

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 \(unc.edu\)](#)