

## 24.01.06.C1

# Programs for Minors



Revised: February 17, 2025

Next Scheduled Review: February 17, 2030

[Revision History](#)

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### Rule Summary

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Programs for minors sponsored and operated by Texas A&M University Corpus Christi (TAMU-CC) or by a third-party using university facilities, must follow this rule to provide minors activities, camps, or programs in a safe, and 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.

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### Rule

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#### 1. GENERAL

- 1.1. All programs for minors, whether university-sponsored or sponsored by a third-party, must be coordinated through the Office of Research Engagement in accordance with the Summer Camp Rollout Timeline (see Appendix). Unless otherwise designated by the executive vice president for Research and Innovation, the director of Research Engagement will be the administrator who has oversight 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 scheduling events on campus.
- 1.3. University departments/units conducting programs for minors must comply with applicable processes through the 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, training requirements, and payroll processes.
- 1.4. Programs for minors will not discriminate against minors in accordance with system regulation *08.01.01, Civil Rights Compliance*. Parents or guardians of

participants with disabilities should consult with the program supervisor/director regarding reasonable accommodations based on the capabilities and special needs of their program participant. Every effort must be made to accommodate minors with special needs, within the context of the program.

## 2. SAFETY

2.1. Program for minors sponsors/directors are responsible for ensuring the following:

- (a) all program for minors staff who will work directly with program participants have completed all applicable safety awareness training specific to the program for minors;
- (b) 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; and
- (c) the requirements regarding child protection training, criminal history checks, and child safety procedures outlined in the Child Safety for Youth Initiatives (see Appendix) are followed.

2.2. Each program participant must submit a completed The Texas A&M University 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. In accordance with the requirements in system regulation 24.01.06, *Programs for Minors*, national criminal conviction and national sex offender 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 appropriate authorized university official. Requests for background checks should be submitted through the system-approved compliance/registration platform, adhere to the Summer Camp Rollout Timeline, and follow the processes in the Child Safety for Youth Initiatives guidelines. Annual national criminal conviction and sex offender background checks are also required for staff of third-party programs within one year prior to the start of the program.

- 2.4. In accordance with system regulation *24.01.06, Programs for Minors*, all individuals (e.g., employees, counselors, and volunteers) working with minors in programs for minors must provide proof of completion of Child Protection Training with a score of 100% within the previous two years prior to working or having contact with minors under the guidelines set forth in the Child Safety for Youth Initiatives 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. A compliance packet, 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 supervisor/director and reviewed by the Office of Research Engagement in compliance with the Summer Camp Rollout Timeline. Both compliance packets and participant registrations should be processed through the approved online program registration platform, which is facilitated by the Office of Research Engagement. Compliance packets will be reviewed by both the Office of Research Engagement and the program director's designated 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 Environmental Health and Safety Office. 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. Third-party programs must complete compliance packets in the university approved online program compliance platform. Third-party youth programs must also complete the Third-Party CPM Contract (see Appendix for template) and be coordinated through the Office of Event Services. 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 by the sponsoring department/unit through Origami to the University Police Department (UPD), Environmental Health and Safety (if an injury is involved), the Office of Research Engagement, and Human Resources (for employees) within 24 hours of the incident. Sponsoring departments/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 always be supervised by adults.

- 2.8. 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.
- 2.9. Individual staff members must never be alone with individual youth.
- 2.10. 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.
- 2.11. If participants in programs for minors are approved to be 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 Office of 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.
  - 3.1.1. 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.
  - 3.1.2. 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.
  - 3.1.3. If it is disclosed that a minor has been abused by someone, the individual must 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:
    - (a) “What happened?”
    - (b) “Who did this to you?”
    - (c) “When and where did this happen?”

The person receiving the information must contact the UPD.

3.1.4. Once the information is reported to the UPD, the program staff member must notify the program director/sponsor and the Director of Research Engagement.

3.1.5. The UPD must file an online report with the Texas Department of Family & Protective Services.

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/JOB DESCRIPTIONS

##### 4.1. Director(s):

- (a) Hire, train, and supervise staff according to requirements in Child Safety for Youth Initiatives guidelines
- (b) Maintain required documentation for two years
- (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, if medications will be distributed (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 for 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 should contact the Office of Event Services 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/unit sponsor.
- 5.2. Third-party programs for minors must also coordinate their program through the Office of Research Engagement and must follow equivalent risk management procedures for university-sponsored programs for minors. Third-party programs for minors must 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 all injuries or damages resulting from the program for minors and related activities.
- 5.4. The third-party program for minors must be responsible for the overall operation of the program for minors. This includes, but is not limited to:
  - (a) supervision of the participants, including disciplinary actions
  - (b) Child Protection Training and background checks for all personnel working with youth
  - (c) verification that insurance has been obtained
  - (d) verification that participants have turned in all required forms
  - (e) proper use of facilities
  - (f) adherence to contractual agreements
  - (g) timely payment of financial obligations

These responsibilities should be coordinated and approved by the Office of Event Services in cooperation with the Office of Research Engagement.

## 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*.

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## Related Statutes, Policies, or Requirements

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System Regulation [08.01.01, Civil Rights Compliance](#)

System Regulation [24.01.06, 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](#)
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## Appendix

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[Child Safety for Youth Initiatives](#)

[Summer Camp Rollout Timeline](#)

The [Texas A&M University System Waiver, Indemnification and Medical Treatment Authorization Form](#)

[Third-Party CPM Contract Template](#)

[Origami](#) (incident reporting)

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## Contact Office

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