The following rubric outlines the elements of the Protecting Minors Policy that will be reviewed during an on-site visit. If element was unable to be observed during the visit, reviewer will indicate **N/A.**

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| --- | --- | --- | --- | --- | --- |
| **Policy - Section 6.IV - Requirements for Covered Activities (on-site evaluations)** | **Examples** | **Implemented** | **Partially Implemented** | **Not Implemented** | **N/A** |
| **Section IV.E Supervision Ratios**   * ***Planned supervision ratios meet requirements*** * ***Supervision ratios maintained during site visit*** * ***Staff working have been registered and cleared in Ideal-Logic*** | * *Transitions are properly supervised* * *2 adults present when interacting with minors* |  |  |  |  |
| ***Supervision – Best Practices*** | * *Staff take head count/conduct roster check when arriving at new location* * *Staff are actively engaged with participants (not on phones, heads down, chatting to other staff only, etc.)* | Observations during site visit: | | | |
| **Section IV.F One-on-One Interactions**   * ***All interactions between adults and minors are observable and interruptible*** | * *Limited 1:1 interaction; if taking place, interaction is observable by, and can be interrupted by, another covered activity staff person* |  |  |  |  |
| ***One-on-One – Best Practices*** | * *Rule of 3* | Observations during site visit: | | | |
| **Section IV.G Electronic Communications**   * ***Communications are open & transparent*** | * *Staff not sending direct messages to minors via private text/messenger; only sent via USC professional platforms* * *Open & transparent (e.g., “rule of 3” observed)* |  |  |  |  |
| ***Electronic Communication – Best Practices*** | * *Communication sent via platform that includes monitoring (e.g., Remind, Minga, etc.)* | Observations during site visit: | | | |
| **Section IV.H Overnights & Lodging**   * ***Room checks conducted in pairs*** * ***Minors grouped by age (ex: 12 y/o not rooming with a 16 y/o)*** * ***Separate accommodations for adults*** |  |  |  |  |  |
| ***Overnights & Lodging – Best Practices*** | * *Staff room separate, but located nearby* | Observations during site visit: | | | |
| **Section IV.I Restrooms, Changing Areas & Locker Rooms**   * ***Staff do not shower, bathe, or undress in the presence of a minor*** * ***If changing/showering, private or semi-private area/stall available*** | * *Staff utilize different restrooms and locker rooms* |  |  |  |  |
| ***Restrooms, Changing Areas & Locker Rooms – Best Practices*** | * *Number of minors in restroom does not exceed stall number to limit potential negative peer-to-peer interactions* * *Staff directly outside door within earshot* * *Arrangements for minors to change at home* | Observations during site visit: | | | |
| **Section IV.J Transportation**   * ***The activity has a clear and organized sign in/out procedures to ensure safe transition of supervision*** | * *ID's checked against a list of authorized adults for dismissal* * *Protocol for parents to authorize a different pick up/drop off person or process* |  |  |  |  |
| ***Transportation – Best Practices*** | * *If using public trans, chartered bus, etc. staff are actively supervising, roll call, etc.* * *Consider participants’ age and maturity in dismissal protocol* | Observations during site visit: | | | |
| **Section 6 (et all): Guidelines for Interacting with Minors**   * ***Foster safe and welcoming environments that promote growth & development of minors*** * ***Help minors understand what healthy boundaries and appropriate adult-minor interactions look like*** | * *Establish and maintain appropriate boundaries when interacting with minors* * *Always understand & exhibit appropriate behavior* * *Prioritize the safety & wellbeing of minors* * *Treat all minors and their families equitably & respectfully* |  |  |  |  |
| ***Guidelines – Best Practices*** | * *Staff encourage and model healthy, appropriate boundaries and interactions between peers* * *Concerns/misbehavior addressed immediately and consistently* | Observations during site visit: | | | |
| **Section IV.L Data Privacy** | * *Staff collecting photos, likeness, projects, etc. only from participants with consent on file* |  |  |  |  |
| ***Data Privacy – Best Practices*** | * *Parent/guardian consent forms on file* * *Only using dedicated program camera, no personal phones/camera* | Observations during site visit: | | | |