

Provide narrative detailing trainings provided to the individuals that are listed as Authorized Adults for your event.

A. Detecting and reporting abuse or neglect

(<https://www.childwelfare.gov/pubPDFs/whatiscan.pdf>) (Ex: has been reviewed with student/staff and documented when training or handout was given out.)

B. First aid/CPR and medication management *(All individuals may not have to have first aid, CPR, and medication management as long as there is someone who is trained with the minors at all times. Please list all individuals who are certified and aware of responsibility.)*

C. Participant conduct management and disciplinary procedures *(What are your expectations of your participants and how will you manage behavior) (Ex: All participants will be expected to act with professionalism and will be cautioned concerning the solicitation with minor participants.)*

D. Authorized adult or program staff code of conduct *(What is your organization's code of conduct, i.e. Clarion University's Code of Conduct is included in the Facilities Usage Request Form, Facilities Usage Agreement, and can be found on pg. 5 of policy at : <http://www.clarion.edu/about-clarion/offices-and-administration/university-support-and-business/office-of-social-equity/policies-and-compliance/pom-policy-052015.pdf>. Please review with your student/staff and document when training or handout was given out.)*

E. Sexual and other unlawful harassment *(What is your organization's training on harassment or what trainings have individuals received? Ex: Completed university sexual harassment training online.)*

F. Safety and security protocols *(What is your organization's training on safety and security or what trainings have individuals received? Ex. All staff and students have received a safety training and procedure of what to do in an emergency.)*

G. Crime reporting procedures/Mandated reporter (Link to mandated reporter training - [https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_group_id= 2 1](https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_group_id=21) Ex: See attached mandated reporter certificates.)

H. A statement regarding the supervision ratio for the program.

I. A statement regarding safety and security planning for the program.

J. A certification that parents or legal guardians of minors have submitted or will submit the appropriate participation requirement forms. (These forms may include, but are not limited to a participation agreement, health form, emergency contact form and proof of medical insurance, photo and recording release, and participant code of conduct.)

K. A description of the transportation associated with the program, if applicable.

L. A description of the housing associated with the program, if applicable.

M. Response protocols when an authorized adult or program staff is accused of misconduct.

N. Response protocols when a participant is accused of misconduct.

O. Program orientation or information for minors and parents.

P. Insurance requirements as detailed in Section V of Protection and Supervision of Minors policy.

Q. Record retention.