

## 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:

Action:

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.

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

Department Head

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

Risk Manager

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

Department Head

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

Risk Manager

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