



## UNIVERSITY OF MINNESOTA

### Youth Safety of Minors' Compliance Checklist

(This is not a substitute for reading the Safety of Minors policy and appendix on health and safety.)

#### REQUIRED



Program registration has been completed via the YouthCentral website



Program Staff and Volunteers complete and pass a criminal background check



Program Staff and Volunteers have completed the Safety of Minors Training



Program Leaders must follow the Health and Safety Requirements and Expectations including:



Train program staff, including:

- Orientation to program
- Youth/staff Interaction standards
- Supervision responsibilities
- Health and safety requirements
- Emergency procedures



Conduct regular observations of staff



Establish quality, accessible and inclusive physical environments, including drinking water, handwashing, access to first aid, and food service that is attentive to food allergies



Plan for the safe movement of minors (including check in/out) and access to bathrooms



Establish emergency plan and communicate to staff



When minors attend without an adult caregiver, program leaders must:

- Provide adequate supervision including an appropriate ratio of staff to minors
- Collect and keep accessible emergency contact information for minors, and collect release of liability
- Follow medication procedures in policy

#### RECOMMENDED



Utilize a quality improvement and evaluation tool such as the YPQA (Youth Program Quality Assessment)



Complete CPR/First Aid/Mental Health Certification