

24.01.06.C1 Programs for Minors

Revised: August 16, 2021
Next Scheduled Review: December 5, 2024
[Revision History](#)



Rule Summary

Programs for minors sponsored and operated by Texas A&M University Corpus Christi (TAMU-CC) or by a third-party using university facilities, shall follow this rule to provide minors activities, camps, or programs in a safe, nurturing environment. This rule outlines the required training for employees/volunteers of programs for minors and establishes university-wide standards for such programs for minors.

Rule

1. GENERAL

- 1.1. All programs for minors, both university-sponsored or by a third-party, must be coordinated through the Office of Research Engagement. Notification of programs for minors (camps, clinics, and other youth programs that provide individualized service) should be submitted to the Office of Research Engagement at least three (3) weeks prior to the start date of the activity. Unless otherwise designated by the Vice President of Research and Innovation, the Director of Research Engagement will be the administrator who has oversight responsibilities for programs for minors that use university facilities.
- 1.2. University procedure *41.01.01.C0.01, Use of University Facilities*, provides general guidelines on the use of campus facilities and the procedures for scheduling events on campus.
- 1.3. University units/departments conducting programs for minors must comply with the processes of appropriate university offices including but not limited to Human Resources and Student Financial Assistance. This includes but is not limited to complying with university hiring procedures, budgetary requirements, accounting practices, and payroll procedures.

2. SAFETY

- 2.1. Safety awareness training specific to the program for minors must be provided to all program for minors staff who will work directly with program participants.

Program for minors sponsors/directors are responsible for certifying that all staff have completed the training and that an appropriate number of staff with training in first aid and CPR are available and able to render emergency assistance within a reasonable amount of time. Program for minors sponsors/directors are responsible for ensuring that the requirements outlined in the Child Safety for Youth Initiatives guidelines regarding child protection training, criminal history checks, and child safety procedures are followed (see Appendix).

- 2.2. Each program participant must turn in a completed Texas A&M System Waiver, Indemnification and Medical Treatment Authorization Form (see Appendix). Forms used by third-party youth programs for the purposes of consent to treat, medical emergencies, and liability waivers must be approved by the Office of Research Engagement. All third-party waiver/consent forms must include procedures for the distribution and security of medications and the retention of private personal health information. Parents/legal guardians must be able to grant or deny permission for participants to be photographed.
- 2.3. All program for minors staff and volunteers fall under the classification of a security sensitive position. Criminal background checks will be performed for each of those staff members and volunteers no less than annually, and the results will be reviewed by the Director of Human Resources and the Chief of the University Police Department (UPD). Requests for background checks must be submitted no later than three (3) weeks before the beginning of any program for minors and follow the processes in Child Safety for University Programs for Minors guidelines. Annual criminal background checks are also required for staff of third-party programs.
- 2.4. All individuals working with minors in programs for minors must provide proof of completion of Child Protection Training prior to working or having contact with minors under the guidelines set forth in the Child Safety for University Programs for Minors guidelines. All Program for Minors staff who exercise direct supervision of program participants must be at least 18 years of age and trained in proper procedures for supervising and relating to minors.
- 2.5. An Institutional Event Notification Form, Risk Assessment, Insurance Application, schedule of all activities, and a list of staff and volunteers who will be working with minors should be completed by each program for minors and returned to the Office of Research Engagement before participant registrations are accepted. Risk assessments will be reviewed by both the Office of Research Engagement and the program director's supervisor. Participant rosters must be returned to the Office of Research Engagement as soon as possible upon completion of the activity. All university-sponsored programs for minors must procure system-approved medical and liability insurance for programs for minors through the Office of Research Engagement. Third-party programs for minors are required to show evidence of general liability and accident medical insurance coverage meeting university minimal standards or participate in a policy to be purchased by the university. The

cost of the required insurance coverage will be the responsibility of the university sponsor or third-party.

- 2.6. All incidents and accidents which occur in relation to a program for minors must be reported using the appropriate form provided in the Child Safety for Youth Initiatives guidelines and returned to the UPD and the Office of Research Engagement within 24 hours of the incident. Injury to an employee must be reported to Human Resources. Sponsoring departments, divisions, and units are responsible for damages to physical facilities, furniture, equipment, and other physical resources caused by participants in programs for minors. In programs for minors coordinated by third-party organizations, these third parties assume responsibility for all damages.
- 2.7. In accordance with university procedure *41.01.01.C0.01, Use of University Facilities*, participants in programs for minors must be supervised by adults at all times.
 - (a) All programs for minors must maintain the appropriate ratio of staff-to-youth in accordance with the Child Safety for Youth Initiatives guidelines at all times.
 - (b) Individual staff members must never be alone with individual youth.
 - (c) Communication, including social media, between minors and counselors outside of official communications of the program is prohibited. If there is a legitimate reason for communication to occur with the minor after the camp is over, the employee/volunteer should seek approval to do so from the parent/guardian.
 - (d) Programs for minors will not discriminate against minors based on disabilities. Every effort must be made to accommodate minors with special needs, within the context of the program.
- 2.8. If participants in programs for minors are taken off campus, they will be driven in university-approved vehicles by university-authorized drivers. An itinerary describing the times, routes, vehicle, staffing, and other pertinent details will be filed with the UPD and Research Engagement for each off-campus trip. Adult personnel on the trip will have appropriate communications devices to be used in cases of emergencies.

3. REPORTING SUSPECTED NEGLECT OR ABUSE

- 3.1. Members of the campus community should utilize reporting mechanisms that are in place to report any suspected instances of abuse, neglect, or exploitation of children.
 - (a) For any case of suspected, abuse, neglect, or molestation, UPD must be contacted. In addition, other local law enforcement agencies and the Texas

Department of Family and Protective Services (DFPS) may be notified, as appropriate.

- (b) For emergencies, UPD should be contacted at 361-825-4444. The caller should immediately notify their supervisor that they have contacted UPD to report an abuse allegation.
- (c) If it is disclosed that a minor has been abused by someone, the individual shall not investigate to determine if the reported abuse is true, ask leading questions, make promises, or notify the parents or caretaker. They may only ask the following questions: “What happened?”, “Who did this to you?”, “When and where did this happen?” The person receiving the information must contact the UPD.
- (d) Once the information is reported to the UPD, notification must be given to the program director/sponsor and the Director of Research Engagement.
- (e) The UPD must file an online report with the Texas Department of Family & Protective Services at the following link: <http://www.txabusehotline.org>.

3.2. It is important to maintain the highest level of confidentiality and professionalism when reporting any disclosed information, and the report must be made within 48 hours of notification.

4. PROGRAM FOR MINORS’ STAFF RESPONSIBILITIES

4.1. Director(s):

- (a) Hire, train and supervise staff according to requirements in Child Safety for Youth Initiatives guidelines
- (b) Maintain required documentation
- (c) Oversee the collection and retention of the Waiver, Indemnification and Medical Treatment Authorization Form, registration forms, emergency contact information, and other pertinent documentation
- (d) Set disciplinary guidelines and rules for safety
- (e) Ensure that proper emergency management practices are in place
- (f) Oversee distribution and security of medications (see Child Safety for Youth Initiatives guidelines)
- (g) Ensure retention and confidentiality of participants’ private records, including personal health information as described in the Child Safety for Youth Initiatives guidelines
- (h) Submit a Criminal Background Authorization and complete Child Protection Training with a 100% passing rate
- (i) Ensure that no staff supervise minors unless they are cleared with both criminal background checks and Child Protection Training

4.2. Staff:

- (a) Provide safe and effective supervision for participants
- (b) Complete all required training

- (c) Maintain a safe environment at all times
- (d) Follow established schedules of activities
- (e) Follow university requirements on programs for minors
- (f) Submit a Criminal Background Authorization and complete Child Protection Training with 100% passing rate

5. THIRD PARTIES

- 5.1. Organizations that are not affiliated with TAMU-CC or The Texas A&M University System can arrange with the Office of Research Engagement to conduct programs for minors using university facilities or services if certain conditions are met. These third-party programs for minors must have a university department, division, or unit sponsor.
- 5.2. Third-party programs for minors must also coordinate their program through the Office of Research Engagement and must follow the same risk management procedures as university-sponsored programs for minors. Third-party programs for minors will not promote themselves as affiliated with or sanctioned by the university. Third-party programs for minors are prohibited from using university logos or the university name unless needed as a location identifier.
- 5.3. The third-party program for minors is responsible for hiring its own staff, providing for its own accounting requirements, purchasing insurance, and coordinating participant registration. The third-party program for minors assumes responsibility for any and all injuries or damages resulting from the program for minors or related activities.
- 5.4. The third-party program for minors shall be responsible for the overall operation of the program for minors. This will include, but is not be limited to: supervision of the participants, including disciplinary actions; child protection training and background checks for all personnel working with youth; verification that insurance has been obtained; verification that participants have turned in all required forms; proper use of facilities; adherence to contractual agreements; and timely payment of financial obligations.

6. MINORS IN LABS

Any activity, whether it falls under the definition of a program for minors or not, that includes minors accessing laboratory facilities must follow the requirements detailed in system regulation *24.01.08, Minors in Labs*.

Related Statutes, Policies, or Requirements

System Regulation [*24.01.06, Camps and Programs for Minors*](#)

System Regulation [24.01.08, Minors in Labs](#)
University Procedure [41.01.01.C0.01, Use of University Facilities](#)

This rule supersedes:

- [03.03.99.C1, Youth Initiatives](#)
- [24.01.06.C1, Youth Initiatives](#)

Appendix

[Child Safety for Youth Initiatives](#)
[Texas A&M System Waiver, Indemnification and Medical Treatment Authorization Form](#)

Contact Office

Contact for clarification and interpretation: Office of Research Engagement
(361) 825-5967