

# Minor Protection Program FAQ's

Below are frequently asked questions regarding UConn's Minor Protection Program. For additional assistance, please [email us](#) with any questions / comments or contact us at (860) 486-4510.

**1. What steps do I need to take to act as an Authorized Adult and supervise minors in a University-sponsored activity?**

Individuals, paid or unpaid, interested in supervising, chaperoning, or otherwise overseeing minors who participate in University-sponsored activities involving minors must complete UConn's Minor Protection Training, pass a Background Screening, and be registered with the University's Minor Protection Program. These policy requirements must be met in order to act as an Authorized Adult.

**2. How long is the online Minor Protection Training and when must the training be completed?**

The online training takes approximately 30 minutes to complete, and can be completed in more than one sitting. Authorized Adults must complete this training prior to working with minors, and annually thereafter.

**3. How can University employees and students access the minor protection training? How about individuals who are not affiliated with the University?**

At the moment, the online training is available via [Learning@Work](#) for employees of UConn campuses and the [Online Learning Center](#) for employees of UConn Health Center. It can be completed by following these [general instructions](#). Additional steps may be required for personnel not employed by the University. Please contact the Minor Protection Coordinator at [julie.guild@uconn.edu](mailto:julie.guild@uconn.edu) to learn how students, volunteers and non-University employees can access the training.

**4. Who should I contact if I encounter technical issues when taking the training?**

Please contact the Help Desk at 860-486-4357 for questions related to computer issues, Net ID's, and other technical concerns.

**5. How do I complete the Background Screening process?**

Background Screenings must be initiated using the steps provided by the University's Department of Human Resources (Storrs and Regional Campuses) or the UConn Health Police Department, including collecting written permission and other requested forms. To learn more visit:

- UConn Department of Human Resources: <http://hr.uconn.edu/cbc/>
- UConn Health Police Department: <http://police.uchc.edu/administration-home/background-checks/>

To allow for timely processing, please submit all requested information to the appropriate office and allow 4 – 5 weeks for screening results.

**6. I recently passed a Background Screening with the University. Do I need to be re-screened?**

Individuals who have completed a University criminal background check within the last four years, and who have not had a break in service of over a year, have met this policy requirement.

**7. When do I need to register my activity?**

University Sponsored activities involving minors are required to register with the University's Minor Protection Coordinator at least thirty (30) days prior to the start of the program or activity.

**8. I would like to register an activity, where do I find the online registration form?**

Here is a direct link to the [Registration Form for University Activities Involving Minors](#).

Additional guidance can be found at: <https://hr.uconn.edu/minor-protection-register/>.

**9. Over the course of a semester, our department facilitates a number of activities that are all part of one initiative. Do we need to register it as one activity or register each as an individual activity?**

Consider who will be involved in the activities. If all parties (Authorized Adults and Program Participants) involved in all of the activities will remain the same, it may make sense to register as one activity.

Please Note: The registration form allows you to add multiple sessions and assign individuals to more than one session. If you anticipate changes in the parties involved in each of the activities, it may make sense to list activities as separate sessions on your registration form.

**10. Our department offers the same program every semester. Can we just fill out the registration form once and be done?**

No. The registration form requires a start date and end date for the program. Programs held at regular intervals with the same Authorized Adults may complete one registration form for a given period of time, but at minimum, it should be filled out annually.

**11. We have agreements with a few local high schools to allow their students to work on science projects in our department labs. The students are not receiving any dual credit for the projects. Is this considered a program that would be subject to this Policy?**

Yes. To the extent that participants are not accompanied by their parents, guardians, or an adult chaperone at all times, the activity must be registered as a University activity involving minors and policy requirements must be met prior to the start of the activity. Additionally, activities taking place in labs or in an environment with chemicals or hazardous materials must comply with applicable lab safety requirements. Contact EH&S for additional guidance.

**12. Our department coordinates with some local schools to provide onsite lessons or facilitate other programs or activities. Would this type of activity be covered by the Policy?**

It depends. Generally, if school personnel will be supervising participants for the duration of the activity, the activity would not be covered by the Policy. However, if participants are under the supervision of the University or its representatives (regardless of the location of the activities), it would be considered a University-sponsored activity and would be covered by the Policy.

**13. On occasion, we invite guest speakers to present during the program. Would these individuals need to complete the Authorized Adult process?**

Individuals functioning as guest speakers who will not be overseeing or interacting with participants outside of the presence of Authorized Adults would not be required to complete the Authorized Adult process. However, speakers or any individual (paid or unpaid) responsible for supervising, chaperoning, or otherwise overseeing participants must first complete the Authorized Adult process.

**14. An outside entity has requested to use our facilities to conduct a youth program. Would this type of activity be covered by the Policy?**

Non-University entities or organizations who use or lease University property to operate activities open to the participation of minors must work with the Unit granting use of University property to execute a Facility Use Agreement which should include specific terms and conditions applicable to activities involving minors (see [Planning Checklist for Non-University Activities Involving Minors](#)). **Note:** A copy of such agreement must be delivered to the Minor Protection Coordinator in advance of using University land or facilities. For more information visit: <https://hr.uconn.edu/minor-protection-non-univ-activities/>

**15. Do these procedures only apply to activities taken place at the Storrs campus?**

No. The procedures apply to all University-sponsored activities involving minors (as defined in the Policy). This includes University-sponsored activities involving minors held at all University campuses including Storrs,

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regional campuses, the Law School and UConn Health, as well as University-sponsored activities involving minors held off-campus.