

## Quick Tab 6- Protection of minors

Many young people under the age of 18 participate in precollege and youth programs at UAF campuses and various locations around the state. But there may also be a student who's helping in a lab, or one who has asked to job shadow a member of your staff. It's up to all of us to make sure they have a positive experience.

### Requirements

UAF's Protection of Minors policy, approved May 2103, contains requirements for training, background checks, program/activity/event registration, and requirements for security and emergency measures, conduct, and reporting and notification.

- Awareness training is now required for all UAF employees.
- Employees and volunteers who have specific responsibilities will need additional training and/or background checks.
- Registration of your minors' activity event or program must be completed 60 days prior to its start.

### Children in the workplace

Safety is a primary concern when considering the presence of children on campus. The majority of our facilities are not designed for children. We want to offer flexibility for our employees; however, serious injuries can occur and have occurred to children on university campuses. Therefore, we have the following guidelines to ensure the safety of our young visitors.

- Employees must always obtain supervisor approval to bring children into the workplace.
- Children should not be brought to work on a regular basis in lieu of child care.
- Children may occasionally be brought to work for the convenience of the employee or due to a family emergency.
- Children should not be left unattended or with other employees; parents should provide supervision.
- Children should not interfere with workplace activities and are not allowed in high-risk areas such as laboratories, mechanical rooms and food preparation areas.

**Discussion Point:** Your department is putting on an on-site program for junior high students to encourage them to attend UAF. There will be hands-on activities. What do you need to do to ensure the safety of these minors?

### Prevent injuries and accidents

If you see something unsafe, say something, by filling out an Unsafe Condition Report. You'll find more information on this topic online.

[www.uaf.edu/safety/minors/](http://www.uaf.edu/safety/minors/)