

**GEORGIA TECH YOUTH PROGRAMS  
STAFF & VOLUNTEER CHECKLIST FOR ONLINE PROGRAMS**

Program name: \_\_\_\_\_

Program director: \_\_\_\_\_

Program duration: \_\_\_\_\_

Meet Program Requirements

- Program has designated director
- All planned activities are consistent with the Institution's mission
- All communications with participants must have two or more staff present
- Procedures for reporting and responding to participant, staff, or volunteer misconduct
- Institute approved online platform/service for Program and limit all communications through designated channels
  - Coordinate with Institution's Information Technology (IT) professional regarding safety/security
  - Do not improvise with platforms or services that have not been reviewed and approved
  - Consider appropriate safety implementations and preferred security settings
  - Consider accessibility and disability accommodations in the online environment
- Communicate clear program hours

Complete Program Forms

- Staff & Volunteer Code of Conduct for online youth programs
- Parental Waiver & Release of Liability

Safety & Security Planning

- Complete background checks on volunteers, staff, and student workers
- Understand online safety, security, and privacy
- Implement procedures for detecting and reporting for incidents of misconduct
- Plan orientation for participants to review rules and reporting procedures
  - Review the Participant Code of Conduct. Should include discussing of appropriate online behavior, security/data privacy awareness
  - How to report concerns including bullying, discrimination/harassment
  - Identify what personal information is and the risks association with sharing too much personal information, such as cyberbullying, unwanted contact from strangers, and identity theft
  - Participant conduct management and disciplinary procedures
- Provide parents with procedures on reporting technical problems, raise concerns about staff or the Program, report discrimination/harassment, and request disability accommodations
- Notify Parents/Guardians of any policy on recording

- Determine how online records will be retained securely
- The best approach is probably to prohibit recording and adhere to the minimum two adult rule with all interactions. If the program/activity director determines recordings are necessary, take reasonable steps to record the instruction only, limiting the inclusion of participants names, faces, or chat box comments

Gather emergency contact information from parents/guardians