

# Babson College Office of Youth Protection



## Youth Program Check List



<b>Steps 1 – 6 May be completed simultaneously and in any order.</b>		<b>Business Days</b>
<input type="checkbox"/>	Review Minors and Vulnerable Adults Safety Web-site and Policy	1
<input type="checkbox"/>	Gain Program Approval by Dean, Director or Department Chair	1
<input type="checkbox"/>	Register the Event with the Office of Youth Protection	1
<input type="checkbox"/>	Review Program Registration Requirements	1
<input type="checkbox"/>	Complete Youth Protection Intake Form and Submit to OYP	1
<input type="checkbox"/>	Complete Authorized Adults Intake Form and Submit to OYP	1
<input type="checkbox"/>		
<b>Allow up to 4 weeks for steps 7 and 8 to be completed.</b>		<b>Business Days</b>
<input type="checkbox"/>	Manage Human Resources Background Checks for all Authorized Adults	20
<input type="checkbox"/>	Manage United Educators Training with Office of Youth Protection	5 - 10
<input type="checkbox"/>		
<b>Steps 9 and 10 can be completed while Training and Background checks are in progress.</b>		<b>Business Days</b>
<input type="checkbox"/>	Review Incident reporting requirements with Office of Youth Protection	1 - 2
<input type="checkbox"/>	Compose Emergency Response Plan with Office of Youth Protection	1 - 2
<input type="checkbox"/>		
<b>ADDITIONAL TASKS</b>		<b>Business Day</b>
<input type="checkbox"/>	Program Approval from Office of Youth Protection	1 - 2
<input type="checkbox"/>		

**For questions or form submission, contact Jim Castrataro**

*Office of Youth Protection, Nichols Building*

**Email:** Castrataro@babson.edu      **Phone:** 781-239-5730