Protection of Minors: Requirements for Sponsoring Covered Programs

Program Sponsors for all Covered Programs as defined in Administrative Guide 1.8.1: Protection of Minors must ensure the following requirements are completed. If you have any questions, please contact University Human Resources, Employee & Labor Relations at (650) 721-4272 or the Stanford Conferences Office at (650) 723-3126.

1. Register your program or activity with Stanford Conferences.
   a. The department’s chair, school’s dean, or other designated university authority within the sponsor department must approve the program or activity.

2. Submit staff and participant rosters to Stanford Conferences.
   a. Staff and participant rosters should be submitted at least 30 days prior to the program or activity’s start date.
   d. Rosters may be submitted via email to protectminors@stanford.edu; subsequent revisions may be submitted.

3. Collect signed liability waivers and submit to Stanford Conferences.
   a. All program participants must sign an Assumption of Risk, Release of Claims, Indemnification and Hold Harmless Agreement before participating in the program or activity.
   c. Signed waivers may be submitted via email to protectminors@stanford.edu, or in hard copy to Stanford Conferences Office at 215 Panama Street, Building D (Juniper).

4. Collect and securely maintain medical information forms.
   a. All program participants must submit a signed medical information form before participating in the program or activity.

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1 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.
c. Program Sponsors must securely maintain the forms on-site throughout the program or activity to reference as needed. Medical information forms should be destroyed once the program or activity concludes.

5. Ensure minimum ratios of supervising staff to minors are met.

6. Ensure Program Staff complete and clear background checks.
   a. Program Staff are individuals who work directly with, supervise, chaperone or otherwise oversee minors.
   b. All Program Staff must complete a Live Scan background check prior to the program or activity start date. Newly hired employees must complete a HireRight background check prior to their first day of work and a Live Scan background check prior to the program or activity start date.
   c. A pre-filled Live Scan application may be found at http://bit.ly/livescaninfoapp. Program Staff should bring a completed application form to the Live Scan fingerprinting location.
   d. Stanford offers free Live Scan fingerprinting from time to time. Visit the Protection of Minors website at protectminors.stanford.edu for details on upcoming sessions.
   e. Other locations for Live Scan fingerprinting may be found at http://bit.ly/livescaninfoapp.
   f. Program Sponsors must ensure Program Staff cleared the Live Scan background check by contacting Risk Management at (650) 723-4554.

7. Ensure Program Staff complete training.
   a. All Program Staff must complete required training, which may be completed online or in person.
   b. Online training is available via STARS, under program code WWM-PROG-2000 Working with Minors at Stanford and Mandated Reporter Acknowledgement. This training includes the Mandated Reporter Acknowledgement form, which is required for all employees who come into contact with children on a regular basis, or supervise those who do. The online training may be accessed at http://bit.ly/WWMPROG2000.
   c. Undergraduate students in a volunteer capacity are not considered Mandated Reporters, and need only complete the training in STARS listed under activity code WWM-1000 Working with Minors at Stanford. The online training may be accessed at http://bit.ly/WWM1000WEB.
   d. If in person training is conducted, ensure that the training materials include topics outlined in Administrative Guide 1.8.1: Protection of Minors and resources found on protectminors.stanford.edu. Confirmation that Program Staff completed in person training must be submitted to University Human Resources at stanfordelr@stanford.edu using the template roster at http://bit.ly/trainingroster.

8. If the minor(s) will be working in a lab, review and follow Office of Science Outreach’s and Environmental Health and Safety (EH&S) requirements.
a. All programs or activities, including internships, where minors will be working in labs must complete the “Guidelines & Checklist for Hosting Minors in Labs” found on the Office of Science Outreach’s website at http://bit.ly/osolabs.

b. All programs or activities, including internships, where minors will be working in labs must review and adhere to Environmental Health & Safety's (EH&S) Health and Safety Requirements for Minors in Laboratories at Stanford University found at http://bit.ly/minorslabs.

c. Program Sponsors must ensure minors complete required online and lab specific safety training. Contact EH&S at (650) 723-0448 for guidance on appropriate trainings and/or consult the Training Needs Assessment tool in STARS.

d. Consultations or approvals from EH&S and/or medical surveillance/clearance may also be required depending on the type of work proposed. Contact EH&S Laboratory Safety Program at (650) 723-0448 for guidance.

9. Report allegations of inappropriate behavior to the Program Sponsor and University Human Resources, and in many cases, to law enforcement or child welfare authority.

a. Immediately report instances or suspected instances of abuse or inappropriate interactions with minors to the Program Sponsor and University Human Resources, Employee & Labor Relations at (650) 721-4272.

b. Mandated Reporters are also required to report known or reasonably suspected abuse that occurs on campus or at a Stanford-sponsored event to law enforcement or child welfare authority as soon as possible. A written report must be submitted within 36 hours. Some categories of Mandated Reporters may have broader reporting obligations. More information about Mandated Reporters may be found at http://bit.ly/uhrmandatedreporter.