



24.01.06.N1 Programs for Minors

Approved November 1, 2019

Next Scheduled Review: November 1, 2024

Rule Summary

Programs for Minors (“programs”) sponsored and operated by Texas A&M Engineering Extension Service (TEEX), including third-party programs for minors using Texas A&M Engineering Extension Service property/facilities, must follow this rule.

This rule establishes the process to approve, process and execute programs for minors on behalf of TEEX.

Definitions

Click to view [System Definitions](#).

Rule

1. APPLICATION PROCEDURES AND RESPONSIBILITIES

- 1.1. The TEEX Ethics and Compliance Officer or designee, is to review and approve programs for minors.
- 1.2. Programs must be approved, and all required background checks and training completed before the program may begin.
- 1.3. Applications for programs shall be submitted by the program sponsor to the TEEX Ethics and Compliance Officer or designee at least eight weeks prior to the start date of the program.
- 1.4. The application must include the following:
 - A detailed description of the program activities, including schedule and locations;
 - The name of the dedicated program director. This is required for TEEX-sponsored and third-party programs using TEEX facilities;
 - A listing of employees and volunteers, to include full name and addresses, who will be involved in operating the program;
 - Job duty descriptions for each position involved in the operation of the program; and
 - The completed Risk Assessment Matrix.
- 1.5. The Ethics and Compliance Officer or designee will coordinate with Financial Services to submit the application for program insurance to System Risk Management.
 - 1.5.1. System Risk Management will cross reference activities with the current program insurance policies to ensure coverage.

- 1.5.2. Third-party programs must provide evidence of insurance coverage that lists TEEEX as an additional insured party and is consistent with the coverage secured for TEEEX-sponsored programs for minors.

2. BACKGROUND SCREENING

- 2.1. Annually, all TEEEX employees and volunteers who will be involved in the management and delivery of a program must have both a criminal **and** sex offender background check.
- 2.2. The TEEEX Ethics and Compliance Officer, or designee, will submit to the TEEEX Human Resource Officer, or designee, the names of the individuals provided in the application to conduct a program.
- 2.3. The Human Resource Officer, or designee, will conduct the criminal conviction and sex offender background checks according to the criteria listed in System Regulation 24.01.06 *Programs for Minors* – Section 5, and provide the results to the TEEEX Ethics and Compliance Officer or designee.
 - 2.3.1. Individuals who have records of the following criminal convictions/deferred adjudications **are automatically disqualified:**
 - Felony or misdemeanor under Texas Penal Code § 15.031 (Criminal Solicitation of a Minor);
 - Title 5, Ch. 22 (Assaultive Offenses);
 - Title 6, Ch. 25 (Offenses Against the Family);
 - Title 7, Ch. 29 (Robbery);
 - Title 8, § 38.17 (Failure to Stop or Report Aggravated Sexual Assault of a Child);
 - Title 9, § 42.072 (Stalking) or Ch. 43 (Public Indecency);
 - or any like offense under the law of another state or under federal law.
 - 2.3.2. Individuals who have records of the following criminal convictions/deferred adjudications **may be disqualified:**
 - Misdemeanor or felony committed within the past ten (10) years under Texas Penal Code
 - Title 10, § 46.13 (Making a Firearm Accessible to a Child),
 - Texas Health and Safety Code, Ch. 481 (Texas Controlled Substances Act), Ch. 49 (Intoxication and Alcoholic Beverage Offenses), or
 - any like offense under the law of another state or under federal law.
 - 2.3.3. Should a background check return an offense potentially disqualifying a person, the TEEEX Ethics and Compliance Officer or designee will review the results and submit a recommendation for disqualification to the Office of General Counsel (OGC) for legal review
- 2.4. Contracts with third-party programs shall include, as a provision of the contract, the requirement that staff or volunteers affiliated with the program will have completed background screening within the previous year utilizing both a National criminal history database and sex offender registration database.

3. TRAINING

- 3.1. Program sponsors are responsible for ensuring that all individuals that will have involvement with a program (i.e. program directors, staff, counselors, and volunteers) are required to complete the system approved Child Protection Training Course every two years with a score of 100%.

- 3.1.1. Training must be completed prior to the employees' or volunteers' interacting with minors; new employees hired specifically for a position involving contact with minors at programs must complete the training within the employees' first five days of employment
- 3.1.2. A certificate of completion must be kept on file for two years.
- 3.1.3. Employees or volunteers of programs operated by a third party may substitute the system-approved training course with an approved course as listed with the Texas Department of State Health Services (DSHS).
- 3.1.4. Training will not be required for system employees or third-party personnel whose employment does not involve interaction with minors.
- 3.1.5. When the program is conducted for all or part of at least 4 days and has 20 or more participants, the program must submit the training roster to the DSHS (See Campus Program for Minors Information Form Appendix) no later than five days from the start of the program.

4. SAFETY AND MEDICAL CARE PROVISIONS

4.1. Communication

- 4.1.1. Contact between program staff members and participants outside of program activities are prohibited. This includes contact via social media, telephone, and meetings outside of program activities and official program communication.

4.2. Safety and Emergency Management

- 4.2.1. Each program participant and program volunteers must complete a *Waiver, Indemnification, and Medical Treatment Authorization Form*. TEEX will use the System developed and approved waiver.
 - 4.2.1.1. All documents must be stored by the program sponsor for a period of five years after the program date. Should an incident/accident be reported for the participant, retention may be longer if advised by Insurance Services
- 4.2.2. At least two members of the program staff, volunteer, and/or counselors must be registered through the Texas A&M University Code Maroon Emergency Notification System.

4.3. Supervision Ratios

Recommended Counselor to participant ratio is as follows:

- 4.3.1. Overnight Camps:
 - One program staff member for every five participants ages 4 and 5;
 - one program staff member for every six participants ages 6 to 8;
 - one program staff member for every eight participants ages 9 to 14; and
 - one program staff member for every 10 participants ages 15 to 18.
- 4.3.2. Day Camps:
 - one program staff member for every six participants ages 4 and 5;
 - one program staff member eight participants ages 6 to 8;
 - one program staff member for every 10 participants ages 9 to 14; and
 - one program staff member for every 12 participants ages 15 to 18.

4.4. Special Accommodations

- 4.4.1. Each program must establish a set of standards for accommodating minors with special needs. These include but are not limited to:
 - the modification of policies, practices and procedures, effective communication prior to and during the program; and
 - the removal of physical or communication barriers to programs, activities, goods or services.
- 4.4.2. Programs must provide ample time for participants to disclose any accommodations they may need during their time at the program.
- 4.4.3. Programs must communicate contact information for a specific individual responsible for the identification of reasonable accommodations.

4.5. Medication Disbursement

- 4.5.1. All programs must obtain authorization to administer any medication, including prescription and non-prescription, to a participant from the participant's parent or guardian in a written, signed and dated format using a completed *Authorization for Dispensing Medication Form*. This form expires one year after its original date.
 - 4.5.1.1. The participant's parent or guardian may not authorize administering medication in excess of the medication's label instructions or the directions of the child's health-care professional.
 - 4.5.1.2. Parent or guardian authorization is not required for administering a medication to a participant in a medical emergency to prevent the death or serious bodily injury of the participant, provided that the medication is administered as prescribed, directed, or intended.
- 4.5.2. If the program chooses not to administer any medication, parents or guardians must be notified prior to the participant's enrollment in the program
- 4.5.3. Medication given must be given from the original container to the participant to whom the medication was prescribed within the expiration date.
- 4.5.4. Over the counter medication must be labeled with the participant's name.
- 4.5.5. When a staff or volunteer administers the medication, they must record the full name of the participant, name of medication, date and time medication was given and full name of staff or volunteer that administered the medication on the *Authorization for Dispensing Medication Form*. Documentation must be maintained for two years.
- 4.5.6. All medication must be stored out of reach of all participants or locked in storage in a manner that does not contaminate food or refrigerated if required separate from food.
- 4.5.7. Medication must be returned after the program to the parent or guardian of the participant, or upon participant dismissal from the program. Medication must be disposed of when the medication is out-of-date or is no longer required for the participant.

4.6. Private medical information

- 4.6.1. Access to personal medical 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.
- 4.6.2. A program staff member will be designated to secure medical information.

- 4.6.3. This information will be retained in accordance with the university's Records Retention Schedule

5. REPORTING

5.1. Neglect and Abuse

- 5.1.1. 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 **must immediately make a report to local law enforcement** and the Ethics and Compliance Officer.
- 5.1.2. TEEEX employees involved in the management or supervision of programs are responsible for communicating this information to all employees and volunteers involved with the program.
- 5.1.3. This information will be communicated to any third-party organization utilizing TEEEX facilities for a program and incorporated in the documents allowing for third party use.

5.2. Incidents and accidents

- 5.2.1. Incidents and accidents can involve minor to major physical injuries of participants and/or counselors, behavioral issues among participants, counselors, or visitors, hospital/doctor visits, or medication disbursement.
- 5.2.2. Incident Reports shall be submitted to the TEEEX Ethics and Compliance Officer within 24 hours following the incident by the program sponsor.
- 5.2.3. The *Program for Minors Incident Report* Form should be used to report an incident or accident.

Related Statutes, Policies, or Requirements

[Texas Education Code Title 3, Subtitle A, Chapter 51.976](#)

[Texas Education Code Title 5, Subtitle E, Chapter 261](#)

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

[System Record Retention Schedule](#)

Appendix

[System Application for Insurance Coverage](#)

[System Medical Information & Release Form](#)

[System Risk Management and Insurance Matrix](#)

[System Third Party Minor's Camp Contract Template](#)

[System Waiver, Indemnification, and Medical Treatment Authorization Form](#)

[Texas Department of Family and Protective Services Form 7238 Authorization for Dispensing Medication](#)

[Texas Department of State Health Services Campus Program for Minors Information Form](#)

Contact Office

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