PROTECTING MINORS POLICY FLOWCHART

This flowchart is being provided as a guide. Policy or process-specific questions should be referred to any of the contacts listed in the Protecting Minors policy. The full policy can be found here: uvm.edu/policies/general_html/protectminors.pdf

1. Register your program through EMS. This is required even if you are not reserving space. Visit: emsweb.uvm.edu/EMSWebApp/
2. Notify RM&S at (802) 656-3242 or protectingminors@uvm.edu ASAP, no later than 6 weeks prior to the start of the program.
3. If using a contract or agreement format not previously approved by OGC, contact OGC (802) 656-8585 or general.counsel@uvm.edu for review.
4. Provide written notification to parents/guardians. A sample Parent Information and Release of Liability Form can be found here: uvm.edu/policies/general_html/related_docs/protectminors_SampleReleaseOfLiabilityForm.doc
5. OBTAIN CRIMINAL BACKGROUND CHECKS on all employees, faculty, students and volunteers working in the program. Repeat once every 3 years. Contact HR at (802) 545-3150 or HRsinfo@uvm.edu or visit www.uvm.edu/hrs/managers/MasterBackgroundCheckForm.pdf for more information.
6. COMPLETE APPLICABLE TRAINING MODULE as required under the policy. GROUP A requires completion of full training module. GROUP B is required to view the abbreviated training video.
7. You are responsible to maintain records of training, background checks, permission slips, parent/guardian notifications, brochures, schedules, etc. according to UVM’s Record Retention Schedule found here: uvm.edu/compliance/compliance/record_retention_schedule