

Safety & Protection Compliance Checklist

Safety & Protection of Minors Resources



VCU Mary and Frances
Youth Center

Community Engagement

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/. 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/>
 - Review the [Screening: Eligibility Requirements](#) 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/>.
 - 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](#) 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/ for the full policy, resources on best practices and frequently asked questions.