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.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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:   |