**Minor Checklist**

A minor may be an employee, trainee/intern, volunteer, camp or pre-collegiate participant involved in university activities. This checklist identifies a variety of considerations, but is neither all inclusive nor applicable to all activities. Please contact University Risk Management for additional resources or assistance.

A variety of federal and state laws apply to minors:

* The federal Fair Labor Standards Act sets 14 as a minimum age for most employment and regulates minor work hours.
* FERPA and HIPAA have minor implications.
* States vary as to the “age of majority” although most, as does Colorado, identify 18.
* Day care, primary and secondary schools are regulated so involvement in an educational environment for these age groups may require review of those regulations.
* Child abuse and neglect are criminal acts and mandatory reporting obligations apply.
* Camps and transportation of children may have state and local requirements or limitations.
* Background check levels and specifics may be regulated based on any of the above activities.

Initially, review your department’s readiness and perform a risk assessment to determine if a program would be appropriate, feasible, valuable, and safe for you, the university and the minors. The following is a risk assessment checklist available for your use in this process.

 Research federal and state laws and university policies applicable to minors.

* age of majority
* mandatory reporting requirements—who must report and how to report child abuse and neglect
* child transportation restrictions
* refer to human resources or legal counsel for guidance on following the Fair Labor Standards Act and the Colorado Youth Employment Opportunity Act for minimum age
* campus policies regarding minors (e.g. UCD Minors in Labs and Animal Facilities, Background Checks)

 Develop screening and selection procedures for people working with minors.

* develop staffing requirements including the number of adults required to supervise minor participants—The American Camp Association has standards on adult-to-camper ratios for day and overnight programs
* identify qualifications needed for the activity
* prepare a written application including references, conduct interviews
* identify required background checks and consent/release forms

 Identify all training requirements for people working with minors

* mandatory reporting requirements
* HIPAA, FERPA
* sexual harassment, non-discrimination and standards of conduct
* alcohol, drug use and smoking in the workplace
* confidentiality and computer use guidelines
* emergency response requirements
* other university and campus policies, procedures and guidelines applicable to the services to be performed

 Behavioral standards--utilize the “Dos and Don’ts” guidelines to train; as an acknowledgement; as a condition for providing services to minors.

**Do**

* Maintain a high standard of personal behavior when interacting with minors.
* Treat minors consistently, fairly and with consideration, respect and dignity; listen and interact with minors and provide positive reinforcement.
* Be friendly but maintain appropriate physical boundaries and only touch minors when necessary and only in ways that are appropriate, public and non-sexual; be aware of how others might perceive or misinterpret your actions or intentions.
* Maintain discipline and discourage inappropriate behavior by minors.
* Consult with adult supervisors when uncertain about a situation or need help with misbehaving minors.
* Comply with mandatory reporting regulations and cooperate fully in any investigation of abuse of minors.

**Don’t**

* Be alone with a minor. If one-on-one interaction is necessary, the interaction must take place in an area visible to others to ensure there is no opportunity for privacy.
* Enter a facility in use by a minor such as a bathroom, locker room, residence hall room, or similar area without another adult present; **do** utilize buddy system where minors of same sex accompany each other.
* Sleep in the same accommodations with a minor, unless you are a parent or guardian of the minor.
* Engage in communications with minors via email, texting, Facebook, Twitter or similar forms of electronic or social media unless it is related to the program and another adult is included on the communication.
* Have contact with a minor outside of the program (e.g., babysitting, home visits).
* Provide transportation to a minor participating in the program who is not your own unless doing so is an acknowledged component of a program—minors may be transported by Public Safety in university vehicles and via ambulance.
* Smoke, use tobacco products, possess or be under the influence of alcohol, marijuana or illegal drugs at any time while working with minors; provide alcohol, marijuana or illegal drugs to any minor.
* Provide prescription or over-the-counter medication to any minor unless specifically authorized in writing by the parent/guardian as being required for the minor’s care or the minor’s emergency treatment.
* Make sexual materials in any form available to minors or assist them in any way in gaining access to such materials; behave in a manner that is sexually provocative.
* Give gifts to minors independent of gifts provided by the program.
* Take photos or videos of a minor with personal cell phones or cameras where privacy is expected (showers, restrooms).
* Engage in abusive conduct; hit, physically assault or inappropriately touch minors; use language or provide inappropriate, profane, offensive or abusive comments; shame, belittle or degrade minors or perpetrate any form of emotional abuse.

 Assess the risk of the minor activities.

* identify supervisor/program leaders for the program
* identify any required skills and physical requirements
* Identify any safety equipment and training requirements. Confer with Environmental Health & Safety on laboratory safety training requirements e.g. bloodborne pathogen, hazardous chemicals.
* follow [campus policies](http://www.ucdenver.edu/academics/research/AboutUs/health-safety/polices-procedures/Pages/policies-procedures.aspx), e.g. UCD Minors in Laboratories and Animal Facilities Policy

 Identify all training requirements for minors.

* safety training based on risk assessment
* HIPAA, FERPA
* sexual harassment, non-discrimination and standards of conduct
* alcohol, drug use and smoking in the workplace
* confidentiality and computer use guidelines
* emergency response requirements
* other university and campus policies, procedures and guidelines applicable to the services to be performed

 Program considerations: work in partnership with parents/guardians.

* understanding of emergency protocols (medical emergencies, missing minors)
* contact information for the program supervisor, public safety, point person and information on how to initiate a complaint or concern
* method to provide information on major developments occurring in the program
* provide program schedules, activities and understanding of who is responsible for transportation, free time oversight; whether parent/guardian will accompany the minor

Minor waiver and consent templates are available on [URM website](http://www.cu.edu/risk) or contact your campus risk manager. The minor consent templates are to be completed to include a written activity description, list of hazards, training requirements, supervisor information, emergency medical information and treatment authorization. The templates provide minors and parents/guardians sufficient information to make an informed consent.

Use the following templates for re-occurring, on-going or extended activities (volunteer for six months, trainee program, pre-collegiate activity) depending on the activity risk:

[Minor Consent](https://www.cu.edu/doc/minor-consent.docx)

[Minor in Lab Consent](https://www.cu.edu/doc/minor-lab-consent.docx)

Use the following template for short-term, lower hazard activity:

[Participant Notice of Risk and Waiver](https://www.cu.edu/doc/participant-notice-risk-and-waiverdocx)

[Volunteer Notice of Risk and Waiver](http://www.cu.edu/doc/volunteer-notice-risk-and-waiver.docx)

 Provide an orientation, any safety instructions, training and ongoing supervision and support to manage the minor and the program.