

Protection of Minors Policy (C26.0) Compliance Quick Guide for RIT Youth Programs and Activities

Reporting Suspected or Known Abuse or Neglect

If the minor is in immediate harm, call 911!

If there's no immediate danger:

- > Public Safety at (585)475-3333 (V/TTY), an anonymous report to the RIT Office of Compliance and Ethics at (866) 294-9358, (866) 294-9572 (TTY); or [via this form](#) or
- > Contact local law enforcement or the following external reporting agencies:
 - > New York Statewide Central Register of Child Abuse and Maltreatment at (800) 342-3720, (800) 638-5163 (TDD/TTY) or (800) 342-3720 (Video Relay System)
 - > Monroe County Child Protective Services at (585) 461-5690.

Program Registration

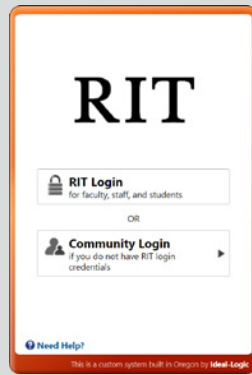
Activities with minors must be registered with the Office of Youth Protection and Compliance through the [RIT Youth Protection Portal \(YPP\)](#).

Activities that should be registered include:

- > RIT-sponsored youth programs/camps.
- > On-campus visits.
- > Virtual programs.
- > Internships/job shadows/campus employment.
- > Human subject research.
- > Non-RIT activities where you will be representing RIT.

To access the YPP; go to <https://apps.ideal-logic.com/ritpom>

To begin the program registration process, click on "Registration for Activities with Minors", select the activity type, and proceed through the form.



RIT Youth Protection Portal login screen.



Registration button in the YPP.

Program registration includes providing the list of all program staff, including any RIT staff, students, or those from outside RIT, who will be involved in the program. An individual's role with a program, as well as the type of activity, determine which elements of the screening process are required before an individual may begin interacting with minors in that program.

Participant Registrations and Requirements for RIT-Sponsored Activities

RIT-sponsored activities that will include minors and will require participants to pre-register should utilize RIT's Participant Management system to collect participant registrations.

For overnight programs or day programs during which minor participants will not be accompanied by a parent/legal guardian or chaperone, or for group visits during which minors will be participating in hands-on activities in labs/shops/studios/athletic facilities, a release and waiver form must be collected from each minor participant.

For an RIT youth program fully organized and managed by RIT personnel or students during which minor participants will not be accompanied by a parent/legal guardian or chaperone, collect a signed participant code of conduct from each minor.

These forms may be accessed from the YPP.

Supervision of Minors

- > Participants should be supervised at all times, including during drop-off/check-in and pick-up/check-out, transition times between program activities, as well as free time.
- > There should never be private contact, in-person or electronically, between an adult and a participant or between two participants out of sight and sound of a screened program staff member or behind closed doors.
 - > Day programs should meet at least a 1:12 staff-to-participant ratio.
 - > Overnight programs should meet a 1:10 staff-to-participant ratio.
- > Additional staffing may be necessary depending on the types of activities included in the program, to account for activities occurring in multiple sites simultaneously and to ensure supervision during transitions.

It is the program organizer's responsibility to monitor their program's compliance in the YPP before the start of the program and compliance with the Protection of Minors Policy guidelines during the program.

Find the full policy and guidance on the YPP under the Resources section.

Resources

- [Protection of Minors Policy Guidance](#)
- [Online & Digital Safety](#)

