

Minors On Campus Guidelines - Checklist

<input checked="" type="checkbox"/>	Action	Description	Timeline	Responsible	Contact
<input type="checkbox"/>	Obtain Chair or VP approval of the program.	The Chair or Vice President of the Sponsoring Department must approve any Activity or Program involving Minors.	Four weeks prior to Program/Activity	Sponsoring Department	Sponsoring Department Chair or VP
<input type="checkbox"/>	Register your Minors on Campus Program/Activity .	Once you complete the registration form the provided list of individuals involved in the program will be emailed to the Institutional Compliance office where they will review and confirm that all required background checks and training have been completed. Notification of the Program/Activity will automatically be sent to the Office of Outreach and Volunteers once your Registration form is complete. http://web.unthsc.edu/minorsoncampus	Four weeks prior to Program/Activity	Sponsoring Department	http://web.unthsc.edu/minorsoncampus
<input type="checkbox"/>	Reporting Child Abuse on Campus Training	All individuals must complete the Reporting Child Abuse training. The Institutional Compliance Office will confirm that all individuals have completed the training based off the individuals listed on Registration Form submitted. The individuals that haven't completed the training will need to go to the below link to complete the training. https://learnhsc.bridgeapp.com/	Two weeks prior to Program/Activity	Chair or VP of Sponsoring Department	Compliance Office (817) 735-2029
<input type="checkbox"/>	Background Checks	All individuals involved in direct contact with minors <u>must have confirmed background checks via Human Resources within 12 months prior</u> to the first day of the program beginning. The Institutional Compliance Office will confirm if background checks have been completed based off the individuals listed on registration form submitted. The Sponsoring Department is responsible for the payment of the background checks.	Four weeks prior to Program/Activity	Chair or VP of Sponsoring Department	Human Resources (817) 735-2218 or Compliance Office (817) 735-2029
<input type="checkbox"/>	Written consent from minor's parent or legal guardian	Written consent from the minor's parent or legal guardian for participation in the program and a process for notification of minor's parent or legal guardian must be in place in case of an emergency. (For HSC sponsored events) http://web.unthsc.edu/minorsoncampus	Seven days prior to Program/Activity	Chair or VP of Sponsoring Department	Sponsoring Department
<input type="checkbox"/>	Confirm appropriate adult supervision of appropriate gender is in place.	No fewer than 2 adults of the appropriate gender shall supervise any Minor in any Activity or Program. As determined by the Sponsoring Department's Chair or Vice President, additional adult supervision may be required depending upon the number, ages and gender of the Minors and the type of Activity or Program.	During Program/Activity	Chair or VP of Sponsoring Department	Chair or VP of Sponsoring Department
<input type="checkbox"/>	Orientation of minors and individuals to HSC policies and procedures must be completed.	For example, minors in laboratories will receive safety or other site-specific training. (For HSC sponsored events)	During Program/Activity	Chair or VP of Sponsoring Department	Safety Office (817) 735-2697
<input type="checkbox"/>	Facility Use Agreement or Written agreement between UNTHSC and the Third Party	Obtained for those Programs and Activities that are hosted at UNTHSC, but the Program Operator or Activity Operator is not an employee of UNTHSC (Third Party). The Sponsoring Department shall confirm the agreement has been obtained	Two weeks prior to Program/Activity	Sponsoring Department	DeVetra Patrick (817) 735-2556

****The Institutional Compliance Office is required to submit to the Texas Department of State Health Services, within 5 days of the start of a program, verification that each individual who is involved in the program has successfully completed training on a form prescribed by TDSHS.****