Minors on Campus Virtual Check List

☐ Conduct background checks on staff having direct contact with minors.
   ☐ UNC staff or student, or program staff that has had no break in service: every 5 years:
      ☐ Disclosure of arrest and sex offender registry check on those every year the background check is not done.
      ☐ All programs, except Student Organizations:
         https://unc.az1.qualtrics.com/jfe/form/SV_3rzplhOT9bEEwnz
   ☐ Student Organizations only:
      https://unc.az1.qualtrics.com/jfe/form/SV_bNHMYgfepu5lw45
      ☐ Link to National Sex Offender Registry: https://www.nsopw.gov
   ☐ UNC staff or student, or program staff that is seasonal or has had a break in service of 120 days or more: every year.
   ☐ Department HR Reps conducting background check on UNC-CH employee or student working with a minor must contact their HR EC.

☐ Program staff training: https://campussafety.unc.edu/protection-of-minors/training/
   ☐ Policy (Module 1) (all program directors)
      Link to Policy:
      https://policies.unc.edu/TDClient/2833/Portal/KB/ArticleDet?ID=131864
   ☐ Abuse and Neglect (all program staff) (Module 3)
   ☐ Guidelines for Working with Minors Online (Module 6)
   ☐ Working with minors (program directors but encourage all staff) (Module 2)

☐ Complete registration process: https://yprs.campussafety.unc.edu/
   ☐ Information needed for registration
      ☐ Staff: name, date of background check, date of training, date of disclosure of arrest, date of sex offender registry check
      ☐ Minor participant: name, date of birth, name of emergency contact, address of emergency contact, phone number of emergency contact

☐ Have parents sign release form. Sample form: Participant Consent, Release and Waiver of Liability Online Programming (unc.edu)

☐ Have participants and parents sign code of conduct. Sample code: Participant Code of Conduct for Online Youth Programs, Camps, Events (unc.edu)