Working with Minors

Information for Internal RU Program Directors

Information for Internal RU Program Directors operating youth-serving programs or activities at Rutgers University.

All programs or activities involving minors at Rutgers must ensure their programs are run consistent with the University’s Protection of Minors Policy and the Guide to Working with Minors.

The following requirements must be met by Program Directors (or a designated program coordinator) 4 weeks before your program begins:

- **Registration**: Register your program annually with the University in the Protection of Minors (POM) Database by visiting halflife.rutgers.edu/minors.
- **Training**: Enroll yourself, your employees, volunteers, and service providers for the 30-minute online training by clicking “add person” during registration in the database. This is an annual requirement. Please note, employees should not self-enroll. They should be enrolled for training by their Program Director.
- **Background Checks**: Initiate mandatory criminal history and sex offender registry background checks for individuals who supervise minors as defined by the policy through the POM database. UHR background checks require individuals to electronically sign the consent form within 10 days. Be sure to communicate this deadline to employees to avoid delays in processing the background check. This is required every three years.
- **Sex Offender Registry Checks**: Background checks coordinate through UHR will include a sex offender registry check. For individuals who continue working in a program, the annual sex offender check will be repeated automatically by the POM database at no cost until the renewal background check is due.
- **Minors in a Laboratory**: If your program involves minors going into a laboratory, please be sure to follow the instructions outlined by REHS at http://rehs.rutgers.edu/lslab_minors-and-volunteers.html.

The standard background check for Rutgers University is through General Information Services (GIS). No other vendor will be accepted unless approved in advance by the POM Steering Committee.

No authorized adult or individual in a direct contact position that may have one-on-one contact with minors may begin working until a satisfactory criminal history and sex offender registry check is completed.

For more information, visit us online at protectminors.rutgers.edu

**HAVE QUESTIONS?** Contact the POM Steering Committee at protectminors@aps.rutgers.edu

Rutgers, The State University of New Jersey
Protection of Minors Program