

# Planning Checklist for Non-University Activities Involving Minors

This checklist is intended to provide those involved in planning, organizing, and operating activities open to the participation of minors with information related to expectations for Non-University activities involving minors.

Non-University entities or organizations who use or lease University property to operate activities open to the participation of minors must execute a Facility Use Agreement, which shall include specific terms and conditions applicable to activities involving minors. Such terms and conditions call for Non-University entities or organizations to be responsible for:

Ensuring that staff responsible for supervising minors comply with and are educated on Connecticut's mandatory reporting laws.

Verifying that staff responsible for supervising minors undergo criminal background screenings, as defined in the University's Protection of Minors and Reporting of Child Abuse and Neglect Policy, and be cleared to work with minors prior to the Event.

Implementing and enforcing rules and policies for the Event that are designed to safeguard minors.

Providing adequate adult supervision of minors, including establishing and adhering to supervisory ratios consistent with the requirements set forth in section 19-13-B27a(n) of the Connecticut General Statutes.

Establishing procedures to properly account for the whereabouts of minor Attendees (i.e., sign-in/sign-out procedures, etc.) for the duration of the Event, and ensuring that all minor Attendees are properly supervised and accounted for at all times. Note: The University will not provide or be responsible for the supervision of any minor Attendees or other Event Participants.

Failure, including the failure of any of the Contractor's Event Staff, to comply with the above referenced terms and conditions may result in the immediate termination of Agreements. In addition, Contractors may be disqualified from entering into further contracts with the University.

Please visit, <http://minorprotection.uconn.edu/non-university-activities/> for additional resources and guiding principles regarding interactions with minors, including:

- Supervisory Ratios
- Avoiding 1-on-1 Interactions
- Overnight Activities (if applicable)
- Transportation (if applicable)
- Restroom Protocols
- Check-in / Check-out Protocols
- Access Control
- Appropriate Communication
- Cell phone and multimedia usage