

MINORS ON CAMPUS CHECKLIST

The safety of minors is of utmost importance to ISU. ISU expects those who are planning events with minors to proactively consider the following checklist:

- Event Acknowledgement & Certification Form
- Complete Event Questionnaire
- Background checks for volunteers.
- Supervisors must be at least 18 years old
- Inform legal parents/guardians of when and how they can contact their child
- Minor drop-off and pick-up schedules and locations planned and communicated
- Any transportation is by an authorized adult with DMV Background check
- Provide training on appropriate behavior for adults interacting with minors
- Ensure location of minors is hazard free

MINOR AGE	ADULT-TO-MINOR RATIO: OVERNIGHT EVENTS	ADULT-TO-MINOR RATIO: DAY EVENTS
4-5	1:5	1:6
6-8	1:6	1:8
9-14	1:8	1:10
15-17	1:10	1:12



STRATEGIES TO KEEP YOUTH SAFE

BE AWARE of environment and event participants. Adjust supervision accordingly.

SCAN the area frequently; take count of youth; ensure youth are in reasonable line of sight at all times.

ADJUST supervision for different ages, abilities, activities, and environments. Events with more risk or with younger children will require more supervision.

MONITOR your own behavior and the behavior of other staff and volunteers. Everyone needs to take responsibility for monitoring activities, reporting issues, correcting safety concerns, and intervening when necessary.

FREQUENTLY ASKED QUESTIONS

I want to volunteer, what do I need to do?

Fill out a Volunteer Services Agreement. Then submit the Background Check Authorization Form to Risk Management.

Who is considered a minor?

Any person under the age of eighteen (18).

What if there is suspicion of minor abuse?

In accordance with state law, all individuals are required to report immediately to either law enforcement or Idaho Department of Health and Welfare. Call (208) 334-5437 for IDHW or Public Safety at (208) 282-2911. If you suspect an immediate danger, take action to ensure safety of the minor.

How should injuries to minors be handled?

Minor scrapes, bruises, bumps, etc., can generally be addressed on-site by supervising staff. If an injury is serious, call 911. After calling 911, a staff member not assisting the minor should contact the child's legal parent/guardian.

Protocol for a missing child?

If a child is missing, immediately contact Idaho State University's Department of Public Safety at (208) 282-2911.

TIPS FOR SUCCESSFUL & SAFE EVENTS

- Ensure minors are confidently aware of emergency exit procedures
- Have a first-aid kit and develop a plan for medical treatment
- Prepare emergency plans for inclement weather, fire and safety, etc.
- Avoid one-on-one interaction with youth or interaction in secluded areas
- Limit contact between youth participants and individuals not associated with the program
- Ensure a proper identification method for minors (nametags)

CONTACT US

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We all have the responsibility to be risk managers as we protect children, students, faculty, staff, and the entire Bengal Community.

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Provided by Risk Management in
The Office of the General Counsel

