

Minors in Laboratories (non-UF Supervision)

The minors in laboratories checklist is a guide for the university, its DSOs, and its affiliate entities hosting, operating, conducting, sponsoring, or organizing research in university laboratories/facilities. The checklist applies to all university minors in laboratories on university property. A youth activity must be authorized by appropriate department/unit leadership prior to initiating registration or advertising. If the university, its DSOs, or its affiliate entities will provide supervision refer to the Minors and Laboratories (UF supervision) checklist.

Minors in Laboratories: Any activity that involves minors volunteering, observing, or participating in actions taking place within a laboratory on UF property. All non-UF individuals, including minors, must adhere to requirements provided by Environmental Health and Safety.

Care, Custody, or Control: Supervision provided by parents, teachers, or chaperones. This means the university, its DSOs, or its affiliate entities will not provide supervision for the minors.

Checklist

Registration

Youth Protection Training

Supervision

Parental Consent/Liability Waiver

Minors in Laboratories

Mandatory Reporting of Child Abuse

Registration: All minors in laboratory activities must register in the Youth Registration Database. The activity information is required in addition to faculty, staff, students, and volunteer completion dates for the youth protection training. Registration is an ongoing process, only submit registration once all components are completed. The Office of Youth Compliance will review registration to assess compliance and notify requestor of completion status. An attendance roster must be uploaded as an attachment to the registration at the conclusion of each activity, [sample attendance roster](#).

- Day activities must be registered at least 30 days prior to the start of the event
- Overnight activities must be registered 60 days prior to the start of the event

Youth Protection Training: University faculty, staff, students, and volunteers who will engage in or oversee a youth activity must complete the annual youth protection training prior to the start of the activity, training code YCS800 located in the myTraining system.

Supervision: One-on-one interactions between the university, its DSO, or its affiliate entity faculty, staff, students, and volunteers and minors are prohibited. Adequate staff-to-participant ratios must be maintained by parents, teachers, or chaperones. Please add somewhere in your marketing material, parent registration process, and/or agreement with a third-party, "This event requires parents, guardians, teachers, or chaperones to be responsible for the care, custody, or control of the youth participants. The University of Florida, its direct support organization, and affiliate entities will not provide supervision."

Parental Consent/Liability Waiver: The department/unit hosting a minor in a laboratory must obtain written parental consent for all youth participants. Department/unit must store the signed waivers for a minimum of five years. The waivers must be approved by General Counsel, an approved waiver can be located on the Youth Compliance web page. The [sample youth participant form](#) should be used when collecting participant information. The waiver and sample forms can be adapted digitally to collect participant information along with parental consents. Only platforms approved by UF IT should be used to collect youth information.

Minors in Laboratories: Environmental Health and Safety (EHS) provide guidance on the limitations in which youth can work and conduct research in laboratories/facilities. If your youth activity involving minors will include research in laboratories/facilities complete the [EHS Minors Registration Form](#). EHS will review and approve minors in the lab registration form.

Mandatory Reporting of Child Abuse: Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare is a mandatory reporter under s. 39.201. Upon reporting child abuse, abandonment, and neglect to DCF submit an Incident Report to Compliance and Ethics.

- The role of a reporter is to simply report. Do not attempt to verify or investigate the allegations.

Report abuse to the Department of Children and Families (DCF)

Immediately report the abuse to the DCF via one of the following methods:

- a. Telephone: 1-800-962- 2873 (24-hour hotline)
- b. Fax: 1-800-914-0004
- c. TTY: 1-800-955-8771 or 711 (Florida Relay)
- d. [Online Report](#) (provide gator link email address)
- e. Obtain confirmation number and email

Reporting abuse to the Office of Compliance and Ethics

- a. Notify supervisor of suspected abuse
- b. After reporting child abuse to DCF submit an [Incident Report](#) to Compliance and Ethics within 12 hours of being notified

*If an illness of injury occurs during a youth activity, please submit an [Incident Report](#).

Helpful Resources

[Youth Compliance Contact Form](#)

[Book a Consultation with Youth Compliance](#)

[Youth Compliance and Child Abuse Reporting Policy](#)