

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 departmental leadership prior to initiating registration or advertising to the public. 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 the 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 Compliance Trainings**

☐ **Supervision**

☐ **Parental Consent/Liability Waiver**

☐ **Minors in Laboratories**

☐ **Mandatory Reporting of Child Abuse**

Registration: All minors in laboratory activities must be registered with Youth Compliance through the Registration Database. General youth activity information is required in addition to faculty, staff, students, and volunteer completion dates for the background check, Youth Compliance trainings, and affidavit of good moral character. Registration is an ongoing process which can be saved and resumed. Only submit registration once all components are completed. Youth Compliance will review registration to assess compliance and notify requestors of approval or denial status. An attendance roster must be uploaded as an attachment to the registration at the conclusion of each activity.

[Sample attendance roster](#)

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

Youth Compliance Trainings: Two training courses are required for all youth activity personnel prior to engaging with minors.

Course Name: Youth Protection Training **Course Code:** YCS800

Audience: Required for all faculty, staff, students, and volunteers who will engage with minors on behalf of the UF enterprise. All UF personnel who oversee youth activities must complete the training, including individuals who will not be present to engage with minors.

Course Name: Mandatory Reporting of Child Abuse Training **Course Code:** YCS100

Audience: Required for administrators as defined by [BOG 3.002](#) and all faculty, staff, students, and volunteers who will engage with minors on behalf of the UF enterprise. All UF personnel who oversee youth activities must complete the training, including individuals who will not be present to engage with minors.

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, or agreement with the school or organization, *This event requires parents, guardians, teachers, or chaperones to be responsible for the care, custody, or control of youth participants. The University of Florida, its direct support organizations, and affiliate entities will not provide supervision.*

Parental Consent/Liability Waiver: Written parental consent is required for all youth participating in youth activities. An approved waiver can be located on the Youth Compliance website. Department/unit must store the signed waivers for a minimum of five years. The waiver can be adapted digitally. Only platforms approved by UF IT should be used to collect youth information.

Minors in Laboratories: Environmental Health and Safety (EH&S) provides guidance on the limitations in which youth can work and conduct research in laboratories/facilities. If your youth activity trip will include research in laboratories/facilities complete the [EH&S Minors Registration Form](#). EH&S 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 the DCF Florida Abuse Hotline, an Incident Report to UF Youth Compliance is required. **The role of a reporter is to simply report. Do not attempt to verify or investigate any child abuse allegations.**

Step 1: Report abuse to the Department of Children and Families (DCF) Florida Abuse Hotline. Immediately report the abuse to the DCF Florida Abuse Hotline via one of the following methods and provide your **UF email**:

- Telephone: 1-800-962- 2873 (24-hour hotline)
- Fax: 1-800-914-0004
- TTY: 1-800-955-8771 or 711 (Florida Relay)
- [Online Report](#) (professional reporters encouraged to create an account)

Step 2: Save DCF Florida Abuse Hotline intake email and all electronic correspondence. The DCF Florida Abuse Hotline will provide reporters with an intake email. The email informs the reporter if the abuse report was accepted or denied for investigation.

Step 3: Notify your supervisor.

Discuss the details of the child abuse report with your direct supervisor.

Step 4: Report child abuse to UF Youth Compliance.

- Submit [Incident Report Form](#)
- Upload DCF Florida Abuse Hotline intake email and all other electronic correspondence from DCF.

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

Helpful Resources:

[Youth Compliance Contact Form](#)

[Book a Consultation with Youth Compliance](#)

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

[EH&S Camp Insurance](#)

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