Policy Statement.

UNTHSC is committed to providing a safe environment for minors. UNTHSC shall require sexual abuse and child molestation training and examination as prescribed by the Texas Department of State Health Services (“TDSHS”) and criminal background screening for individuals participating in a UNTHSC campus program for minors and other activities involving minors.

Application of Policy.

All Employees, Volunteers, Students, Agents and Contractors

Definitions.

1. “Minor” means a person under the age of 18 and includes minors attending a Campus Program for Minors.

2. “Campus Program for Minors” (“Program”) means a program that (a) is operated by or on the campus of UNTHSC, (b) offers recreational, athletic, religious or educational activities for at least 20 minors who (i) are not enrolled at UNTHSC, and (ii) attend or temporarily reside at the camp for all or part of at least 4 days, and (c) is not a day or youth camp as defined by §141.002 of the Texas Health and Safety Code, or a facility or program required to be licensed by the Department of Family and Protective Services.

3. “Individual” means a person of any age who receives compensation for work or service in or who volunteers for a Program or Activity. “Individual” does not include (a) UNTHSC employees, volunteers, agents or contractors who are not participating in the Program or Activity or who have only limited or incidental contact or no direct interaction with Minors, or (b) UNTHSC students whose contacts with Minors are limited to a single class of short duration, or (c) a guest speaker, (d) an entertainer or any other person whose role or attendance at the Activity or Program is for a limited time or limited purpose and who has no direct or unsupervised interaction with Minors.

4. “Program Operator” means an Individual, corporation, organization, government or governmental subdivision or agency, business trust, estate, trust, partnership, association and any other legal entity who owns, operates or supervises a Program, regardless of profit. A Program Operator may or may not be UNTHSC, depending upon the Program.
5. “Training and Examination Program” ("Training") means the training and examination program on sexual abuse and child molestation that is approved by the Texas Department of State Health Services with successful completion evidenced by a certificate of other similar record.

6. “Sponsoring Department” means the UNTHSC department that offers or gives approval for a Program or Activity.

7. “Activity” means any other event involving a Minor operated by or on the campus of UNTHSC that is not a Program except that “Activity” does not include the following: (a) minors involved in IRB approved research or who are patients in a UNTHSC clinic, or (b) general public events to which parents/guardians are invited and expected to provide supervision of minors in attendance.

**Procedures and Responsibilities.**

1. The Chair or Vice President of the Sponsoring Department must approve any Activity or Program involving Minors. The Chair or Vice President must obtain written permission from the President or the President’s designee before approving any overnight Activity or Program.

   **Responsible Party:** Office of the President, Chair or Vice President of Sponsoring Department

2. The Chair or Vice President of the Sponsoring Department approving an Activity or Program shall:

   (a) Require and confirm that the Activity or Program is registered on the Programs for Minors on Campus webpage. The registration form can be found at [http://web.unthsc.edu/minorsoncampus](http://web.unthsc.edu/minorsoncampus).

   (b) Require and confirm that appropriate adult supervision of appropriate gender is in place prior to the beginning of the Activity or Program. No fewer than 2 adults shall supervise any Minor in any Activity or Program. As determined by the Sponsoring Department’s Chair or Vice President, additional adult supervision may be required depending upon the number, ages and gender of the Minors and the type of Activity or Program.

   (c) Request or confirm through the Office of Human Resources criminal and sex offender background checks on all Individuals. The background checks must be conducted within 12 months prior to the first day of the Activity or Program, and the results must be reviewed by the Office of Human Resources before the beginning of the Program or Activity. No Individual may participate in a Program or Activity if the background check includes a conviction or deferred adjudication for those offenses listed in Title 25 of the Texas Administrative Code, Rule §265.12(g). If the criminal background check
includes other convictions or deferred adjudications, the Sponsoring Department Chair or Vice President shall consult with the Office of Human Resources to determine if those convictions or deferred adjudications pose a threat to the safety or welfare of a minor thus precluding participation in the Activity or Program.

(d) Require Training of all Individuals, and at least 3 days before the Activity or Program begins, submit written verification of Training in the form of a certificate or similar record to the Office of Institutional Compliance. Such Training must have occurred within the preceding 2 years.

(e) Verify that written consent or authorization from the Minor’s parent or legal guardian for participation in the Activity/Program and a process for notifying the Minor’s parent or legal guardian are in place in case of an emergency or other significant Activity/Program disruptions.

(f) Provide orientation of Minors and Individuals to UNTHSC policies and procedures, as applicable, depending upon the type of Camp or Activity. For example, if Minors or Individuals will be in a laboratory, they will be oriented to safety or other site-specific policies or procedures.

   **Responsible Party:** Chair or Vice President of Sponsoring Department, Office of Institutional Compliance, Office of Human Resources

3. For those Programs and Activities that are hosted at UNTHSC, but the Program Operator or Activity operator is not an employee of UNTHSC (“Third Party”), the Sponsoring Department shall confirm that the written Facility Use agreement or other written agreement between UNTHSC and the Third Party requires the Third Party’s compliance with section 2 or other sections of the policy prior to the signing of the agreement.

   **Responsible Party:** Chair or Vice President of Sponsoring Department

4. UNTHSC shall provide Training for UNTHSC employed Individuals but may accept verification of Training from a third party for any Individual.

   **Responsible Party:** Chair or Vice President of Sponsoring Department, Office of Institutional Compliance

5. The Office of Institutional Compliance shall maintain electronic or paper copies of Training certification until the second anniversary date of the examination date.
Responsible Party: Office of Institutional Compliance

6. If the Program Operator is UNTHSC, the Office of Institutional Compliance shall submit to the Texas Department of State Health Services, within 5 days of the start of a Program and on the form prescribed by the TDSHS, verification that each individual who is an employee of the Program has successfully completed Training. If the Program Operator is not UNTHSC, the Program Operator shall be responsible for submitting verification of Training to the Texas Department of State Health Services in a timely manner and shall provide UNTHSC copies of all reports submitted to UNTHSC prior to the first day of the Program.
   Responsible Party: Office of Institutional Compliance

7. If UNTHSC is the Program Operator or sponsor of an Activity, all fees associated with a Program, Activity or Training shall be the responsibility of the Sponsoring Department.
   Responsible Party: Chair or Vice President of Sponsoring Department

8. The Sponsoring Department shall submit written notification of any Activity or Program that it offers or approves to the Office of Outreach and Volunteer Services in the Community Relations department at least 7 days before the Activity or Program begins. Such written notification shall contain the name of the Activity or Program, its duration, the number of participating Minors and other information that the Office of Outreach and Volunteer Services may request.
   Responsible Party: Chair or Vice President of Sponsoring Department, Office of Outreach and Volunteer Services

9. All employees and students are required to report suspected child abuse and neglect as required by UNTHSC Policy # 3.104, “Reporting and Training- Abuse and Neglect; Providing Notice to Victims of Family Violence”.
   Responsible Party: Employees and Students

References and Cross-references.
Section 51.976 and 51.9761 of the Texas Education Code
UNTHSC Policy 3.104, “Reporting and Training- Abuse and Neglect; Providing Notice to Victims of Family Violence”
UNTHSC Policy 4.105, “Facilities Use Policy”
UNTHSC Policy 4.108 and 7.122 (Student Policy), “Children on Health Science Center Property”
UNTHSC Policy 4.207, “Policy on Children in the Library”
UNTHSC Policy 5.505, “Employee Ethics and Standards of Conduct”
UNTHSC Policy 5.413 “Criminal Background Checks for Security Sensitive Positions”

Forms and Tools.
Registration Form - http://web.unthsc.edu/minorsoncampus

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