



### Helpful Information for the Checklist for Compliance

Following each section are comments or links to help you complete the Checklist for Compliance.

#### **Activity Protocols**

Units shall have in place, enforce, and make available protocols that address the plans for the following areas, if they are applicable to the activity. These protocols must be submitted along with the form:

**1. Transportation**

Include a statement describing the transportation of minors at the beginning and end of the activity, to and from the activity, and within the program, whether by parents, guardians, staff, or others. Activities must comply with university policies regarding drivers and vehicles. This could include information on how students/participants get to and from activities; whether it be by walking, city transportation, or university rented vehicles.

**2. Plan for weather emergencies and other emergencies.**

This can include a statement that follows the policy outlined by the UIS hosting/sponsoring unit. If the UIS hosting/sponsoring unit does not have a policy, please refer to the [UIS Emergency Guide](#),

**3. Plan for providing adequate supervision for minors.**

The level of supervision needs to be appropriate for the children involved in the activity. The statement should address how adults will supervise and monitor children during the event.

The following recommended Group Size and Staff Requirements is included in the [Summary Of Licensing Standards For Day Care Centers](#) published by the Illinois Department of Children & Family Services.

Age of children	Staff/Child Maximum Ratio	Group Size
Infants (6 weeks-14 months)	1 to 4	12
Toddlers (15-23 months)	1 to 5	15
2 years old	1 to 8	16
3 years old	1 to 10	20
4 years old	1 to 10	20
5 years old (preschool)	1 to 20	20
6-18 years old (school age)	1 to 20	30

**4. Plans for educating event personnel about appropriate conduct standards with and around minors.**

To foster and maintain an atmosphere of trust and safety when engaging with minors, UIS expects all employees and volunteers to maintain high standards of professional and moral behavior. An example of a document to include here is a Staff Orientation Manual, Camp Policy & Procedure Document, or Special Event Guideline. If there is not any available document to submit, please include a statement listing the expectations you have of event personnel with and around minors.



5. **Plan for alerting participants about how to report issues, including issues with peers, event personnel, and others.**

This should include information for participants on who they need to speak with, or how they should report problems or issues they are having with another participant, a staff member, volunteer, or other community member.

6. **Plan for collecting and maintaining appropriate permission forms, medical contact information, and liability waivers.**

This should include a statement listing what forms were required for this event, if any. Some events may not require one of these forms to be used if the parent/guardian is also in attendance for the event. Please indicate if the parent/guardian will be with the child, or if you will be collecting these forms prior to the event start date.

7. **Plan for addressing medical emergencies.**

The statement should include the protocol event staff, students, and volunteers will follow in the event of a medical emergency. The statement can include the primary responsible adult during this situation.

### **Overnight Activities**

Activities including overnight stays by minors shall have the following additional protocols:

1. **Describe the identification to be worn by staff members, and participants if appropriate.**

Please describe what type of identification is going to be used (name tag, university badge, identification card, etc.).

2. **State the applicable curfews.**

Here is a link to the State of Illinois [website](#) that addresses curfew. It is the responsibility of the hosting department to also follow any applicable curfew laws of the location of the event/activity.

3. **Provide a copy of the code of conduct or other conduct standards for participants.**

Please include the instructions/guidelines that participants are to follow during the scope of the event.

4. **Describe where adults will sleep and their proximity to the minors.**

Please include information about sleeping arrangements for both adults and minors.

### **Additional Resources:**

[Preventing Child Sexual Abuse Within Youth-serving Organizations](#)

[Prevention Tip Sheets](#)