

## Protection of Minors on Campus: Camp Checklist

The following steps will help to ensure that all Programs, and programs activities, involving the interaction with minors, sponsored by or in partnership with Fayetteville State University and its affiliates, on or off campus, by Third-Party Sponsors using FSU Facilities, are conducted in such a manner as to provide for a safe and secure environment for all participants. Additionally, these steps will ensure that your program, and/or activities will be in compliance with Fayetteville State University Protection of Minors on Campus Policy.

### Program Planning and Administration

- Reviewed PMOC Policy and procedures
- Completed the PMOC Registration Form
- Reviewed PMOC Policy and procedures
- Gather participant information and forms, including:
  - o Participant information
  - o Parent or guardian information
  - o Emergency contact information
  - o Medical information\*
- Obtain parental consent and release of liability agreements (if applicable):
  - o Waiver of liability
  - o Medical information and release
  - o Over the counter medication release
  - o Self-administration of prescription medication
  - o Media release
  - o Pick-up authorization with individuals authorized to pick up the minor
  - o Transportation authorization (if applicable)
- Maintain filing and storage system for all records related to the Program.
- Are documentation and notification procedures in place to respond to an adverse event?
- Are emergency notification procedures in place, including a back-up plan should parents/guardians be unavailable?
- Has the facility been reserved and confirmation obtained?
- Have you made provisions to address special needs of participants (e.g., allergies, mobility, etc.)?

### Supervision

- Have you considered the appropriate supervisor structure?
- Is the child/adult ratio within guidelines based on the type of activities and ages of participants?

- Have you established the level of supervision the participants require?
- Are there established check-in procedures and check-out procedures?
- Have you reviewed the PMOC Code of Conduct with all staff and volunteers?
- If the event involves an overnight stay component:
  - o Have facilities been reserved?
  - o Is access limited to authorized adults?
  - o Who will supervise the minors?

### **Training**

- Have you taken proactive steps to educate program participants about strategies and expectations for minimizing risks during program participation?
- Do staff and volunteers know to whom they should report issues?
- The Program Manager is responsible for ensuring that all Authorized Adults, including employees and volunteers have received a Protection of Minors on Campus Certificate.

### **Transportation**

- How will minors be transported to and from the event?
- Who will be responsible for the supervisions of minors in transit?
- If field trips are planned, who will provide transportation?
  - o Is there a roster of all individuals participating in the trip? (Make sure to check the roster at each stop of the trip.)
- Establish procedures for pick-up and drop-off
  - o Release of Minors to parents/legal guardian only, unless given written authorization otherwise
  - o Required to check ID if person picking up Minor is not know
- Authorized Adults are not to give minors ride home

### **Safety and Security**

- Have all minors and parents been made aware of reporting mechanisms?
- Have facilities been inspected to ensure they are well maintained and suitable for minors?
- Has training been provided to Authorized Adults regarding requirements for reporting violations of policy?
- Are recreational events or activities that involve physical activity included in the programming? (Examples: running, jumping, swimming, climbing activities at height greater than six (6) feet, lifting weights, contact or field competition sports)
- Do any of the activities for this program involve the operation of hand or power tools such as saws, exacto knives, drills, scissors, or scalpels?
  - o Have arrangements been made for review of the safe use, proper handling, and supervision of participants engaged in these activities or utilizing such devices?
  - o How will a review be conducted so that participants as well as supervisors understand safe handling protocols?
  - o Have measures been taken to restrict access to this equipment when not in use?
- Have proactive steps have you taken to minimize the risks associated with each of the physical activities listed above?
- Have you consulted with Risk Management regarding activities that pose unique risk factors. [Ehunt6@uncfsu.edu](mailto:Ehunt6@uncfsu.edu)

### **MEDICAL ISSUES**

- Is there medical verification confirming the ability of the student to safely participate in activities?
- Have provisions been made for special medical needs or restrictions (e.g., dietary)?
- Are there adequate provisions to safeguard access to medications?
- Do you have a mechanism in place to require medical clearance if there is a questionable risk on the health assessment form?
- Have you consulted with University Health Services to review medical information?
- Has medical information and authorization to treat been received?
- How will distribution of medications be addressed? (See Medication Distribution Record)
  - The name of the medication
  - The dosage of the medication
  - The name and telephone number of the prescribing physician
- A system in place to record distribution of medication information
- Are the procedures for addressing health issues and concerns?
- Are there procedures in place to ensure medical care is sought when needed?
- What provisions have been made to care for injured/ill participants?
- Is there an adequate back-up plan?

### **Discipline**

- Are participants and parents/legal guardians fully apprised of the participant rules and consequences of not adhering to them?
- Are there standards and procedures in place to address discipline issues?
  - Who needs to be notified?
  - How is notification to occur?
  - Who decides on the method/seriousness of discipline?
  - Is there an opportunity to appeal?
- Additional procedures will be followed in the event of allegations of illegal activities?
- If it is determined that participants are unable to remain with the program, what provisions are in place to return them home?