

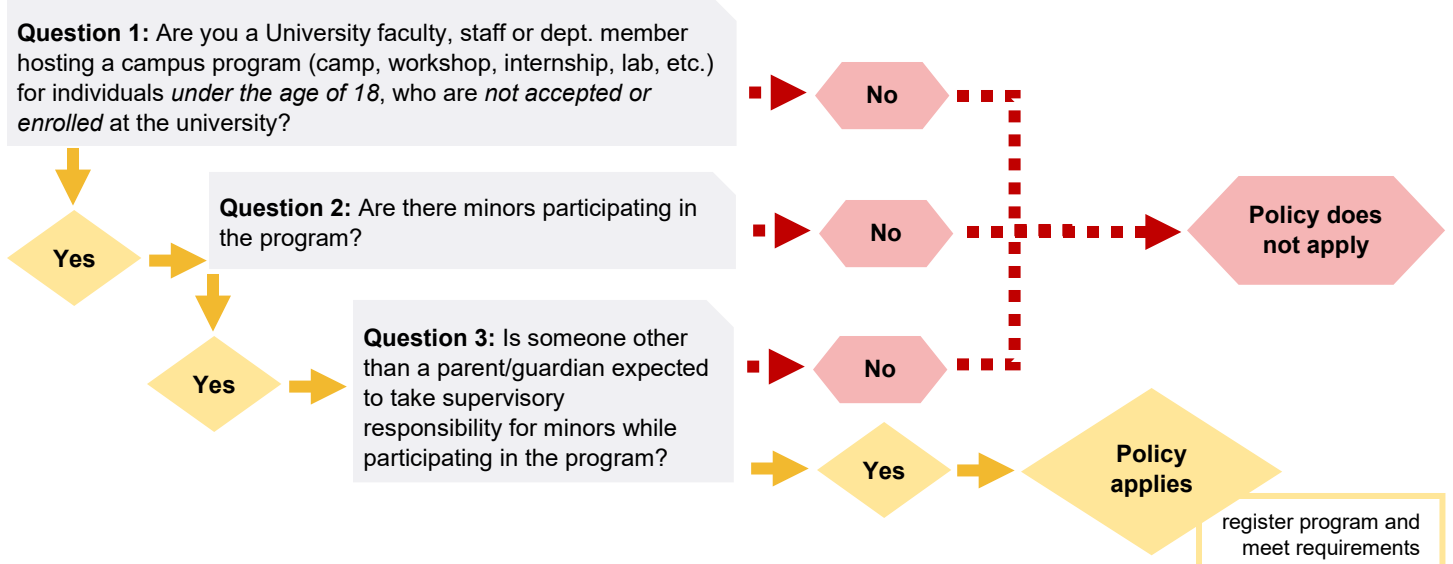


Protection of Minors Policy and Requirements Enroll Programs in the Youth Program Registry

Applicable youth programs, both on-site and online, are required to comply with the Protection of Minors policy. Full policy requirements and resources are outlined on the [UM System Protection of Minors](#) webpage, and both live and on-demand learning opportunities are available for program coordinators.

How can I tell if the Protection of Minors policy applies to a program?

For most youth programs, understanding whether the Protection of Minors policy applies can be determined through a ‘three question rule’ described by the following flowchart:



What steps do I need to take to make a program compliant?

Some programs, like student teachers, daycares, athletic recruiting, and research studies involving minors, may have an approved alternate processes, but most youth programs have requirements in following four key areas, which must all be completed in advance:

Registering the camp/program advance.	<ul style="list-style-type: none"> Registration and other requirements must be completed before an activity or program with minors begins. For ongoing and pre-established activities and programs, register on an annual basis prior to the start of the university’s academic year (i.e., August). Other activities and programs with minors should be completed sixty (60) days in advance to the extent possible.
Completing screening requirements for adults and other leaders who will staff the program.	<ul style="list-style-type: none"> All adults and youth leaders must have a background check and a sex offender registry search completed prior to their work with a youth program. Initiate the process through the youth program registry portal. The background check must be performed every three years through the University’s approved vendor unless otherwise approved. If a program staff provides transportation, a department of motor vehicles state driving record check should also be completed.
Training and orientation for program staff and youth participants.	<ul style="list-style-type: none"> Anyone who supervises or has oversight of youth participants (i.e., authorized adults and authorized youth leaders) must complete annual training prior to working a program. Standard training is available to meet this requirement. Initiate the process through the youth program registry portal. While the standard training is effective for most youth programs, alternate training programs are approved on a case-by-case basis.
Maintaining necessary documentation.	<ul style="list-style-type: none"> Parents/guardians of youth participants must receive the “required parent handout,” which describes the Protection of Minors policy and related reporting mechanisms. Additional sample forms, such as a medical authorization and photo release, are available on the Protection of Minors webpage.

Please visit www.umsystem.edu/ums/ecas/protection-minors for the full policy, registry portal and additional information.

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