*VCU Safety and Protection of Minors* (SPM) *Policy* indicate policies and procedures **required** of any VCU sponsored or hosted program or activity that involves minors. However, the wide variety of VCU programs involving minors necessitate Safety and Protection Plans that go beyond VCU policy requirements and are catered to an individual programs safety needs.

This checklist is a tool for VCU Programs that do not have Youth Program Manuals, or Safety Plans to start crafting a plan that addresses the unique needs of your Program. **Please first read the *Division of Community Engagement’s Youth Programs Manual*** and use as a guide to fill out the checklist below. This checklist is meant to aid Programs in thinking about which unique policies are relevant to their program needs.

1. Will your program conduct any **training or orientations** beyond what SPM Policy Requires for program staff, volunteers and/or students? Such as:

🞏 Mandatory Reporting

🞏 CPR/First Aid

🞏 Safety and Protection Plans

1. Will your program conduct any **screening** beyond what SPM Policy Requires? Such as:

🞏 Criminal background check for volunteers and students

🞏 Sex offender screening for volunteers and students

🞏 Volunteer application and screening to identify skills and areas of interest

1. Will your program incorporate any **monitoring and supervision** policies beyond what SPM Policy Requires? Such as:

🞏 [American Camp Association](http://www.acacamps.org/media-center/how-to-choose/safetytips) Staff to Youth Ratio

🞏 Volunteer attendance

1. Will your program incorporate policies beyond what SPM Policy Requires? Such as:

🞏 Electronic Use

🞏 Confidentiality

🞏 Dress Code

🞏 Behavior Guidelines for Youth

🞏 Food and Drink

🞏 Food Allergies

🞏 Medications

🞏 Field Trips and Transportation

🞏 Sign-In and Sign-Out Procedures

🞏 Pick Ups

🞏 Late Pick Ups

🞏 Restricted Access

🞏 Additional Authorized Person

🞏 Bathroom Policy

🞏 Overnight visit policy

🞏 Pedestrian Safety

🞏 Accident and Illness

🞏 Emergencies

🞏 Handling of Blood Spills or other Body Fluids

🞏 Releases and Forms

1. What **general safety guidelines** will your program implement?

🞏 No 1:1 interaction out of sight and sound of others between a minor and an adult

🞏 Minors will always be supervised

🞏 Only release minors to authorized persons listed on enrollment form

🞏 Keep classroom doors open unless there is a window

🞏 Keep storage, maintenance and utility are doors secured when not in use

🞏 Never lock doors when persons are inside the room

🞏 Never disrobe a child, other than outer garments, without the presence of another employee or volunteer

🞏 Never physically, verbally, sexually or mentally abuse children

🞏 Never neglect children

🞏 Never use physical restraint, unless there is likelihood of harm to self or others

🞏 Never smoke, use tobacco, alcohol or illegal drugs in the presence of children or parents during work hours

🞏 Never use alcohol or illegal drugs prior to working with youth

🞏 Never use profanity, inappropriate jokes, or share intimate details of one’s personal life

**List any additional Safety Guidelines Here**