



CHILDREN/TEENS PROGRAM PLANNING CHECKLIST

The checklist below must be reviewed prior to planning your program, event, or interaction with children.

PROGRAM PLANNING AND ADMINISTRATION

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 /guardians be unavailable?
- Has the facility been reserved and confirmation obtained?
- Poll minor participants to assess accommodation or special needs
- Have you made provisions to address special needs of participants (e.g., allergies, mobility, etc.)?

- Have background checks been performed on all adult staff/ volunteers?
- What level of supervision does 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?
- Does the program schedule include minimal or no free unsupervised time? If not, 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?
- Require volunteers, staff and faculty to always display identification during program, event or engagement with minors**

SUPERVISION AND MONITORING

- Establish procedures for supervising high incident/risk areas such as bathrooms, locker rooms, playgrounds and areas with low visibility including stairwells, hallways, etc.
- Establish supervision procedures for naptime and quiet time monitoring
- Establish supervision and monitoring procedures for diapering, clothes changing (soiled clothes, etc.)
- Establish cell-phone usage policy during supervision or minors

- Develop a process for monitoring adults responsible for the care of minors
- Which include:
 - Daily closing report logs disclosing incidents, evacuations, etc.
 - Attendance logs to confirm supervision ratios were met
 - Planned and unplanned program, events or site visits
 - Adhere to required supervision ratio as outlined

Age Range	Number of Adults	Number of Children
Under 18 months	1	2
18 months-2yrs	1	4
2yrs – 5yrs	1	8
5yrs- 9yrs	1	10
10yrs -13yrs	1	12
14 years and up	1	20

AQUATIC SAFETY

- Programs who are providing swimming and other aquatic activities should have a good understanding of state and pool regulations as indicated in [Michigan Pool and Aquatic Rules](#). Other considerations for aquatic safety:
- Hire lifeguards or staff specialized in aquatic safety- should be their primary and only tasks
- Secure pool and swimming location that meet regulatory standards as defined in the Michigan Pool and Aquatic Rules Summary
- Supervision for aquatics should be dedicated to that activity
- Prepare Emergency response
- Ensure swimming area is free from hazards
- Ensure swimmers have the appropriate depth ratio based on age and observed skill level
- Ensure minors have appropriate flotation safety equipment

BEHAVIOR MONITORING GUIDELINES

- Develop a behavior/monitoring protocol which includes supervision of minors during recess or free time
- Schedule an orientation w/minor and parent/guardians of minors prior to the start of your program (virtual or in-person)
- Develop a behavioral guideline for your program which includes appropriate redirection and reporting procedures

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 informed 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 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 ensure 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 ensure training is accurate?
- All volunteers, faculty, staff and students must sign the code of conduct annually
- All volunteers, faculty, staff and students must sign the incident reporting guideline annually

PROGRAM HIRING AND PLANNING

- Application Process- Should include specific description related to the direct or supervisory care of minors
- Confirm with UHR that the CoC background screening process is included w/the background screening
- A minimum of (3) references should be provided to include personal and professional references
- Application Review Process
- [Talent Acquisition](#)- should be consulted when planning the hiring process

ON BOARDING STAFF WHO WORK W/CHILDREN

- Work with HR department to include behavior-based questions
- Interviews for new hires where possible should be conducted in-person
- Categorize the level of access and interaction the adult will have with the minor participant using the following determinates:
 - o High Access: Direct care, long-duration-unsupervised
 - o Low Access: Less frequent interaction, supervised engagement, incidental contact

ON BOARDING MINOR PARTICIPANTS

- Conduct parent/guardian and minor participant orientation prior to the event or program.
- Provide parent/guardian a copy of the authorized adult code of conduct for their awareness
- Review Title IX statement with minor participant and parent/guardian
- Provide minor participant and parent/guardian with a copy of the [reporting guidelines](#) for abuse or neglect
- Review Minor Code of Conduct-Parent Signature Required

TRANSPORTATION

- See Travel Checklist for detailed checklist.
- How will participants be transported to campus?
- If field trips are planned, who will provide transportation? [See [Travel Itinerary Record](#)]

DISCIPLINE

- Are participants and parents/legal guardians fully aware of the participant rules and consequences of not adhering to them?
- Are there standards and procedures in place to address discipline issues?
 - o Who needs to be notified?
 - o How is notification to occur?
 - o Who decides on the method/seriousness of discipline?
 - o 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 and structural safety on regular intervals during the program and prior to 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?
- Have you consulted with Environment, Health & Safety (EHS) ehs.umich.edu or 647-1143; or Risk Management Services finance.umich.edu/risk-management or 764-2200 - regarding activities that pose unique risk factors?