



INTERACTING WITH MINORS CHECKLIST



A Guide for the Program Director/Coordinator of Programs, Activities, Services and Events Involving Direct Contact with Minors

The following steps will help to ensure that all Programs, Activities, Services and Events involving the interaction with minors, sponsored by or in partnership with Drexel University and its affiliates, on or off campus, or by External Sponsors using University Facilities, are conducted in such a manner as to provide for a safe and secure environment for all participants. Additionally, these steps will ensure that your program, activity, service or event will be in compliance with the Pennsylvania Child Protective Services Laws and the Drexel University Interactions with Minors and Reporting Child Abuse Policy.

Note: *All of these steps may not apply to your particular situation and are not necessarily in any chronological order.*

Read the Drexel University Interactions with Minors and Reporting Child Abuse Policy

Contact Drexel University's [Minors Coordinator](#) to discuss your Program/Activity/Service/Event

Contact the [Office of General Counsel](#) for assistance in creating a formal agreement

Complete the Minors Program Registration Form

Contact the [Compliance Specialist](#) in [Human Resources](#) for Background Checks procedures

Review the Drexel University Background Checks Policy [HR-52](#)

Ensure that all Authorized Adults associated with the Program/Activity/Service/Event are aware of their responsibilities as a Mandated Reporter of Child Abuse under State Law and Drexel University Policy and have received the proper level of training, as required

Ensure that the facilities used for the Program/Activity/Service/Event are appropriate for Minors and that staff are fully aware of all campus emergency procedures

Ensure that adequate supervision is in place, specifically the ratio of Authorized Adults versus Minors reflects the gender distribution of the participants, as recommended in Drexel University Interactions with Minors and Reporting Child Abuse Policy

When planning your Program/Activity/Service/Event, consider the following areas that may need to be addressed for your particular situation:

Transportation – including the transportation of children at the beginning and end of the program, to and from the program, and within the program, whether by parents, guardians, staff or others. Contact [University Facilities](#) to arrange for Drexel University Transportation;

Housing – Contact [University Housing](#) if the Program/Activity/Service/Event requires an overnight stay;

Security Services – Contact the [Department of Public Safety](#) for more information;

Reserving Drexel Facilities – Arrangements must be made to reserve the location of the Program/Activity/Service/Event.

Contact [Event and Conference Services](#) to check the availability of a classroom, hall, etc.

Contact the [Dornsife Center for Neighborhood Partnerships](#) for a Program/Activity/Service/Event being planned at this location.

Contact [Recreational Athletics](#) for any Program/Activity/Service/Event being planned for Recreational Facilities, Centers or the Athletic Complex;

Plans for weather emergencies, if the program is not inside a University Facility where such plans are in place. This is especially important because having too much unstructured, unplanned time for Minors can present a hazard;

Appropriate physical contact and communication by personnel with children based on the age of children and the nature of the program activities;

Appropriate forms including permission forms, medical contact information and liability waivers; Forms should be safeguarded and readily available;

Appropriate training for program personnel regarding first aid and medical treatment as well as dispensing of medication;

Parental permission to use media images obtained from the Program/Activity/Service/Event;

Internet Access and Social Media exposure, for staff and participants of the Program/Activity/Service/Event;

Allowable visitation from family members or friends.

Programs including overnight stays or use of university residences by Minors should also address the following areas of consideration:

The possession, use or distribution of alcohol and/or use of narcotics or drugs, other than those medically prescribed, properly used, and in the original container is strictly prohibited;

Identification to be worn by staff members, and participants if appropriate;

Curfews;

Code of conduct for participants;

Availability of parent/guardian contact information in case of an emergency.