



MINORS PROGRAM OR EVENT REGISTRATION CHECKLIST

Individuals managing programs or events subject to the Programmatic Requirements of Arcadia University's Mandatory Reporting of Child Abuse and Protection of Minors Policy should familiarize themselves with the requirements of that policy. This non-exhaustive checklist is intended to ensure that all programs and events involving Children that are subject to the Programmatic Requirements of the policy are compliant with the policy, as well as with Pennsylvania's Child Protective Services Law, and provide a safe and secure environment for all participants, including Children.

- Submit Minors Program or Event Registration Form to Public Safety
- Provide list of Names, Roles (faculty, staff, student, independent contractor, volunteer, other (specify)), Phone Numbers, and Email Addresses for all individuals participating in the program or event in a supervisory capacity to Human Resources
- Verify with Human Resources the completion of background checks and/or clearances for Arcadia University faculty, staff, and students participating in the program or event in a supervisory capacity
- Verify with Human Resources the submission of evidence of the completion of background checks and/or clearances by other individuals participating in the program or event in a supervisory capacity, including independent contractors and volunteers
- Ensure that all faculty, staff, students, independent contractors, volunteers, and any other individuals participating in the program or event in a supervisory capacity have signed an acknowledgement that they have read and understand the reporting requirements of the University's Mandatory Reporting of Suspected Child Abuse and Protection of Minors Policy
- Consult with the Office of General Counsel about whether any additional documentation is required (e.g. forms pertaining to informed consent, assumption of risk, and/or limitation of liability)
- Ensure that any such recommended documents are signed by Child participants' parents/guardians and filed with the Office of General Counsel
- Ensure that the facilities used for the program/event are appropriate for Children and that individuals participating in the program or event in a supervisory capacity are aware of all campus emergency procedures

- Contact Public safety for any particularized safety or security needs
- Contact Facilities with any facilities related questions
- Have a plan for inclement weather
- Ensure that plans for the adequate supervision of Children are in place, including an appropriate ratio of adult supervisors to Children
- Seek guidance from the Office of General Counsel with respect to any programs or events that will involve Arcadia Transportation or Overnight Housing for Children