

Policies of the University of North Texas at Dallas	Chapter 15
15.003 Programs for Minors	Risk Management

Policy Statement. Programs involving minors that are sponsored by the University of North Texas at Dallas (UNTD) or held on its campus will be designed and administered in a manner that protects the welfare, health, and safety of participants.

Application of Policy. This policy applies to all faculty, staff, students, volunteers, and third-parties who are involved with UNTD sponsored programs that involve minors.

Definitions.

1. Contact with Minors. “Contact with minors” means supervising or mentoring a minor, whether in person or through any other means of communication (including text, social, or any other electronic media) and/or contact.
2. Direct Supervision. “Direct supervision” means the minor is within immediate sight, hearing and reaction distance at all times, except for infrequent, short periods necessary to respect the minor’s privacy, such as restroom breaks.
3. Initial Planning Office. “Initial planning office” means the contact point established in each unit for the purpose of handling that unit’s scheduling.
4. Minor. “Minor” means a person under 18 years of age who is attending a campus program for minors and is not enrolled as a student at UNTD.
5. Program. “Program” means any camp, activity, event, internship, or volunteer opportunity operated by UNTD or on the UNTD campus that has direct contact with minors.
6. Program Director. “Program director” means a person who operates or supervises a program, including departments partnering with a third-party.
7. Program Staff. “Program Staff” means an employee, student, volunteer, or third-party who is directly involved in the operation of a program and who has the potential to have direct, unsupervised interaction with minors. This does not include a person acting as a guest speaker, an entertainer, or fulfilling any other role where attendance at a program is for a limited purpose or a limited time if the person has no direct, unsupervised interaction with minors.
8. Third-Party. “Third-Party” means a person, group, or organization who is not an employee, student, or unit of UNTD.
9. Unit. “Unit” means an official program, department, division, college, school, institute, center, laboratory, or related component of UNTD.

Procedures and Responsibilities.

- I. **Mandatory Notice of Program.** Units sponsoring Programs as defined by this policy must notify Risk Management Services (RMS) prior to the start date of the program and in accordance with the notification process set out in the Program for Minors Procedures.
- II. **Criminal History Background Check.** A criminal history background check must be completed for each program staff and third-party participating with a program.
 - A. Program staff who have been convicted of or received deferred adjudication for any misdemeanor or felony offense under the Texas Penal Code provisions listed below are prohibited from participating with a program:
 1. Offenses Against the Person (Title 5),
 2. Offenses Against the Family (Title 6),
 3. Robbery (Chapter 29),
 4. Public Indecency (Chapter 43) or Stalking (§42.072),
 5. Criminal Solicitation of a Minor (Section 15.031),
 6. Failure to Stop or Report Aggravated Sexual Assault of Child (Section 38.17), or
 7. Any like offense under the law of another state or under federal law.
 - B. Any other adverse results not listed above could prohibit program staff and third-parties from working with a program. Adverse results such as a misdemeanor or felony within the past ten (10) years may disqualify participation with the program, including but not limited to:
 1. Making a firearm accessible to a child (section 46.13 of the Texas Penal Code),
 2. Intoxication and alcoholic beverage offenses (Chapter 49 of the Texas Penal Code),
 3. Any like offense under the law of another state or under federal law,
 4. Any other felony under the Texas Penal Code, or
 5. Any like offense under the law of another state or under federal law.
- III. **Sexual Abuse Awareness Training and Examination.** All program staff and third parties who have contact with minors are required to successfully complete Sexual Abuse and Child Molestation awareness training approved by the Texas Department of State Health Services (TDSHS).

Responsible Party: Program Director and Risk Management Services.

Responsible Party: Program Director and Program Staff.

RMS shall verify that all program staff have completed mandatory sexual abuse and child molestation awareness training within five (5) days from the start date of the program. The training must take place prior to interacting with minors. Records verifying the completion of the training shall be made available to the TDSHS, when required, and must be retained until the second anniversary of the program staff's date of training completion.

Responsible Party: Risk Management Services.

- IV. Reporting Neglect or Abuse. A person having cause to believe a minor's physical or mental health or welfare has been adversely affected by abuse or neglect shall report such concerns in accordance with UNTD Policy 5.032 *Reporting Child Abuse and Neglect*, UNTD Policy 4.012 *Reporting Suspected Wrongdoing*, and UNT System Regents Rule 04.1100 *Reporting Suspected Wrongdoing*.

Responsible Party: All individuals.

- V. Access Control. Programs shall establish procedures for taking custody of and releasing minors to a parent or guardian, and for visitation by anyone while the minor is participating in the program. The program's procedures must comply with the UNTD Program Involving Minors Procedures published by Risk Management Services.

Responsible Party: Program Director.

- VI. Incidents. All incidents involving misconduct, illness, or injury requiring medical treatment other than basic first aid must be reported to RMS immediately.

Responsible Party: Program Director.

- VII. Medical Information and Release Form. The program must obtain and keep on file a Medical Information and Release Form for each minor attending the program. These forms are considered confidential and must be maintained in accordance with UNTD Policy 4.003 *Records and Information Management*.

Responsible Party: Program Director.

- VIII. Supervision. Programs must ensure adequate supervision of minors at all times (e.g., ratio of program staff to minors) during the program in accordance with the UNTD Program Involving Minors Procedures.

Responsible Party: Program Director.

- IX. Fees. The unit sponsoring the program is responsible for all expenses associated with a program including but not limited to rental of facilities, criminal history background checks, related trainings, and insurance. Programs must coordinate the purchase of insurance through Risk Management Services.

Responsible Party: Program Director.

- X. Orientation. All program staff must be made aware of UNTD policies and

procedures applicable to the program; responsibilities and expectations during the program; and emergency procedures. Refer to the UNTD Program Involving Minors Procedures for applicable policies and procedures.

Responsible Party: Program Director.

- XI. Third Parties. Third parties must coordinate with the appropriate Initial Planning Office to plan their programs and to reserve facility space. UNTD's Facilities and Services Use Agreement must be used by all third-parties when reserving facilities.

The Initial Planning Office must contact RMS once the Facilities and Services Use Agreement has been signed.

Responsible Party: Third Party.

- XII. Compliance. Persons violating this policy are subject to disciplinary action to include termination of employment, enrollment, or business relationship.

Responsible Party: Program Director, RMS, and Compliance.

References and Cross-references.

- Family Code, Chapter 261 – Investigation of Report of Child Abuse or Neglect
- Regent Rule 04.1100 Reporting Suspected Wrongdoing
- Texas Administrative Code, Title 25, Part 1, Subchapter B Texas Administrative Code, Title 25, Part 1, Subchapter N
- Texas Administrative Code, Title 25. Ch. 265, Subchapter N - TX Youth Camps Safety & Health, Subchapter N, S 265.401-265.405*
- Texas Administrative Code, Title 40. Part 19, Chapter 745, Licensing, Subchapter F Background Checks
- Texas Education Code, sections 51.976 and 51.9761
- UNTD Policy 4.003 Records and Information Management
- UNTD Policy 4.012 Reporting Suspected Wrongdoing
- UNTD Policy 5.027 Background Checks
- UNTD Policy 5.032 Reporting Child Abuse and Neglect
- UNTD Policy 11.006 Facilities Use
- UNTD Policy 12.005 Children on Campus
- UNTD Policy 12.008 Operation of University Vehicles
- UNTD Facilities and Services Use Agreement and Guidelines
- [UNTD Program for Minors Procedures](#)
- UNTD Residential Life Policies
- UNTD Residence Life Housing Handbook
- Minors in Laboratories Procedures

Forms and Tools.

- [Programs for Minors Incident Report Form](#)

- [Programs for Minors Medical Information and Release Form](#)
- [Minors Working in Labs Form](#)
- [Event and Camp Food Form](#)
- [Programs for Minors Verification Form](#)
- [Photo Release Form](#)
- [Programs for Minors Risk Assessment Form](#)
- [Programs for Minors Information Form](#)
- [Texas Department of State Health Services “Campus Program for Minors Sexual Abuse and Child Molestation Training and Examination Information” Form](#)
- Criminal History Authorization and Release Background Check Online Form
- Transportation Form, if applicable

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Revised: