Thank you for taking the first step towards compliance with the Safety and Protection of Minors Policy. The checklist below is a guide on how to fulfill the minimum policy requirements. These requirements should be completed prior to the first scheduled date of participation by minors.

**Program Requirements**

1. **Online Program Registration**
   - Register the program annually online at [www.mfyc.vcu.edu/youth-on-campus/](http://www.mfyc.vcu.edu/youth-on-campus/). The VCU point person for hosted programs and the program supervisor for sponsored programs are responsible for registration.

2. **Create a Communication and Notification Plan**
   - Establish an appropriate procedure for notification of a minor’s parent/legal guardian in case of an emergency.
   - Maintain a list of all program participants and a directory of program staff.
   - Inform program participants about safety and security procedures, applicable university policies, rules and guidelines established by the program and behavioral expectations.
   - Communicate the program’s expectations with parents, guardians and chaperones of minors, including an explanation of how complaints may be made.

**Individual Requirements Based on the Policy Tiered System**

1. **Screening**
   - All Tier I and II individuals must undergo a biennial screening process that must include at least both a multistate criminal background check and a National Sex Offender Registry screening. For more information visit: [http://mfyc.vcu.edu/youth-on-campus/background-checks/](http://mfyc.vcu.edu/youth-on-campus/background-checks/).
   - Review the [Screening: Eligibility Requirements](http://mfyc.vcu.edu/youth-on-campus/background-checks/) guide which outlines convictions that may render an individual ineligible to work or volunteer with a VCU sponsored or hosted youth program.

2. **Annual Training**
   - Tier I and Tier II individuals are required to take the online Safety and Protection of Minors training and get a score of 80% or higher on the quiz. The training can be found online at [http://mfyc.vcu.edu/youth-on-campus/training/](http://mfyc.vcu.edu/youth-on-campus/training/).
   - Program supervisors must store all Tier I and II individuals score certificates in a central repository.

3. **Monitoring and Supervision**
   - Tier I Individuals are responsible for ensuring compliance with the policy and program procedures and can engage in appropriate program-related activities without direct supervision.
   - Tier II Individuals can engage in appropriate program-related activities without direct supervision only with permission from Program Supervisor.
   - Tier III Individuals may interact with minors only under direct supervision of a Tier I or Tier II Individual.

**Compliance Tracking**

- Complete this [attestation form](http://mfyc.vcu.edu/youth-on-campus/) to demonstrate compliance prior to the first scheduled date of participation by minors.

**Note:** Biennial screenings and annual training sessions are recommended but not required for Tier III individuals.

The full Safety and Protection of Minors Policy offers additional details and important information regarding the items outlined in this checklist. Please visit [www.mfyc.vcu.edu/youth-on-campus/](http://www.mfyc.vcu.edu/youth-on-campus/) for the full policy, resources on best practices and frequently asked questions.