



RULE

24.01.06.W1

Programs for Minors

Approved July 17, 2015

Supplements System Regulation 24.01.06

Rule Statement

Programs for minors sponsored and operated by West Texas A&M University (WTAMU) and third-party programs using WTAMU facilities shall follow this rule and the WTAMU Programs for Minors Procedure **24.01.06.W1.01**.

Reason for Rule

This rule requires child protection training for employees and volunteers of programs for minors and establishes standards for such programs.

Procedures and Responsibilities

1. GENERAL

The purpose of programs for minors is to provide minors recreational, athletic, or enrichment/educational activities, to include camps, in a safe, nurturing environment.

2. REPORTING NEGLECT OR ABUSE

A person having cause to believe that a minor's physical or mental health or welfare has been adversely affected by abuse or neglect by any person **shall immediately make a report of any suspected instances of abuse, neglect, or exploitation by calling 911, the University Police Department (806-651-2300), local law enforcement, or the Texas Abuse Hotline at 1-800-252-5400.** This legal requirement will be communicated to all individuals participating in the supervision of programs for minors and to all employees and volunteers of third-party programs, utilizing WTAMU facilities, via the annual in-person program meetings and the required Child Protection and Campus Security trainings on A&M System Train-Traq.

3. REQUIREMENTS

This rule addresses requirements to include:

- (a) The Director of Education on Demand (EOD), or assigned designee, is authorized to review and approve programs for minors on behalf of WTAMU.
- (b) Processes are in place for both criminal conviction and sex offender background checks with the EOD Director, the Office of Human Resources, and the Office of Student Employment Services that will review and approve/disapprove the employment or assignment of employees or volunteers to programs for minors.

- (c) West Texas A&M University Procedure 24.01.06.W1.01 Programs for Minors addresses: the prohibition of communication, including by social media, between minors and counselors outside of official communications of the program for minors; procedures on reporting suspected abuse/molestation of minors; procedures on the distribution and security of medicine; procedures on the retention of private personal health information; a risk assessment procedure to review and mitigate risks associated with the operation of programs for minors; job description references for directors/counselors involved in the operation of programs for minors (including a documented minor/counselor ratio); appointment of a dedicated program director; a provision for making reasonable accommodations for minors with special needs; a requirement for the completion of a Waiver, Indemnification and Medical Release Form for each participant; and a requirement to purchase general liability and accident medical coverage through The Texas A&M System Risk Management insurance program or validation that insurance provided by third-party programs is equivalent in limits and coverage to the System program.
- (d) A copy of the program participant roster and employee/volunteer roster, including name and contact information, must be maintained for two years.

4. TRAINING AND EXAMINATION PROGRAM ON WARNING SIGNS OF SEXUAL ABUSE AND CHILD MOLESTATION

An individual hired or assigned to an employee or volunteer position involving contact with minors at a program for minors is required to complete training and examination on sexual abuse and child molestation meeting the following criteria:

- (a) Successful completion of an approved Child Protection Training course every two years with a passing score of 100%.
- (b) Training must be completed prior to the employees' or volunteers' interacting with minors.
- (c) A certificate of completion shall be kept on file for two years.
- (d) Employees or volunteers of third-party programs using WTAMU facilities may use an approved training listed with the Texas Department of State Health Services (DSHS).

5. CRIMINAL CONVICTION AND SEX OFFENDER BACKGROUND CHECKS

Annually, both criminal conviction and sex offender background checks will be conducted on all individuals hired or assigned to employee or volunteer positions involving a program for minors. The check must utilize a criminal history database and sex offender registration database. Documentation that a search was conducted shall be maintained for a period of two years.

The EOD Director, the Office of Human Resources, and the Office of Student Employment Services have been given authority to review and approve/disapprove the employment or assignment of an employee or volunteer to a program for minors based on the results of the required criminal conviction and sex offender background check.

Related Statutes, Policies, or Requirements

Texas A&M University System Regulation 24.01.06 Programs for Minors

West Texas A&M University Procedure 24.01.06.W1.01 Programs for Minors

Definitions

Contact With Minor(s) – in the context of an employment or volunteer position described in this rule, interaction with minors that is direct and reasonably anticipated. The term does not include interaction that is merely incidental.

Dedicated Program Director – a person who is responsible for the development and management of a program for minors to include human resource, financial, marketing and strategic operations.

Full Supervisory Duties – when counselors of a sponsored or third-party program using facilities are given direct and full care, custody and control of a minor for the purposes of attending and participating in a program for minors.

Minor – a child, under 18, who is attending a program for minors on a day-care or boarding basis.

Programs for Minors – programs for minors, to include camps, that are sponsored and operated by WTAMU or third parties using WTAMU property/facilities where full supervisory duties of the minor(s) are WTAMU or the third party's responsibility and that are held for more than two consecutive days with the same group of minors without an overnight stay or that involve overnight stays. A program that may have minor(s) involvement ancillary to the intended purpose of the activity and is not specifically for minors does not fall under this rule.

Contact Office

Office of Education on Demand
806-651-2502

Approval



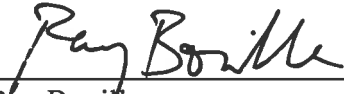
President/CEO

July 17, 2015

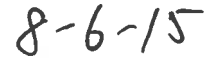
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System Approvals

Approved for Legal Sufficiency:

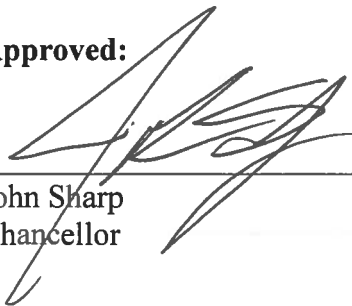


Ray Bonilla
General Counsel




Date

Approved:



John Sharp
Chancellor



Date