

**Checklist for Emory Programs  
Involving Minors**

<b><u>General:</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>
Have all Authorized Adults undergone and completed a criminal background check via Emory Human Resources? Emory HR background checks are valid for (4) years and completion of the background check must be documented by the Program before the Authorized Adult can work with minors.		
Have all Authorized Adults completed the required annual training courses administered by United Educators prior to working with minors? These training include: <ul style="list-style-type: none"> <li>• Boundary Training for Educators (<i>Required</i>)</li> <li>• Identifying and Reporting Sexual Misconduct (<i>Required</i>)</li> <li>• <i>Recommended: Hiring Staff Who Work with Minors</i></li> </ul>		
Has the Program obtained a completed Release of Liability and Assumption of Risk form (link) for all minors participating in an Emory-sponsored Program?		
Does the Program meet the minimum adult/minor ratio standard per American Camp Association Guidelines listed on the OEC website?		
Has the Program involving minors obtained approval at the Dean or Vice President level, or their designee who has been designated in writing?		
<b>Non-Emory sponsored Programs:</b> Has the Program obtained insurance coverage in alignment with Emory Policy for Programs on Emory's Campus Involving Minors? Has the proof of insurance been uploaded to an Emory-managed platform?		
<b><u>External Sites</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>
Have you and your volunteers been made aware of Site's procedures for reporting incidents or alleged abuse involving minors?		
Do you have a process in place to ensure compliance with Emory's student driving policy (Policy 8.9), including verifying licenses, completion of the defensive driver's course, etc. with emphasis on key issues, such as prohibiting phone usage while driving?		
Do you have a process in place to ensure the following documents are in the glove compartment of any rented vehicle: a copy of Emory's insurance, a blank accident report form, and a copy of contact numbers?		
<b><u>Hosting Programs Involving Minors on Campus:</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>
Have you developed, and made your volunteers aware of procedures for reporting incidents or alleged abuse involving minors?		
Do you have a signed liability release for each minor?		
Do you have a signed photo release for each minor if you are taking pictures?		
Have you briefed staff on emergency protocols and procedures for reporting incidents or alleged abuse involving minors? This should also include a list of cell phone numbers for staff members.		
Do you have emergency numbers for participants, including medical information (e.g., allergies) easily accessible? It is recommended to have physical copies of these records maintained in a secured binder.		
Do you have sufficient volunteers in accordance with ACA's recommendations: Minimum adult/minor ratio standard per <a href="#">American Camp Association</a> guidelines?		

Camper Age	Number Staff	Overnight Campers	Day-Only Campers		
< 5 years	1	5	6		
6-8 years	1	6	8		
9-14 years	1	8	10		
15-18 years	1	10	12		
Have you considered rules around risky spaces, e.g., laboratories, swimming pools, climbing walls?					
Have you developed rules and trained your team and volunteers on appropriate use of social media?					
Liability Checklist for Civic and Community Engagement					
<b><u>General – Does Volunteer Training Include:</u></b>				<b><u>Yes</u></b>	<b><u>No</u></b>
The two required trainings linked above in the General section?					
Safety policies and rules?					
Emergency, evacuation, and first aid plans?					
Process for reporting accidents and alleged abuse?					
<b>Think about top risks and how to mitigate them. If you have thought of your plan ahead of time, you are prepared!</b>					
<b>Do you have a plan if...</b>					
• Volunteer or minor suffers a minor injury					
• Volunteer or minor suffers a major injury					
• Volunteer commits theft or fraud					
• Volunteer assaults or abuses someone					
• Volunteer causes a motor vehicle accident					
• Organization fails to provide adequate training					
• Organization does not take appropriate action in the event of an incident					