

# Helpful Information for the Compliance Checklist

Below are excerpts from the campus procedures.

Following each sub-section are comments, links, or examples to help you complete the Compliance Checklist.

## Activity Protocols

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

**1. Transportation:** to 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 are getting to and from activities; whether it be by walking, city transportation, or UI vehicles.*

## **2. Plans for weather emergencies and other emergencies.**

*Please refer to the UIC Emergency Guide. This information can be inserted into a Staff Orientation Manual, Camp Policy & Procedure Document, or Special Event Guideline:*  
[http://www.ready.uic.edu/emergency\\_operations/emergency\\_response/](http://www.ready.uic.edu/emergency_operations/emergency_response/)

## **3. Plans for providing adequate supervision for minors.**

*The level of supervision needs to be appropriate to the children involved in the activity. This could vary depending on:*

- *age (see table below)*
- *gender*
- *behavior*
- *abilities within your group*
- *nature and duration of activities*
- *competence and experience of staff involved*
- *requirements of location, accommodation or organization based*
- *any special medical needs*
- *specialized equipment needed.*

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 through 14 months)	1 to 4	12
Toddlers (15 through 23 months)	1 to 5	15
Two years	1 to 8	16
Three years	1 to 10	20
Four years	1 to 10	20
Five years (preschool)	1 to 20	20
School-age: Kindergartners present	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, the University has provided the following guidelines. [Document](#)*

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

*This should include information to participants on who they need to speak with, or how they go about reporting 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. Forms should be safeguarded and readily available. A blank copy of the forms used should be provided**

**7. Plans for addressing medical emergencies.**

**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.**

*If your activity is to use identification cards, either describe what type of identification is going to be used, or include a photocopy of a name tag/identification that is being used. You can always check out the i-card Programs website for information: <http://www.uic.edu/depts/idcenter/index.shtml>*

**2. State the applicable curfews.**

*Here are links to the State of Illinois websites that address curfews. It is the responsibility of the hosting department to also follow any applicable curfew laws of the location of the event/activity.*

*State of Illinois*

<http://www.ilga.gov/legislation/ilcs/documents/072000050K12C-60.htm>

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

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

**Additional Resources:**

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

The guide includes prevention goals and critical strategies for each component. Suggestions for addressing challenges and tools to help organizations get started are also provided.

**[Prevention Tip Sheets](#)**

Tip sheets can help you take action to keep children and youth safe