

Protection of Minors

Third Party Vendors Checklist

Pre-Program Requirements

1. **Execution of Agreement:**

- Ensure the License and Indemnification Agreement is signed and delivered. This agreement should specify the facilities to be used, the dates and hours of access, and any other relevant terms. It should also indemnify Boston College against any claims arising from the actions of the sponsor, its employees, or volunteers, as well as from any failure to comply with the Protection of Minors policy.

2. **Insurance:**

- In order to protect the interests of the University and the Trustees of Boston College, certain minimum insurance limits should be required of, and provided by, all Lessees, Contractors, Vendors, and other persons or organizations who use or provide service to the University. Note, Vendor/Contractor requirements may vary depending on contract and services performed and the Vendor/Contractor should look to the contract for actual requirements. If you have questions, please contact Mary Magre at 617-552-2040 or mary.magre@bc.edu.

3. **Background Checks:**

- Ensure that the third party vendor has done their due diligence completing background checks that meet the requirements of Boston College's Protection of Minors Program.

4. **Training:**

- Ensure that the third party vendor has confirmed that all Authorized Adults have completed an approved training program.

5. **Self-Disclosure:**

- Each person proposed to serve as an Authorized Adult shall complete a self-disclosure form disclosing any and all arrests or convictions and shall agree to immediately disclose any arrest or conviction occurring thereafter.

6. **Communication Plan:**

- All Programs shall establish a procedure for notification of all participants' parents/legal guardians in the event of an emergency, and obtain and keep accessible contact information for participants' parents/legal guardians, as well as emergency contacts in the event the parents/legal guardians are unavailable. All parents/legal guardians of participating minors shall be provided with contact information in order to reach participants while the Program is in session.

7. **Medical Emergency Plan:**

- All Programs must obtain: (i) authorization from all participants' parents/legal guardians to permit transportation of Program participants to University Health Services or local hospitals as deemed necessary; (ii) authorization for emergency medical treatment in the event the parents/legal guardians or their designated emergency contact are not available; and (iii) disclosure of any allergies or other medical condition or physical limitation that might impact participation in the Program. In the event any participants require administration of medicines while participating in the Program, necessary procedures shall be established with the guidance of University Health Services.

8. Supervision Plan:

- All Programs must establish a plan for adequate supervision in light of the number and average age of participants, the Program activity and whether overnight accommodations are involved. The Supervision Plan must specify the person having responsibility over all Authorized Adults serving in the Program, the proposed ratio of participants to Authorized Adults, the proposed number of Authorized Adults over 21, and provide a proposed breakdown of Authorized Adults by category of employees, students and volunteers. The Supervision Plan for any overnight program must specify curfews, rules pertaining to any visitors, and limitations of use of free time.

9. Transportation Plan:

- All Programs must establish a procedure for the pick-up and drop-off of participants, specifying times and locations, and providing that no participant shall be released to any person other than his or her parent or legal guardian without specific written authorization from such parent or guardian. Any Program providing for transportation of participants by Authorized Adults after drop off by parent or legal guardians to the campus or other site must be in all instances be reviewed and approved by the Office of Risk Management. Under no circumstances shall an Authorized Adult be permitted to be alone with a minor in a car or other vehicle.

During the Program

10. Adherence to Safety Protocols:

- Follow all the safety guidelines outlined in Boston College's Protection of Minors policy, including the prohibition of unsupervised one-on-one contact, corporal punishment, hazing, and inappropriate use of media or technology.
- Ensure that all participants are supervised according to the Supervision Plan, which includes adequate supervision ratios, especially for overnight programs.

11. Emergency and Medical Procedures:

- Ensure third parties implement a Communication Plan to notify parents/legal guardians in case of emergencies.

12. Facility Use:

- Facilities may only be used during the specified hours and days. Ensure that the facilities are clean and free of personal property at the end of each use.

General Inquiries:

For more information or questions about Boston College's policy and procedures, please do not hesitate to reach out to the Protection of Minor's team at pom.admin@bc.edu or (617)552-3330

Reporting of Inappropriate Activity, etc.

All program administrators and authorized adults are encouraged to report the presence of unaccompanied minors on campus, as well as any inappropriate conduct by a minor and an accompanying adult to the Boston College Police Department (617) 552-4444.