



Safety and Protection of Minors

CHECKLIST

RESPONSIBLE ADULTS

Harvard University looks forward to your service to young people. This checklist can help you to prepare for working with youth and to fulfill your role in the best way possible

- Under the Harvard Policy for the Safety and Protection of Minors, you fall within the special category of “Responsible Adults” if, whether paid or unpaid, you will: (1) work in an athletics program involving minors; (2) have access to residences in an overnight program for minors; or (3) might have one-on-one contact with a minor or group of minors, without another adult present. (If you are under 18 and enrolled in Harvard College or a Harvard graduate program, you may serve as a Responsible Adult.) **If you do not meet any of these criteria, stop here and refer to the Guidelines for Interacting with Minors in the Harvard community.**
- Identify and make contact with the Program Administrator who will oversee the Program or activity. If practical, meet the administrator before the program begins.
- Complete the required short online training program for Responsible Adults before beginning work with minors. At the end of the course, print out the certificate of completion and give it to your Program Administrator.
- Follow instructions from your Program Administrator or designee to complete a background screening before beginning work with minors; this will include a Motor Vehicle Record (MVR) check if your Program service includes transporting minors.
- Review the Harvard University Guidelines for Interacting with Minors.
- Understand the emergency plans, grievance procedures, and other requirements that apply to your Program.
- Avoid one-on-one contact with minors unless it is an expected and integral part of the program. Notify the Program Administrator in advance.
- Monitor other program staff and volunteers for appropriate behavior around youth.
- Should you face any difficulties, including concerns about child neglect or abuse, take one or more of these steps:
 - Discuss the situation with the Program Administrator.
 - Visit youthprotection.harvard.edu/contact to speak with your local Tub Sponsoring Office or the University-wide Youth Protection Officer.
 - Call the Harvard University Police Department. For urgent matters on the main campus, call 617-495-1212. For urgent matters at Longwood, call 617-432-1212. For all other matters, call 617-495-1215.
 - Make an anonymous report to the University’s Compliance Hotline. This confidential 24-hour service can be reached at 1-877-694-2275 (toll-free) or online.

The Harvard community appreciates your dedication to enriching the lives of young people and thanks you efforts to foster a safe & supportive environment for youth.

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For full details, please read the *Policy for the Safety & Protection of Minors*, together with complementary policies of the unit or program. Visit <http://youthprotection.harvard.edu> or email youthprotection@harvard.edu for further information.