



PROGRAM CHECKLIST MINORS IN UA PROGRAMS AND EVENTS

Operating a University of Alaska program (event, camp, course, etc.) in which minors (under age 18) are going to participate requires special considerations. This checklist will help you think through the various items that need to be considered prior to finalizing your program. Each of these guidelines may not always apply to regular academic (class-room) courses. Please consult with your local risk management/safety office if you need assistance with your program structure or procedures. These are internal guidelines for information purposes only, and do not establish a standard of care for legal purposes. However, failing to follow them could also violate a standard of care. The office of risk services has authority to waive guidelines in appropriate cases.

Contract Issues:

- 1. **Contracts/Grants/MOAs/MOUs/etc.** - If you are entering into a contract or memorandum of agreement or any other written understanding with another entity regarding the operation of a UA program involving minors, please make sure that your local risk services/safety office reviews the document.
- 2. **Internal Procedures** - If you are working with a grant or a contract, be sure to coordinate with your local Grants & Contracts office. If you are procuring services, contact your local Procurement Services. All travel activity must be coordinated as required by your local Travel office. Also keep in mind that deans and directors and above are the only positions authorized to sign-off on memoranda of agreement.
- 3. **Outside Entity Requirements** - If another entity is involved in the program and is requiring the students to sign any kind of registration, release, waiver, etc., please obtain a copy of that document for your local risk safety/services office to review.
- 4. **Financial Responsibility** - Any time another entity is going to play a part in the operation or be a service provider for a UA program involving minors, we will need to know that they are financially able (or have resources via insurance coverage) to respond to any liabilities they might incur. Request assistance from your local risk services/safety office for help in procuring proof of insurance.

Safety and Security Issues:

- ❑ 1. **Premises & Housing** - should be safe and have direct access to a phone for emergencies and guardian contacts. If housing students overnight, the rooms must be segregated by gender and periodic bed checks should be performed. There may also be building code issues.
- ❑ 2. **Chaperones/Supervisors** - should have background checks and be gender appropriate for the situation. Background checks are available at Alaska State Troopers office. They should also have experience with the student age group and be over the age of 21 themselves. They must be given appropriate training for the job. Chaperones can be volunteers. However, at least one employee should be available to a group at all times. All rules of conduct, training, and background that apply to employees should be applied to volunteers.
- ❑ 3. **Behavior & Disciplinary Procedures** - Important rules should be written and established at a zero infraction tolerance level (break the rules and you go home at your parents' cost). The rules should be in a contractual form and signed by both the students and parents or guardians. They should include codes of conduct and curfew times. Likewise, chaperone rules (both volunteer and employed) must be strictly adhered to when practical.
- ❑ 4. **Parent/Guardian and Child Orientation** – An orientation or training session should be held where the activity, rules, and expectations are discussed and explained. At this orientation, all necessary forms can be completed and turned in.
- ❑ 5. **Supervision** (ratio of chaperones to children) – Depending on the ages of the children and the nature of the activity, recommended chaperone to children ratios generally range from 1:5 to 1:10.
- ❑ 6. **Checking in and out** – A formal check-in and check-out procedure should be developed. This would be similar to a property chain-of-custody procedure whereby processes ensure that there are no gaps in the custodial sequence.
- ❑ 7. **Emergency Procedures** – Emergency procedures should be developed and include: what-to-do scenarios, contact information, first aid and medical services, transportation, etc.
- ❑ 8. **Incident/Accident Reporting** – Incidents or accidents and near misses should be reported in writing. Do not determine cause on the reports, just report the facts. Various forms are available at http://www.alaska.edu/risksafety/g_forms-library/.
- ❑ 9. **First Aid/CPR** – One or more of the chaperones should be currently certified and trained in first aid and CPR. One or more first aid kits should be carried with the group. Standard OSHA-type kits are available in most department stores. No medicines should be carried in the kits. Only dispense medicines to children which have been provided by the parents or guardians along with written specific directions provided by the parents, guardians or professional health care providers. When conducting wilderness camping, if one or more of the chaperones within a group are not Wilderness First Responder certified, please contact risk services.

- ❑ 10. **Physicals for Participants** - Often times, it is advisable to require a fitness-to-participate or sports physical from a professional health care provider. These exams are especially useful for long trips, overseas travel, and strenuous activities programs. Avoid gathering medical records. A note from the healthcare provider that indicates that the child is able to participate is sufficient.
- ❑ 11. **Emergency Medical Services** – Most emergencies rooms and clinics will treat or stabilize injuries without parental or guardian permission. However, it is a good idea to have parents and guardians sign a permission slip anyway. Be familiar with the emergency medical services in the area where you are traveling. Taking minors to remote areas that have limited or no emergency medical services requires additional arrangements. Please consult with your local risk services/safety office.
- ❑ 12. **Medical Records** –In most cases, to avoid an impression that the university will provide medical treatment, you should not collect medical records. The parents and guardians can communicate the needs for special medical, physical, or psychological accommodations to you both verbally and on a “special needs” section of the check-in or registration form. In some cases, the special needs accommodations may be beyond the capabilities or resources of the program. When this occurs, higher level administration should be contacted to assist in decision making. During travel outside of the USA, immunization records are often required. You can collect these records, but you should return them to the owners at the conclusion of the activity. Do not destroy the immunization documents without the permission of the parents or guardians as those records are often originals and take the form of an “International Immunization Record” booklet. Any medical records that you develop or retain must be securely maintained to guarantee privacy or destroyed at the conclusion of the program, if appropriate. You can contact your local Student Health Clinic for procedures on medical record maintenance and security which can be quite onerous.
- ❑ 13. **Swimming** – Many children in Alaska have limited or no experience with swimming. Unless waived by risk services, a certified lifeguard must be available to all groups during structured swimming events and other activities that take place on the water. Often times, the organizations that you will be contracting with will be able to provide this service.

Special Risk Issues:

- ❑ 1. **Recreational/Extra-curricular Activities** - If your program involves activities other than classroom time, you should have your local risk services/safety office review a copy of your curriculum and a description of recreational or extracurricular activities, if any, associated with the program. That office can provide you with a risk assessment and appropriate advice to minimize the risks.
- ❑ 2. **Transportation** – University drivers should meet safe driver criteria as established by your MAU. 15-passenger vans should not be used to transport minors or anyone else. Please consult with your local risk management/safety office if you plan to transport minors on university owned, operated, or specially contracted aircraft, boats, or other alternative modes of transportation.

- ❑ 3. **Prohibited Activities** - Participation of minors in the following types of university sanctioned activities is prohibited without approval of risk management: rock, ice, and mountain climbing, wilderness camping, rafting on class III rapids or above, piloting or being a passenger on a university owned or leased aircraft or boat and other high risk activities. Please contact your local Risk Services office if you're unsure of the activity's risk level or if applying for an exception to this rule.

Legal Issues:

- ❑ 1. **Releases** - Registration forms should contain general releases similar to the ones used to enroll minors in regular academic courses. For high risk activities (boating, camping, hiking, mountain climbing, overnight trips, or any form of travel/transportation), you must consult with your local risk services/safety office and obtain an appropriate high risk release which the children and parents/guardians must sign prior to participating in the program.
- ❑ 2. **Records** - All records should be maintained for three years past the 18th birthday of the minor.

Insurance:

- ❑ 1. **Students** – travel accident insurance is strongly recommended for University of Alaska students (minors) participating in scheduled, sponsored, and supervised programs. This insurance can be procured through the System Office of Risk Services but must be purchased prior to program start for coverage to be in effect. To review the forms and plans, go to http://www.alaska.edu/risksafety/g_forms-library/stappl.pdf. Quotes are available by calling (907) 450-8157.
- ❑ 2. **Employees & Volunteers** – Employees are covered under their normal benefits package, which includes workers compensation for injuries and illness that occur in the course and scope of employment. Qualified volunteers may be provided similar workers compensation benefits as determined by risk management. See http://www.alaska.edu/risksafety/b_insurance/insurance-coverage/volunteer-services-and-li/ for more information on insurance for volunteers. Volunteers are responsible for their own insurance needs to include, auto, health, and property coverage.
- ❑ 3. **Liability** – The University may defend and indemnify employees and qualified volunteers operating within the course and scope of their employment for injury or damage claims. Damages caused by minors are the responsibility of the parents or guardians as consistent with local and state statutes.
- ❑ 4. **Personal Property** – The University does not provide insurance coverage for anyone's personal property. That need is the responsibility of the property owner.
- ❑ 5. **Sports Camp Insurance** – Coverage can be purchased for camp participants when the event is sponsored, scheduled, and supervised by the University of Alaska. See the following web site for more information: http://www.alaska.edu/risksafety/b_insurance/insurance-coverage/sports-camp/

Sample Programs and Forms:

Sample programs and forms are available from your local risk services/health and safety office.

Other resources can be found at:

UA Remote Travel Safety Guide – [http://www.alaska.edu/swrisk/html/Remote Travel/RemoteGuide.htm](http://www.alaska.edu/swrisk/html/Remote%20Travel/RemoteGuide.htm)

UA Remote Travel and Resource Guide - <http://www.alaska.edu/swrisk/download/TravPlan.pdf>

First Aid - Procedure 6 - <http://www.aaa.alaska.edu/ehsrms/FirstAidProcedure6.pdf>

Cold Stress – Procedure 17 - <http://www.aaa.alaska.edu/ehsrms/ColdStressPro17.pdf>

Heat Stress - Procedure 18 - <http://www.aaa.alaska.edu/ehsrms/HeatStressPro18.pdf>

Transportation Safety - Procedure 10 -

<http://ehsrms.aaa.alaska.edu/SW/Travel%20and%20Transportation/TransportationSafety.pdf>

AAA Emergency Information - <http://www.aaa.alaska.edu/ehsrms/emerginfostartpage.htm>

Emergency Preparedness Resources -

<http://www.aaa.alaska.edu/ehsrms/EmergencyPamphlets/Emerg.PamphletStartPage.htm>

15-Passenger Van Safety and Risk Mitigation Tips -

<http://www.aaa.alaska.edu/ehsrms/15PVanRiskMitigation.pdf>

AAA Vehicle Safety and Insurance Tips - <http://ehsrms.aaa.alaska.edu/AAAVehicleInsurance.pdf>