



## Protection of Minors Procedures

Per **ISUPP 1080**, the following procedural guidelines apply to University programs that interact with minors.

**When preparing for an event with minors, please adhere to the following procedures:**

1. Complete the **Event Acknowledgement and Certification** form and send it to Risk Management via email.
2. Provide Risk Management with extensive program details. Think through at least the following questions: When is the event? Where will the event take place? How many participants? What is the age range of participants? Who is supervising? What activities will take place? Is transportation being provided by ISU? Is it an overnight event? Are we providing food and/or beverages? Is a third party involved?
3. Discuss the need for an **Assumption of Risk** (AOR) or Waiver of Liability with Risk Management and/or have your previous Waiver or AOR reviewed by Risk Management.
  - a. Provide Risk Management with a list of specific risks involved with the event and include your plans to mitigate or address those risks.
  - b. Completed AORs should be stored by the department in such a manner that they can provide Risk Management with a copy upon request. These documents should be maintained according to the Idaho Records Retention Schedule.
4. Have all volunteers sign a **Volunteer Services Agreement** and a **Background Check Authorization** form.
  - a. Send signed Background Check Authorization forms to Risk Management who will then complete the checks and inform you of the volunteers eligibility. Background checks must be completed before the start of volunteer service. It is requested that all Background Check Authorization forms be provided to Risk Management at least 2 weeks prior to the start of the event.
  - b. Completed Volunteer Services Agreements should be stored by the department in such a manner that they can provide Risk Management with a copy upon request. These documents should be maintained according to the Idaho Records Retention Schedule.
5. Ensure all Authorized Adults overseeing the program are aware of policy requirements.
  - a. Provide all Authorized Adults with a **Protection of Minors Brochure** for quick reference of policy requirements.
6. Third Party Involvement:
  - a. Third parties will be subject to all of the above requirements. Exceptions are as follows: If the third party is primarily hosting the event they will not need to sign a Volunteer Services Agreement as they would not be acting on behalf of ISU. If the third party is a school district and all adults are employed by the school district, they will not need to complete the background check process at ISU. Ultimately, please discuss with Risk Management.
  - b. Third parties sponsoring or co-sponsoring an event on ISU campus must provide a Certificate of Insurance.
  - c. Discuss the need for a Facilities Use Agreement with Risk Management.

All questions or concerns should be directed to Risk Management.

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