---Interaction with Minors Risk Check Off List (<18 years of age)

**BEST PRACTICES: (camps, swim, music lessons, competitions, conferences, receptions, weddings, workshops, general events, recruitment, mentor programs, teaching...)**

- Never one-on-one alone situations
- Leave doors open to rooms
- If doors have windows, do not cover them up
- Structured activities—little free time
- No outside of visit to campus relationships such as Facebook, Chats, Emails etc.
- Adhere to a ratio of number of adult chaperones to minor children (see ISU policy for guidelines)
- Use a child and child buddy system—never let a child be alone
- Do not transport minor to or from event if possible, if not always have 2 adults in the transport
- No touching if possible—(see training minors and boundaries)
- Keep an emergency phone list readily available (see forms)
- Solicit feedback survey from participants/parents
- Frequent check ups by staff of how the program is going by other than the program leaders
- Restrict guests to common areas that are well lit
- No personal residence hosting
- Document general safety measures and include in staff and participant orientation
- Establish procedures for managing the situation if a participant is absent/unaccounted for during program activities (e.g. who should be informed, at what point should security or police authorities be advised, when parents will be advised)
- Brief participants on expectations regarding conduct (e.g. hazing, horseplay, pranks, etc.)
  - Provide overview of applicable university policies (see below)
  - Design program elements to minimize escalation of competition into conflict and/or fighting
  - Assign age appropriate supervisory responsibilities
- Inform participants about who to see or contact if they have an emergency (i.e. accident, injury, loss, policy issues, etc.)
- Discuss inclement weather procedures
- Arrange for program leader and/or staff to have access to contact information for parents or guardians of participants in the event of an emergency—both at and away from the main program area
- Parent should be informed as soon as possible of any incidents involving a child, including injuries, changes in health status, or behavioral concerns, whether minor or major.
- Policies and requirements
  - Establish a written policy on behavioral expectations. Provide for positive guidance, with direction for resolving conflict and the setting of well-defined limits. Discipline practices should be consistent, a logical consequence to the action of the child, and appropriate to the age and circumstances of the child.
- Provide first aid kits and appropriate training for key staff (e.g., CPR, first aid)
- Provide orientation to program staff and volunteers (and participants, as applicable) on relevant university policies, regulations, guidelines; and local, state and federal laws concerning health, safety, and public order.
- Background checks of all working with minors to minimally include criminal history check, and request from other government maintained registries including the Iowa Central Registry for child abusers.