

# PROTECTION OF MINORS CHECKLIST

The safety of minors is of utmost importance to ISU. ISU expects those who are planning events with minors to proactively consider the following checklist:

- Read and understand ISUPP 1080
- Event Acknowledgement & Certification Form
- Complete RM Event Questionnaire
- Background checks for volunteers
- Supervisors must be at least 18 years old
- Inform legal parents/guardians of when and how they can contact their child
- Minor drop-off and pick-up schedules and locations planned and communicated
- Any transportation must be by an Authorized ISU driver with a Motor Vehicle Record check
- Provide training on appropriate behavior for adults interacting with minors
- Ensure location of minors is hazard free

MINOR AGE	ADULT-TO-MINOR RATIO: OVERNIGHT EVENTS	ADULT-TO-MINOR RATIO: DAY EVENTS
4-5	1:5	1:6
6-8	1:6	1:8
9-14	1:8	1:10
15-17	1:10	1:12



## STRATEGIES TO KEEP YOUTH SAFE

**BE AWARE** of environment and event participants. Adjust supervision accordingly.

**SCAN** the area frequently; take count of youth; ensure youth are in reasonable line of sight at all times.

**ADJUST** supervision for different ages, abilities, activities, and environments. Events with more risk or with younger children will require more supervision.

**MONITOR** your own behavior and the behavior of other staff and volunteers. Everyone needs to take responsibility for monitoring activities, reporting issues, correcting safety concerns, and intervening when necessary.

# FREQUENTLY ASKED QUESTIONS

**I want to volunteer, what do I need to do?**  
Fill out a Volunteer Services Agreement. Then submit the Background Check Authorization Form to Risk Management.

**Who is considered a minor?**  
Any person under the age of eighteen (18).

**What if there is suspicion of minor abuse?**  
In accordance with state law, all individuals are required to report immediately to either law enforcement or Idaho Department of Health and Welfare. Call (208) 334-5437 for IDHW or Public Safety at (208) 282-2911. After reporting to IDHW or Public Safety, then notify Risk Management. If you suspect an immediate danger, take action to ensure safety of the minor.

**How should injuries to minors be handled?**  
Minor scrapes, bruises, bumps, etc., can generally be addressed on-site by supervising staff. If an injury is serious, call 911. After calling 911, a staff member not assisting the minor should contact the child's legal parent/guardian. Notify Public Safety.

**Protocol for a missing child?**  
If a child is missing, immediately contact Idaho State University's Department of Public Safety at (208) 282-2911 or local law enforcement.

## TIPS FOR SUCCESSFUL & SAFE EVENTS

- Ensure minors are confidently aware of emergency exit procedures
- Have a first-aid kit and develop a plan for medical treatment
- Prepare emergency plans for inclement weather, fire and safety, etc.
- Avoid one-on-one interaction with youth or interaction in secluded areas
- Do not touch a minor in a manner that is unwelcome or that a reasonable person would deem inappropriate
- Limit contact between youth participants and individuals not associated with the program
- Ensure a proper identification method for minors (nametags)

## CONTACT US

Risk Management

☎ (208) 282-5741

✉ [risk@isu.edu](mailto:risk@isu.edu)



We all have the responsibility to be risk managers as we protect children, students, faculty, staff, and the entire Bengal Community.

## PROTECTION OF MINORS

Provided by  
ISU Risk Management

