

TEXAS A&M INTERNATIONAL UNIVERSITY™

Rule

24.01.06.L1 Programs for Minors

First Approved: August 15, 2016
Revised: August 15, 2016
Next Scheduled Review: August 15, 2021

Rule Statement and Reason for Rule

Programs for minors sponsored and operated by Texas A&M International University (TAMIU) and third-party programs using TAMIU facilities or other resources of the University shall follow this Rule and [TAMIU Standard Administrative Procedure \(SAP\) 24.01.06.L1.01, Camps and Programs for Minors](#).

This Rule establishes guidelines and standards for operating programs for minors sponsored and operated by TAMIU and for third-party programs for minors using TAMIU facilities or other resources of the University.

Procedures and Responsibilities

1. GENERAL

The purpose of programs for minors is to provide minors recreational, athletic, or enrichment/educational activities, including 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, or the University Police Department (956) 326-2911, or the Laredo Police Department (956) 795-2800.** 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 facilities.

3. MEMBER RULE FOR PROGRAMS FOR MINORS/REQUIREMENTS

3.1 The Director of Continuing Education (CE Director) or designee is authorized to review and approve programs for minors on behalf of TAMIU. All programs for minors must submit a [Program for Minors Application](#) for review of compliance and approval at least four (4) weeks prior to commencement of program.

- 3.2 Each program, including third-party programs, shall have a dedicated program director and a secondary contact who will be responsible for ensuring the program complies with all Texas A&M University System (TAMUS) and University program requirements, including [TAMIU SAP 24.01.06.L1.01, Camps and Programs for Minors](#).
- 3.3 [TAMIU SAP 24.01.06.L1.01, Camps and 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; procedure 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; a job description reference 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 TAMUS Risk Management insurance program or validation that insurance provided by third-party programs is equivalent in limits and coverage to the System program.
- 3.4 A copy of the program participant roster and employee/volunteer roster, including name and contact information, will be maintained for two years in the Office of Continuing Education (OCE).

4. TRAINING AND EXAMINATION PROGRAM ON WARNING SIGNS FOR 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 annually with a passing score of 100% and submit it at least two (2) weeks prior to program commencement.
- (b) Training must be completed prior to the employees' or volunteers' interacting with minors and submitted at least two (2) weeks prior to the start of the program.
- (c) The Program Director and one staff member, over the age 18, must be CPR/First Aid Certified.
- (d) A certificate of completion shall be kept on file in the Office of Continuing Education for two years.
- (e) Program Director or Sponsor must attend the annual Office of Continuing Education Programs for Minors training workshop.
- (f) Employees or volunteers of third-party programs using TAMIU facilities may use an approved training listed with the Texas Department of State Health Services (DSHS). The certificate of completion must be submitted to and approved by the OCE prior to the start of the program.

5. CRIMINAL CONVICTION AND SEX OFFENDER BACKGROUND CHECKS

- 5.1 Criminal history and sex offender background checks will be conducted on all individuals hired or assigned to employee or volunteer positions involving a program for minors on an annual basis. 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 within the Office of Continuing Education.
- 5.2 Processes are in place for both criminal conviction and sex offender background checks with the CE Director and the Office of Human Resources (HR). Consistent with [TAMIU Rule 33.99.14.L1, Criminal History Record Information- Employees and Applicants](#), UPD will communicate the results of all criminal background checks to HR. HR is designated to review results of criminal background checks consistent with [System Policy 33.99.14, Criminal History Record Information – Employees and Applicants](#). Every offer of employment or volunteer services for a program will be conditioned on receipt of an acceptable criminal history information and sex offender background check. No program employee or volunteer may begin work or volunteer for a program until the appropriate background and sex offender checks have been cleared by HR or the OCE. All Criminal History and Sex Offender background checks will be requested through HR or the OCE.
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Related Statutes, Policies, Regulations, or SAP's

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

[System Regulation 33.99.14, Criminal History Record Information – Employees and Applicants](#)

[TAMIU Rule, 33.99.14.L1, Criminal History Record Information – Employees and Applicants](#)

[TAMIU SAP 24.01.06.L1.01, Camps and 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 resources, 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 purpose 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 TAMIU or third parties using TAMIU property/facilities where full supervisory duties of the minor(s) are TAMIU 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, involving the same group of minors. TAMIU programs for minors, including camps, also include programs that are not held on consecutive days but contain the same population of minors and meet on a regular and recurring basis on non-consecutive days over the course of a period time such as semester or over the course of several weeks. This responsibility includes providing supervision, instruction and/or recreation while the minors are apart from their parent(s)/legal guardian(s). Programs that are potentially high risk regardless of number of days will need to be evaluated and approved on an individual basis by the OCE. 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

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