

YOUTH PROGRAM PLANNING CHECKLIST

PROGRAM PLANNING AND ADMINISTRATION

- Parental Consent and Release of Liability Agreement
- Forms (check all that apply)
 - Waiver of Liability
 - Medical Information and Release
 - Over the Counter Medication
 - Self-Administration of Prescription Medication
 - Media Release
 - Pick-Up Authorization
 - Third Party Acknowledgment of Responsibility
 - Travel Itinerary Record
 - Medication Distribution Record
- Are documentation and notification procedures in place to respond to an adverse event?
- Are emergency notification procedures in place, including a back-up plan should parents/guardians be unavailable?
- Has the facility been reserved and confirmation obtained?
- Have you made provisions to address special needs of participants (e.g., allergies, mobility, etc.)?

SUPERVISION

- Have background checks been performed on all staff and volunteers?
- What level of supervision do the participants require?
- What is the appropriate supervisor structure?
- Is the child/adult ratio within guidelines based on the type of activities and ages of participants?
- Are there established check-in procedures and check-out procedures?
- Have you reviewed the Standards for Interacting With Minors with all staff/volunteers?
- Have all covered persons received training on safety and emergency practices?
- Are policies/procedures in place to address violations of policy by both participants and staff/volunteers?
- Is the program time scheduled with minimal or no free unsupervised time? If no, what can you do to minimize unsupervised activities or time on the schedule?

TRANSPORTATION

- How will participants be transported to campus?
- If field trips are planned, who will provide transportation?

MEDICAL ISSUES

- Is there medical verification confirming the ability of the student to safely participate in activities?
- Have provisions been made for special medical needs or restrictions (e.g., dietary)?
- Are there adequate provisions to safeguard access to medications?
- Are there adequate provisions to safeguard access to participants medical records?
- Do you have a mechanism in place to require medical clearance if there is a questionable risk on the health assessment form?
- Has medical information and authorization to treat been received? How will distribution of medications be addressed?
- What are the procedures for addressing health issues and concerns?
- Are there procedures in place to ensure medical care is sought when needed?
- Is medical history available for medical providers?
- Have parents/guardians been fully apprised of their financial responsibility for medical care?
- Is health insurance information available?
- What provisions have been made to care for injured/ill participants?
 - Are Program administrators fully aware of their responsibility to provide for care?
 - Are there adequate covered persons available to provide custodial care until parents/guardians arrive?
 - What options are available for relocating contagious individuals?
- What is the plan for transporting injured/ill minors home? Is there an adequate back-up plan?

TRAINING

- What proactive steps can you take to educate program participants about strategies as well as expectations for minimizing risks during program participation?
- How will you assure that participants understand training?
- Is there a comprehensive training program for all adults who will serve as supervisors and/or instructors for this program?
- What are the components of this training and how often is this training scheduled? Who will facilitate this training and what resources have been used to assure training is accurate?

DISCIPLINE

- Are participants and parents/legal guardians fully apprised of the participant rules and consequences of not adhering to them? Are there standards and procedures in place to address discipline issues?
 - Who needs to be notified?
 - How is notification to occur?
 - Who decides on the method/seriousness of discipline?
 - Is there an opportunity to appeal?
- What additional procedures will be followed in the event of allegations of illegal activities?

Note: Campus Safety must be notified of illegal activities.

If it is determined that participants are unable to remain with the program, what provisions are in place to return them home?

SAFETY AND SECURITY

- Have minors and parents been made aware of reporting mechanisms?
- Has training been provided to covered persons regarding requirements for reporting violations of policy?
- Have facilities been inspected to ensure they are well maintained and suitable for minors?
- Are recreational events or activities that involve physical activity included in the programming? (Examples: running, jumping, swimming, climbing activities at height greater than six (6) feet, lifting weights, contact or field competition sports)
- Do any of the activities for this program involve the operation of hand or power tools such as saws, exacto knives, drills, scissors, or scalpels?
- Have arrangements been made for review of the safe use, proper handling, and supervision of participants engaged in these activities or utilizing such devices?
- How will a review be conducted so that participants as well as supervisors understand safe handling protocols?
- What process is in place to check safety of equipment on regular intervals during the program?
- Have measures been taken to restrict access to this equipment when not in use?
- What proactive steps have you taken to minimize the risks associated with each of the physical activities listed above?
- Have you consulted with the Risk Management Department regarding activities that pose unique risk factors?