

Child Protection Registration Checklist

This checklist will help direct you through the steps to submit a Child Protection Registration Form and will help ensure that any activities or programs for or involving children will meet the requirements of the University’s Child Protection Policy. **Please submit all questions and required documentation to CPP@uah.edu.**

Check	Checklist for Program Registration
	Policy and Guide: Have you reviewed the Child Protection Policy and Guidebook before registering a program or activity?
	Scope: Have you determined if the program or activity falls within the scope of the policy? If you are unsure, see page 1 of the Guidebook or email CPP@uah.edu .
	Program Details: Do you have a finalized program description with date, time, location, expected attendance (including age range and number of participants) and the contact information for the program director and program sponsor?
	Have you completed the Child Protection Registration Form?
	Have you completed the Staff Information Form and identified staff with Care, Custody, and Control of the Children? The Director of Compliance will disseminate training information and background check instructions to all relevant staff.
	Waivers: It is strongly recommended that all programs use either the Liability Release for UAH Programs or Liability Release for 3rd Party Programs for each participant and staff member. Please Note: These will be requested at the conclusion of your program
	Medical: Do you have a documented plan for managing medications and medical information? Templates are located on the Child Protection Webpage .
	Communication: Do you have a communication and information plan for the parents and the participants?
	Conduct: Do you have an outline of behavior expectations, including appropriate interactions, communications with participants?
	Transportation: Do you have a plan that outlines how you will handle transporting minors in your program? This should include how you will check participants in and how you will handle their leaving.
	Emergencies: Do you have a plan for emergencies, including how you will communicate emergency information to staff and how you expect to communicate to participants or their parents? Please use UAH Emergency Guidebook as a reference/

Additional Requirements for Third Party Programs

	Insurance: Do you have information on the insurance coverage for the program?
	Contracts: Do you have a finalized contract or Permissive Use Agreement?
	Disclaimer: All program brochures, websites, or promotional materials should include the following statement: “(Camp Name) is solely operated by (LLC Name), which is not affiliated with The Board of Trustees of the University of Alabama or The University of Alabama in Huntsville.”