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