1. **What programs and activities are covered under the Protection of Minors policy?**

   Programs and activities directed or sponsored by Stanford that are intended for minors are subject to the Protection of Minors policy in Administrative Guide Memo 1.8.1. This includes:
   
   - Academic camps, athletic camps, formal and informal internships, instructional programs and childcare facilities.
   - Tutoring, community outreach or other public service program/activities directed or sponsored by Stanford.
   - Programs operated by third party organizations on Stanford’s campus.

   Both residential and daytime only programs/activities are covered.

2. **What programs are not covered?**

   - Single events open to the general public not targeted toward children.
   - Social functions that may be attended by minors who are accompanied by their parent/guardian.
   - Organized school field trips or tours where minors are under the supervisions of an authorized adult or adults.

   Any activities or programs involving:
   
   - Matriculated Stanford students who are minors.
   - Stanford employees who are minors, unless the employee’s position involves working with other minors (e.g., summer camp counselor.)
   - Patient care activities involving minors at Stanford Hospital or Lucile Packard Children’s Hospital.
   - Minors participating in Institutional Review Board approved research.

3. **Are programs and activities that take place off campus covered?**

   Yes, programs and activities directed or sponsored by Stanford that take place off campus are covered under the policy.

4. **What are the basic requirements for programs/activities subject to the policy?**

   Every program/activity intended for minors must have a Stanford sponsor (“Program Sponsor”). Program Sponsors are responsible for registering the program/activity with Stanford Conferences, submitting staff and participant rosters, collecting signed liability waivers and medical information forms, ensuring Program Staff
complete background checks and training, and reporting incidents to University Human Resources. Additional requirements and information may be found at http://bit.ly/minorsreqts.

5. Are there exceptions to the background check and training requirements?

   Events lasting one day or less:
   - The Program Staff background check and training requirements do not apply to individual events lasting one day or less. These events must still be registered at protectminors.stanford.edu, and there must be at least one adult staff person present at all times who has a current background check on file.

   Volunteers:
   - Volunteers who work directly with minors, but who do not supervise, chaperone, or otherwise oversee minors, and who have not completed a Live Scan background check, may be allowed to work with minors under the direct supervision of adults who have current background checks on file. Such volunteers may not have unsupervised contact with any minor.

6. When does the program/activity need to be registered by?

   Programs or activities involving minors should be registered as soon as possible to ensure adequate time to comply with all policy requirements. Program Staff rosters must be submitted at least 30 days prior to the program or activity start date.

7. If Program Staff completed a Live Scan background check for Stanford in the past, do they need to complete it again?

   If any Program Staff completed and cleared a Live Scan background check for Stanford in the past, they may not be required to complete it again. Note that Live Scan background checks completed for other organizations are not valid for Stanford’s purposes, as results cannot be shared with Stanford.

   To confirm whether Program Staff have a current Live Scan background check for Stanford on file, please contact University Human Resources, Employee & Labor Relations at (650) 721-4272.

8. If Program Staff completed training on working with minors in the past, do they need to complete it again?

   If any Program Staff completed the Working with Minors training course in the past, they may not be required to complete it again. The training course may be completed online or in-person. Note that Program Staff may be Mandated Reporters, in which case they are required to complete the Mandated Reporter Acknowledgement on STARS.

   To confirm whether Program Staff completed the Working with Minors training course and/or the Mandated Reporter Acknowledgement, please contact University Human Resources, Employee & Labor Relations at (650) 721-4272.

9. Can training be completed in-person, in lieu of the online training course in STARS?

   Yes, in-person training may be conducted by the Program Sponsor or other designated university staff. Materials for in-person training may be found at protectminors.stanford.edu. Program Sponsors must submit confirmation
of Program Staff’s attendance and completion of in-person training to University Human Resources at stanfordelr@stanford.edu, using the template roster at http://bit.ly/trainingroster.

10. How should Program Staff without a SUNetID complete the training?

Program Sponsors can choose to sponsor SUNetIDs for Program Staff who do not otherwise have a SUNetID to access the online training course in STARS. More information may be found at http://bit.ly/sunetid.

11. What are the requirements for third party programs occurring on Stanford campus?

Third party programs must register with Stanford Conferences, identify Program Staff, and obtain medical information and liability waivers. Third party programs must also provide written confirmation that their staff have completed background checks and training. More information about requirements for third party programs may be found in Administrative Guide 1.8.1: Protection of Minors.

12. What if the program/activity involves both minors and participants over 18?

If the program or activity is intended for minors and is otherwise subject to the Protection of Minors policy, both minors and participants over 18 are subject to the policy requirements.

13. Whom do I contact if I have additional questions?

For assistance and guidance regarding the policy, contact University Human Resources, Employee & Labor Relations at (650) 721-4272 or the Stanford Conferences Office at (650) 723-3126.