

YOUTH SAFETY & PROGRAM SUPPORT AT THE UNIVERSITY OF ARIZONA

CHECKLIST FOR SAFETY OF MINORS POLICY COMPLIANCE

Any University-sponsored youth programs or activities are required to adhere to University SA 100 Policy on Interaction with Non-Enrolled Minors. **The requirements apply whether a program is in-person or virtual.** This checklist is created for programs that have already met or spoke with The Office of Youth Safety and are aware of all relevant definitions and requirements. For the full policy and Code of Conduct you may go to the following websites:

[University Policy SA-100: Policy on Interactions with Non-enrolled Minors | Policies and Procedures \(arizona.edu\)](#)

Minors Policy Requirements		Resources / Links
Background Checks	<ul style="list-style-type: none"> <input type="checkbox"/> Compile a list of all Authorized Adults in the program and the date of their most recent background check <input type="checkbox"/> If any Authorized Adult has not received a background check, request a background check through Human Resources. Contact the Business Manager of the sponsoring department and request a fingerprint background check for security sensitive positions. <input type="checkbox"/> Track and maintain records of the date of the background check (to be submitted with registration) 	<p>Background Checks Human Resources (arizona.edu)</p> <p>PLEASE NOTE: The processing time for fingerprint background checks is approximately 4-6 weeks. Please ensure requests are initiated at least 6 weeks prior to the first day of the program.</p>
Mandatory Training	<ul style="list-style-type: none"> <input type="checkbox"/> Compile a list of all Authorized Adults in the program and the date of completion of the Youth Safety Training for Authorized Adults <input type="checkbox"/> Any Authorized Adult that has not completed the Youth Safety Training within in the past 12 months will need to complete it before the start of the program <input type="checkbox"/> Collect and maintain Certificates of Completion from all Authorized Adults <input type="checkbox"/> Track and maintain records of the date of training completion (to be submitted with registration) 	<p>Self-Registration Instructions: Youth Safety Training for Authorized Adults</p>

Registration of Program	<ul style="list-style-type: none"> <input type="checkbox"/> Collect all required information for Authorized Adults <input type="checkbox"/> Register program on the Office of Youth Safety website with enough time for any questions or concerns to be addressed prior to the beginning of the program. 	<u>Youth Program Registration Page</u>
Liability Waivers	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure you have the most up-to-date Minors Liability Waivers (Appendix A-F) <input type="checkbox"/> Distribute and collect signed liability waivers for each participant before program begins <input type="checkbox"/> Maintain waivers on file indefinitely 	<u>Minors Policy Forms</u>
Code of Conduct & Reporting Obligations	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that all Authorized Adults and program staff know and adhere to the Code of Conduct both during and after the program dates, as described in the Youth Safety Training for Authorized Adults <input type="checkbox"/> Ensure that all Authorized Adults and program staff know and adhere to reporting obligations for both state law and University policy, as described in the Youth Safety Training for Authorized Adults 	<u>Report a Concern- Office of Youth Safety</u>