Vanderbilt University Medical Center: Protection of Minors Institutional Best Practices Checklist

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	To be Completed by the Program Coordinator or Director	Yes	No – Action Items - Status
Program Objectives and Operations			
1.	Does the program or hiring authority use a written employment application that collects all past employment history of candidates, including volunteers?		
2.	Does the employment application ask applicants about past criminal convictions and accusations of misconduct?		
3.	Does the interview or training process include discussion about and questions regarding experience reporting instances of child abuse and/or willingness of the candidate to report suspicious behavior?		
4.	Does the program thoroughly check at least 2-3 references of the candidate and ask each reference if he/she is aware of any past misconduct of the applicant?		
5.	Does the background check process include at least the past 7 years and a local, state, and federal criminal records check of the applicant which includes the sexual offender registry database? (HR Checks)		
6.	Does the program rescreen current personnel in an annual employee evaluation and re-hires to assess any new or red flag occurrences?		
7.	Does the program include orientation for new staff which includes comprehensive information on VUMC's Protection of Minors Policy, child abuse prevention training, mandatory reporting procedures, boundary training, and abiding by the Code of Conduct?		
8.	Does the program include age appropriate information for participants on acceptable/unacceptable behavior while participating in the program?		
9.	Does the program include age appropriate information on what is abuse, how to talk about it, or how to report abuse or misconduct by personnel or others?		
10.	Does the program have a protocol for responding promptly to reports of abuse and/or misconduct?		
11.	Do personnel know what information is needed to make an incident report and to whom?		
12.	Does the program have a way to clearly identify both personnel and participants in the program – badges, t-shirts, name tags, etc.?		
13.	Does the program have an activity schedule and communicate with parents as to the start and end times of scheduled programming?		
14.	Are drop off and pick up procedures clear and does the program address teens who drive to/from the program?		
15.	Are policies on who can sign participants in/out explained to parents?		
16.	Does the program meet minimum requirements for supervision ratios at all times, including during transitions?		
17.	Are parents informed in the case of a significant schedule change in the program that adjusts locations or times of operation?		
18.	Prior to the start of the program, is there a facilities safety check to address injury risk as well as facility features that might		

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	increase risk of opportunity for abuse (such as obstructed windows, doors that lock from the inside, isolated areas)? Are there periodic safety spot checks during the program operations?		
19.	Is/Are the facility(ies) checked for access by others not participating or working in the program; are access issues addressed for risk?		
20.	Is information obtained regarding all participants diet needs, medical conditions affecting ability to participate in the program or, in the case of an emergency, permission to treat and who to contact?		
21.	Have life threatening food allergy situations been addressed with personnel? Do program documents include allergy related precautions and procedures to parents?		
22.	Are personnel trained in VUMC's Emergency Preparedness Plan?		
23.	Does the program have a clear evacuation plan that includes getting from the inside to outside, and getting from an outside area inside?		
24.	Is there quick access to a first aid kit? Where is it located?		
25.	If programming includes lab work or activities with potential risk for injury, have all personnel and participants been trained by VUMC's Environmental Health and Safety and supplied with mandatory safety equipment (PPE) and response procedures?		
26.	Does the program's Participation Agreement include language that includes liability waiver, medical release and emergency permission to treat, current related health conditions, medication information, photo release, and Protection of Minors Provision language?		
27.	Does the program comply with all applicable federal regulations which may include FERPA, Title IX, COPPA, and the Clery Act? (if applicable)		
28.	Does the program comply with VUMC's standards of record keeping for minor participants (age of majority (18) plus ten years)?		
29.	Does the program address online and social media use of personnel and participants, including electronic communications, photography, online behavior, and sharing of information?		
30.	Does the program hold a closing or summary meeting with personnel that addresses safety risks that arose in the activities to better address future programming?		
Programs with Increased Risk			
1.	**Overnight Programs**		
	• Are staffing levels increased to address overnight stays?		
	• Are situations such as changing, bathing, and sleeping addressed and prohibited in one-on-one situations and between personnel and participants?		
	• Do personnel work in pairs and maintain the rule of three or two-deep leadership?		
	• Are there strict and enforceable curfews?		
2.	**Programs which include minors changing clothes, dressing, showering**		
	• Is there a strict policy limiting minors/adult interaction while in dressing or locker rooms?		
	• Are prohibitions stated in the VUMC's Code of Conduct regarding dressing and changing reviewed with all personnel?		
	• Is there a supervision plan which includes locker room/changing facilities?		

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	• If caring for infants or toddlers, are proper diapering and bathroom assistance procedures explained and reviewed frequently?		
3.	**Programs that Transport Minors**		
	• Is transporting a minor in a personal vehicle prohibited?		
	• Is the rule of three in place in all programs that transport minors?		
	• Is the driver cleared to transport minors (VUMC driver or third party – see section on third party contracts)?		
4.	**Programs that include any elements of one-on-one interaction**		
	• If personnel must meet one on one; are mitigation elements in place, such as open door, public space, visible window, informing the program coordinator of the meeting location and discussion?		
	• Is there a mechanism for personnel, participants, and parents to report red flag behavior or emergency situations which necessitated one-on-one interaction?		
	• Has future programming addressed how to avoid one-on-one interaction?		
Compliance: Risk Management Program Registration and Personnel			
1.	Is the program registered with the Office of Risk and Insurance Management (RIM)?		
2.	Have all the program activity dates been update with RIM?		
3. Do all program personnel meet compliance requirements for working with minors?			
	• Background clearance within the past 4 years (if applicable) – and the background clearance is the correct type (fingerprint or non-fingerprint) for the program activities and locations?		
	• Annual training completion on prevention and detection of child sexual abuse.		
	• Annual agreement to adhere to the reporting and conduct code requirements of the Protection of Minors Policy?		
4.	Has the program director or coordinator submitted the names of personnel associated with the dates of my program and their compliance status to RIM?		
Public Events			
	• If the program is or includes public events where minors will be present, have marketing and promotions included reminders that parents should attend with children?		
	• If the program is or includes public events where minors will be present, is there a lost child and emergency plan in place?		
Third Party Contracts/No Contract			
	• Have VUMC Offices completing reservations received all copies of certificates of insurance with the required allowances?		
	• If I am coordinating the events for a third party, have I received documentation that all third party personnel have been trained and cleared through a criminal background check?		
	• Has the third party event/activities been registered with RIM?		
	• Have I supplied the third party with notification of VUMC's Protection of Minors Policy and have third party personnel agreed to abide by the contents?		

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Program Notes: