

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 \(POM\) 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 in the POM Database at halflife.rutgers.edu/minors. Please be sure to designate only one person to do this to avoid duplication (especially for costs associated with background checks).
- **Training:** Enroll yourself, your employees, volunteers, and service providers for the 30-minute online training by clicking "add person" during the registration process in the database.
- **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 a consent form within 8 days. Be sure to communicate this deadline to employees to avoid delays in processing the background check. Background checks are required once every three years.
- **Sex Offender Registry Checks:** Background checks coordinated 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. If there is a cost associated with this check, you will be contacted first to approve the cost.
- **Minors in a Laboratory:** If your program involves minors in a laboratory, please be sure to follow the [laboratory safety policy](#) established by REHS.

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@rutgers.edu