Protection of Minor Children Policy Registration

Process

Sponsoring units are responsible for accurately populating information into the registration system. Any program that does not complete the items below will be reported as non-compliant.

- Programs must begin registration four weeks prior to the first scheduled date of the event. Program Directors are responsible for compliance of all requirements.

- The following information/requirements must be completed before the event start date.
  - All Authorized Adults involved with the program must complete background checks, training and agree to abide by the Code of Conduct.
  - Attendee list with name and age/birthdate uploaded to the registration system.
  - A signed waiver for all Attendees uploaded to the registration system.
  - All other program information listed in the registration system entered accurately.

Program Director Responsibilities

Program Directors are responsible for insuring there is up-to-date and correct information entered into the registration system (see Appendix A). Program Directors are responsible for monitoring the registration system and email updates regarding Authorized Adult requirement compliance.

The system allows access for multiple Program Directors and ultimately it is the Program Directors’ responsibility to insure compliance of the program.

Authorized Adults Requirements

All adults who are interacting with minor children must complete the following:

- Agree and sign mandated reporter document (requirement for all DPU employees).

- Complete criminal & NSOR background check every four years. The minor children registration system will automatically send emails from HireRight if a check is required.

- Annually complete DCFS training [https://mr.dcfstraining.org/UserAuth/Login!loginPage.action](https://mr.dcfstraining.org/UserAuth/Login!loginPage.action). The registration system will send a notice if training is due again.

- Annually complete General Compliance Training. This training is monitored in Blue Sky.

- Agree to abide by the Code of Conduct. The registration system will send an email asking the Authorized Adult to sign and agree to abide by the Code of Conduct.

The registration system will track these requirements and send emails to Authorized Adults reminding them to compete the requirements. Program Directors will be cc’d on all emails sent to each adult.

Protection of Minor Children registration url: [https://apps.ideal-logic.com/depaulyouthsafety](https://apps.ideal-logic.com/depaulyouthsafety)
1) Steps to Register a New Program

LOG IN

Begin by clicking the registration url: https://apps.ideal-logic.com/depaulyouthsafety

DePaul Login is for all DePaul University faculty, staff and students who will use their BlueKey credentials to login.

If no DePaul affiliation, use the Community Login to create a New Account.

Protection of Minor Children registration url: https://apps.ideal-logic.com/depaulyouthsafety
Click New Minor Program/Event Registration to start a Program registration.

The Help button is available at any point during the registration process.

Refer to the Resource Center, Announcements and Links on the right for information regarding Program registration.

Note: If you have had previous Program registrations that information would be listed under Events, Authorized Adults or Your Compliance

Protection of Minor Children registration url: https://apps.ideal-logic.com/depaulyouthsafety
PRE-REGISTRATION QUESTIONS

Answer each question correctly. These questions determine whether or not registration is required for your Program.

1. Is the event open to the general public? *
   - Yes
   - No

2. Are minors at the event under the continuous supervision of their parent(s), guardian(s) or chaperone(s)? *
   - Yes
   - No

3. Is the program a non-residential field trip or visit to the university that is supervised by a Minor's school or organization? *
   - Yes
   - No

4. Is the program a component of research with Institutional Review Board (IRB) approval? *
   - Yes
   - No

5. Is the program for the purpose of proctoring standardized or Advance Placement testing? *
   - Yes
   - No

6. Is the program/event operated by a university unit or representative (students, faculty, staff, and/or volunteers)? *
   - Yes
   - No

Continue
Based on your answers above your program is required to be registered. Please click the Next button at the bottom of this window or the tabs on the left.

Cancel Registration
Save for Later
Next >

Protection of Minor Children registration url: https://apps.ideal-logic.com/depaulyouthsafety
PROGRAM/EVENT INFORMATION

Program:
A Program name should represent the title or sponsoring unit of the activity. Enter either a new Program name or choose from one of your previous Programs.

Event:
An Event name should reflect the specific timeframe of the Program Event. For instance, Soccer Camp (Program) Summer 2021 (Event). Although it is possible that the Program & Event are the same name.

Date and Time:
Enter either a single date and time or multiple dates.
Information:
Fill in all the required information.

Variance explanations can be found by hovering over the ? on the requirement list. Not all Programs qualify for a variance.

Outside Entity is a non-DePaul organization that is participating in the Event in some capacity in conjunction with the sponsoring unit.

Attendee Information:
Enter # of attendees by age groups. Final quantities are required. Attendee list and signed waivers must be uploaded prior to the Event date.
Program Directors:
These individuals are responsible for the Event’s compliance to the policy. There can be more than one Program Director listed. *Click to add/search for an adult.

* Search for all adult names before entering any information. Emails must be depaul.edu or their primary DePaul email address.

Event Contacts:
Information for an adult or adults who would be the point of contact for communication during the Event.

Authorized Adults:
Adults who are in the presence of the attendees during the Event. All Authorized Adults must complete General Compliance Training, Illinois Mandated Reporter Training, adhere to a criminal and National Sex Offender Registry background check.

Submit:
Once all information has been entered, Submit the Event.