

Campus Tour or Field Trip (UF Supervision)

The campus tour or field trip checklist is a guide for the university, its DSOs, and its affiliate entities hosting, operating, conducting, sponsoring, or organizing youth activities. The checklist applies to all campus tours or field trips on university property. Youth activities must be authorized by appropriate department/unit leadership prior to initiating registration or advertising. If parents, teachers, or chaperones will provide supervision refer to the Campus Tour or Field Trip (non-UF supervision) checklist.

Campus Tour: A guided tour of any building or space on university property that is hosted by the university, its DSO, or its affiliate entities. Generally, parents, teachers, or chaperones will provide care, custody, or control (supervision) of minors during campus tours.

Field Trip: A visit to any building or space on university property made by K-12 students alongside teachers for educational enrichment. Generally, parents, teachers, or chaperones will provide care, custody, or control of minors during field trips.

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

Checklist

Registration

Background Check

Affidavit of Good Moral Character

Youth Protection Training

Supervision

Parental Consent/Liability Waiver

Minors in Laboratories

Mandatory Reporting of Child Abuse

Registration: All campus tours of field trips supervised by the university, its DSO, or its affiliate entity must register in the Youth Registration Database. The activity information is required in addition to faculty, staff, students, and volunteer completion dates for the background check, youth protection training, and affidavit of good moral character. 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

Background Check: A Level 2 – DCF for After School Program screening is required and must be completed prior to the start of a youth activity for faculty, staff, students, and volunteers supervising minors. The background check [request form](#) must be submitted to UF Human Resources. If a campus tour or field trip will take place during the summer a Level 2 - DCF Summer Youth Camp/Activity is required.

- UF HR will cover the screening cost for UF employees' whose fingerprints are collected on main campus.
- Results are typically released 7 – 10 business days after fingerprint collection. UF HR will notify requestor upon completion.
- A Level 2 – DCF screening expires after 5 years.
- It is recommended that designated HR liaisons submit request forms.
- Do not submit a request form for yourself, please consult with your HR liaison.
- Volunteers who assist on an intermittent basis for less than 10 hours per month do not need a background check if a person who meets the screening requirement is always present and has the volunteer in their line of sight.

Affidavit of Good Moral Character: A required Department of Children and Families document. The affidavit is only required for applicants completing a new background check. Refer to the HR request form for additional instructions. Must be notarized.

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 adults and minors are prohibited. Youth activities must be coordinated in a way that eliminates one-on-one interactions and always ensure minimum required staff-to-participant ratio for day and overnight activities.

Parental Consent/Liability Waiver: The department/unit hosting a campus tour or field trip 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 youth participant 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 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](#)