

## Minors

If you are working with minors, you need to follow these steps.

1. Policy review: Review the [Protecting Minors policy](#)
2. Register the activity (annually): Register the activity with the Youth Protection office [via their online form](#). Click "Access the registration portal."
3. Background checks: Reach out to **background@usc.edu** to ensure that all adults involved in the program have cleared their background checks before the program's start date.
4. **Training:** Ensure all adults involved follow the instructions in the Quick Start Guide to register and complete the following required **Praesidium training: *Duty to Report: Mandated Reporter Requirements and Best Practices***
5. Review and adhere to COVID-19 Restart Guidance for USC Youth Programs (if in-person programming planned).
6. Once the activity/activities have been registered, schedule consultation call/meeting with the director of the Youth Protection Program, Carissa Coons, which you can schedule [here](#). You can also meet prior to registration if that's more helpful. You can meet with her to go over all of your activities at once or individual activities.

Visit the [Office of Youth Protection and Programming](#) for more information.