PROCEDURE

Effective Date: March 5, 2015
Revised: August 9, 2017
Approved By: Assistant Vice President, BFA

Authority: POL-U5315.21

See Also:
- FRM-U5315.21A Child-Related Program Registration Form
- PRO-U5300.21B Reporting Concerns of Child or Vulnerable Adult, Abuse or Neglect
- PRO-U5300.21C Reporting Concerns of Child or Vulnerable Adult, Harassment (including Sexual), Intimidation or Bullying

PRO–U5315.21A REGISTERING A CHILD-RELATED PROGRAM

**Action by:**

University Department Head

1. **Becomes** lead authority of a new child-related program,
   OR
   **Becomes** aware of an existing child-related program under their authority that has not yet been registered with Risk Management.

Department Head

2. **Reviews** the *Protecting Children and Vulnerable Adults and Reporting Concerns of Safety or Welfare* policy (POL-U5300.21).

Risk Manager

3. **Ensures** the *Child-Related Program Registration Form* (FRM-U5300.21A) is completed and submitted to the Risk Manager.

Department Head

4. **Contacts** Department Head to discuss assessment process and to provide assistance needed.

Risk Manager

5. **Submits** completed assessment to Risk Management within 30 days of contact from the Risk Manager.

Department Head

6. **Reviews** completed assessment and follows up with Department Head as necessary in order to assist program in meeting compliance.