CHILDREN/TEENS PROGRAM PLANNING CHECKLIST

PROGRAM PLANNING AND ADMINISTRATION

☐ Parental Consent and Release of Liability Agreement (includes authorization for medical treatment)
☐ 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 adult staff/volunteers?
☐ What level of supervision do the participants require?
☐ 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 authorized adults Code of Conduct with all staff/volunteers?
☐ Is there a policy in place to address communication between children/teens and adults outside the program? Have adults been fully briefed about the policy?
☐ Have all authorized adults 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?
☐ Have arrangements been made to ensure adequate adult supervision?
☐ What is the appropriate supervisor structure?

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?
☐ Do you have a mechanism in place to require medical clearance if there is a questionable risk on the health assessment form?
☐ Have you consulted with University Health Services to review medical information?
☐ Has medical information and authorization to treat been received?
☐ How will distribution of medications be addressed? (See Medication Distribution Record)
  ☐ The name of the medication
  ☐ The dosage of the medication
  ☐ The name and telephone number of the prescribing physician
  ☐ A system in place to record distribution of medication information
    • Name of Participant
    • Name of Medication
    • Dosage
    • Date and each instance that it was administered
    • Signature/Initial of the person administering the medication
☐ What are the procedures for addressing health issues and concerns?
☐ Are there procedures in place to ensure medical care is sought when needed?
☐ Has an authorization to treat been obtained?
☐ 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 adults 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 children/teens 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?

TRANSPORTATION
- See Travel Checklist for detailed checklist.
- How will participants be transported to campus?
- If field trips are planned, who will provide transportation?

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: The Department of Public Safety must be contacted).
- 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 all children/teens and parents been made aware of reporting mechanisms?
- Has training been provided to Authorized Adults regarding requirements for reporting violations of policy?
- Have facilities been inspected to ensure they are well maintained and suitable for children/teens?
- 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?