

<b>Policies of the University of North Texas</b>	Chapter 15
<b>15.003 Programs for Minors</b>	<b>Risk Management Services</b>

**Policy Statement.** Programs involving minors that are sponsored by UNT 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, and volunteers who are involved with UNT 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 and/or contact.
2. **Direct Supervision.** “Direct supervision” means a minor being accompanied or accounted for by a program staff at all times.
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 not enrolled as a student of UNT.
5. **Program.** “Program” means any camp, activity, event, internship, or volunteer opportunity operated by or on the UNT 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 or volunteer 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 and unsupervised interaction with minors.
8. **Third-Party.** “Third-Party” means a person, group, or organization not an employee, student or unit of UNT.
9. **Unit.** “Unit” means an official program, department, division, college, school, institute, center, laboratory, or related entity of UNT.

**Procedures and Responsibilities.**

- I. **Mandatory Notice of Program.** Departments 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 participating with a program.
- A. Program staff who have been convicted of or received deferred adjudications for any offense listed below is prohibited from participating with a program:
    - 1. A misdemeanor or felony under Texas Penal Code,
    - 2. Offenses Against the Person (Title 5),
    - 3. Offenses Against the Family (Title 6),
    - 4. Robbery (Chapter 29 of Title 7),
    - 5. Public Indecency (Chapter 43) or Stalking (§42.072 of Title 9),
    - 6. Criminal Solicitation of a Minor (Chapter 15.031 of Title 4),
    - 7. Failure to Stop or Report Aggravated Sexual Assault of Child (Chapter 38.17 of Title 8), or
    - 8. 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 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. The following types of criminal convictions or deferred adjudications that may preclude a person are:
    - 1. Making a Firearm Accessible to a Child (Chapter 46.13), or
    - 2. Intoxication and Alcoholic Beverage Offenses (Chapter 49 of Title 10 of the Texas Penal Code), or
    - 3. Any like offense under the law of another state or under federal law, or
    - 4. Any other felony under the Texas Penal Code or any like offense under the law of another state or under federal law.

Responsible Party: Program Director and Risk Management Services.

- III. Sexual Abuse Awareness Training and Examination. All program staff 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 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. Records verifying the completion of the training shall be made available to

the TDSHS and retained until the second anniversary of the program staff's examination date.

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 UNT Policy 1.2.20 and UNT System Regents Rule 04.1100.

Responsible Party: Any Individual.

- 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 in accordance with requirements outlined in the UNT Program Involving Minors Procedures.

Responsible Party: Program Director.

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

Responsible Party: Program Director.

- VII. Medical Information and Release Form. The program must have on file a Medical Information and Release Form for each minor attending the program. These forms are to remain confidential between the appropriate program staff and medical personnel, and must be kept in accordance with UNT Records Retention Policy 10.10.

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 UNT 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.

Responsible Party: Program Director.

- X. Orientation. All program staff must be made aware of UNT policies and procedures applicable to the program; responsibilities and expectations during the program; and emergency procedures. Refer to the UNT 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. UNT'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 may be subject to disciplinary action to include termination of employment, enrollment, or business relationship.

Responsible Party: Program Director, RMS, and Compliance.

**References and Cross-references.**

Criminal History Background Checks and Security Sensitive Positions Policy 05.006  
Housing Policy 07.008 (Housing Handbook)  
Facilities Use Coordination Policy 6.3  
Family Code Title 5, Subtitle E, §261, Subchapter A  
Minors in Laboratories Procedures  
Program for Minors Procedures  
Regent Rule 04.1100 Reporting Suspected Wrongdoing  
Texas Administrative Code §265

**Forms and Tools.**

Criminal History Authorization and Release Background Check Form  
Incident Report  
Medical Information and Release Form  
Minors Working in Labs Form  
Program for Minors Information Form  
Program for Minors Website

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