What programs and activities are covered?

Programs and activities directed or sponsored by Stanford that are intended for minors. This includes:

* + - On campus: academic camps, athletic camps, formal and informal internships, instructional programs and childcare facilities.
		- Off campus: 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.

What are the basic requirements?

**Program Sponsor**

* Every program or activity intended for minors must have a Stanford sponsor.

**Registration**

* Sponsors must register the program/activity with Stanford Conferences at protectminors.stanford.edu.
* **Will be asked to provide a description of the program/activity, estimated number of attendees, and names/contact information for individuals who will be working directly with, supervising, or otherwise overseeing minors.**

**Live Scan**

* Individuals working with minors must receive a Live Scan criminal background check prior to the start of the program/activity.
* Stanford’s Department of Public Safety and many local stores offer Live Scan services. A list of approved locations by county is available on the California Attorney General’s Office website: <https://oag.ca.gov/fingerprints/locations>.
* Stanford offers free Live Scan sessions on campus periodically.
* More information about Live Scan is available on the <http://protectminors.stanford.edu> website.

**Training**

* Individuals working with minors must be trained on the following topics prior to the start of the program/activity:
	+ Appropriate behavior with minors.
	+ Appropriate staffing for programs/activities involving minors.
	+ California Child Abuse and Neglect Reporting Act.
	+ Title IX and Stanford policies related to prevention of sexual assault and sexual harassment.
* Training information and materials are available at <http://protectminors.stanford.edu>.
* Online training is available for Stanford students, faculty, and staff through STARS:
	+ *Working with Minors at Stanford and Mandated Reporter Acknowledgment* is listed in STARS under Program Code WWM-PROG-2000.
	+ *Working with Minors at Stanford* for undergraduate students in a volunteer capacity with a program involving minors (mandated reporter acknowledgment not required) is listed in STARS under Activity Code WWM-1000-WEB.

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.
		- IRB approved research involving minors.

Are there exceptions to Live Scan and Training requirements?

**Events lasting one day or less:**

* The Program Staff background check and training requirements do not apply for individual events lasting one day or less. These events must still be registered at <http://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 have not been background checked may be allowed to work with minors under the direct supervision of adults who have current Live Scan checks on file, but may not have unsupervised contact with any minor.

Who do I contact if I have additional questions?

For additional assistance and guidance regarding the policy, which types of programs are covered, or the registration process, you may contact the Stanford Conferences Office at (650) 723-3126, or University Human Resources at (650) 725-8356.