows: [Click or tap here to enter text.](#) and [Click or tap here to enter text.](#) .

*Permissions Collection Plan:*

At the beginning of each activity where waivers are required, staff will obtain waivers before the minor is allowed to participate in the event. All registration and waiver forms will be maintained by the [Click or tap here to enter text.](#) for three years. Because most activities are one-time events of limited duration (one to four hours), medical information will not be obtained from minors attending the events.

University of Illinois University Council approved example: [Assumption of Risks, Release and Waiver](#)

*Catering/Food Service Plan:*

- The event will not provide food or catering.
- The food/catering will be provided by [Click or tap here to enter text.](#).. They can be contacted at [Click or tap here to enter text.](#) .

**If Applicable, Overnight Activities**

*Staff/Participation Identification:*

1. Minors participating in these events will be required to wear [Click or tap here to enter text.](#)
2. No identification will be worn.

*Event Curfew:*

**City Ordinances are as follows**

1. City of Champaign Curfew
2. City of Urbana Curfew

*Code of Conduct:*

Minors participating in this event, will abide by the [Click or tap here to enter text](#).Code of Conduct.