

**PROCEDURE  
24.01.06.W1.01**

**Programs for Minors**

*Approved April 8, 2009*

*Revised July 10, 2015*

*Supplements WTAMU Rule 24.01.06.W1*



---

**1. GENERAL**

The provisions of this procedure apply to programs for minors as defined in Texas A&M University System Regulation 24.01.06.

For the purpose of this procedure “University Sponsored” shall be understood to mean the operation of a camp, program for minors, or enrichment program using the name, staff, affiliation, facilities or other resources of West Texas A&M University.

**2. PROGRAMS FOR MINORS**

**2.1 Programs for Minors:**

2.1.1 Programs for minors, to include camps, that are sponsored and operated by WTAMU or third parties using WTAMU property/facilities where supervisory duties of the minor(s) are WTAMU or the third party’s responsibility. Programs include those held for more than two consecutive days with or without on overnight stay, involving the same group of minors. This responsibility includes providing supervision, instruction and/or recreation while the minors are apart from their parent(s)/legal guardian(s).

2.1.2 Serves some aspect of the University’s educational mission.

**2.2 Third Party Programs for Minors:**

Third Party Programs for Minors are covered under this Standard Administrative Procedure if they meet the provisions stated in Section 2.1.1. Except for the use of the University’s facilities, a Third Party Program for Minors is not otherwise affiliated with WTAMU. Third

Party Programs for Minors must operate under the administrative purview of the Office of Education on Demand and the Office of Risk Management and are subject to the same approval, child protection training, background checks, including sex offender registry, and insurance coverage criteria as University programs for minors. Third Party Programs for Minors are required to have general liability and accident medical coverage insurance through the System Risk Management insurance program; or are required to validate insurance provided by third-parties to meet the standards as set by Texas A&M System Risk Management. The University will charge Third Party Program for Minors an amount equal to actual expenses plus administrative overhead for use of university property. For purposes of this procedure, subsequent references to “program(s) for minors” shall be construed to include Third Party Programs for Minors.

### **3. CHILD PROTECTION TRAINING AND BACKGROUND SCREENING**

- 3.1 Program for minors’ sponsors must ensure required child protection training, campus security authority training, and background screenings, including sex offender registry, are conducted for all directors, staff, counselors, volunteers and other adults who will work with programs for minors. The required child protection and campus security authority trainings are available on the Texas A&M University System Train-Traq. Human Resources, Student Employment Services, and Education on Demand will coordinate the background check screenings.
- 3.2 Annually, program for minors’ sponsors are responsible for ensuring that training and background screening are done on each employee and volunteer prior to the start of program employment or volunteer service. A signed and dated sponsor certification, confirming the names for background checks and the completion certificates for training, will be required before the program commences. For a background check that may disqualify a participant reference A&M System regulation 24.01.06 for Office of General Counsel (OGC) review.
- 3.3 Contracts with Third Party Programs for Minors shall include, as a provision of the contract, the requirement that individuals affiliated with the program for minors, as staff or volunteers, to have completed the

required child protection training and background screening, including sex offender registry. The third party must provide either certification or documentation to the Office of Education on Demand and the Office of Risk Management that training and background screenings have been completed before the program for minors begins. (See University Background Screening Form and Background Screening Resources).

- 3.4 Per notification from the President of the University and under penalty of law, suspected instances of abuse, neglect, or exploitation must be reported by calling 911, the University Police Department (806-651-2300), local law enforcement, or the Texas Abuse Hotline (800-252-5400). State law requires any person having cause to believe a child's physical or mental health or welfare has been adversely affected by abuse or neglect to immediately make a report to law enforcement, even if the belief is premised upon incomplete or dated information. Employees and volunteers of programs for minors, by function of their job, are considered "campus security authorities" (CSA), and are therefore required by federal law to report crimes immediately to the University Police Department (UPD) 911 (emergency) or UPD 806-651-2300 (administrative).

#### **4. APPROVAL OF PROGRAMS**

- 4.1 All programs for minors must be approved before program activities occur. Applications forms must be submitted for approval and forwarded to the Office of Education on Demand for a review of compliance with Texas A&M University System policies, regulations, and all West Texas A&M University rules and procedures. The Director of Education on Demand shall certify this review. A Program Approval and Facilities Request Form and a Risk Assessment Form should be submitted by November 1 of each year. The Risk Assessment Form shall be submitted to the Office of Education on Demand and the Office of Risk Management.

#### **4.2 Safety and Medical Care Provisions**

- 4.2.1 Safety awareness information, specific to program for minors activities, shall be provided to all staff and/or volunteers at program meetings. Official records of programs for minors are

subject to the Texas A&M University System Record Retention Schedule for retention and removal.

- 4.2.2 The parents of participants for each minors' program must complete a Consent, Waiver, and Release Agreement form and return it to the program director in order to be covered on insurance and to participate in the program for minors.
- 4.2.3 Communication, including social media, must be limited to only official business for the duration of the program for minors.
- 4.2.4 For participants who require medication to be administered through the program for minors, express written authorization must be obtained from the parent or guardian. This authorization must include specific dosage instructions. All prescription medications must be secured by staff and in the original container, labeled with the participant's full name. WTAMU employees reserve the option not to handle medication and to keep that responsibility with the parent of a minor.
- 4.2.5 Access to personal health information of a participant will be limited to those with an administrative need to know. Confidentiality and privacy are to be observed at all times. Private personal health information must be secured by the department and program director. This information must only be retained in accordance with the Texas A&M University System Record Retention Schedule for retention and removal.
- 4.2.6 Participants needing special assistance need to communicate requests to the program director prior to the start of the program for minors. Specific reasonable accommodations, depending on the activities of the program for minors, will be arranged as needed and documentation may be requested.
- 4.2.7 Except for programs for minors where participants are also enrolled in the University, university medical facilities are not available to participants covered under this procedure.

- 4.3 A copy of the budget for the program for minors and a complete description of the activities must accompany the Program Approval and Facilities Request Form. Job duty descriptions and minor-to-counselor staffing ratios (15/1) will be retained with the Office of Education on Demand. All programs for minors are required to participate and purchase general liability and accident medical coverage insurance through the Texas A&M University System Risk Management insurance program. Payment for the required insurance coverage will be the responsibility of the sponsor. Third Party Programs for Minors must secure their own insurance coverage.
- 4.4 The sponsoring department, college, or other unit of the University must have in place, or must establish, an account (accounts) with the Business Office for the deposit of fees and other funds collected. WTAMU Fiscal Procedures must be followed when collecting these fees. All invoices associated with the program for minors, such as food services, transportation, insurance, housing, etc., will be paid from this account. Indirect cost, collected to reimburse the University for non-programmatic overhead, will be assessed to programs for minors.

## **5. REPORTING OR INCIDENTS OR ACCIDENTS**

Sponsors are responsible for submitting an incident report in any case where a participant is involved in a physical altercation, when a participant is injured (whether taken for medical care or not), or where it is necessary to summon police officials. Incident Reports shall be submitted to the Program Director, the Office of Education on Demand, and the Office of Risk Management as soon as possible following the incident. To report an incident, accident, or injury which occurs in relation to a program for minors, call UPD (911), and use the approved WTAMU Incident/Injury Report Form.

---

### **Contact Office**


---

Office of Education on Demand  
806-651-2502

---

**Approval**

---

  
\_\_\_\_\_  
President/CEO

July 10, 2015  
Date