

TEXAS STATE TECHNICAL COLLEGE
STATEWIDE OPERATING STANDARD

No. GA 1.6.7	Page 1 of 3	Effective Date: 04/21/15
DIVISION:	General Administration	
SUBJECT:	Minors on Campus	
AUTHORITY:	Texas Administrative Code (TAC) Title 25, Part 1, Chapter 265, Subchapter N and Texas Education Code §51.976 and §22.0834	
PROPOSED BY:	<i>Original Signed by Tom Hooker</i>	
TITLE:	Director, Governance, Risk, and Compliance	Date: 04/21/15
RECOMMENDED BY:	<i>Original Signed by Jonathan Hoekstra</i>	
TITLE:	Vice Chancellor/Chief Financial Officer	Date: 04/21/15
APPROVED BY:	<i>Original Signed by Mike Reeser</i>	
TITLE:	Chancellor, TSTC	Date: 04/21/15

STATUS: Approved by EMC 04/21/15

HISTORICAL STATUS: Proposed 04/2015

POLICY

Compliance

PERTINENT INFORMATION

It is the intent of Texas State Technical College to provide a safe campus environment for students, faculty, staff, and visitors. Minors regularly participate in special camps and programs on each campus location. These camps and programs will include particular safeguards that provide protection against child abuse and neglect. It is the responsibility of each campus to create and maintain their respective safeguards that must include state required training. Applicable faculty, staff, and volunteers will complete training on strategies for recognizing, preventing, and reporting child abuse and neglect in accordance with state law.

The facilitation of campus camps and programs for minors involves requirements by the Texas Codes listed below. It also provides the opportunity for each campus to maintain additional requirements at their respective locations.

Texas Education Code §22.0834 - Requires individuals who will have direct contact with minors as part of certain sponsored educational programs to submit to a national criminal history record information review and provide those results back to the sponsoring institution.

Texas Education Code §51.976 – Requires individuals who will have contact with minors at certain limited campus programs to receive specific training on preventing sexual abuse and child molestation in order for the campus program to be operated by or on the campus of an institution of higher education.

Texas Administrative Code (TAC) Title 25, Part 1, Chapter 265, Subchapter N – Provides for the implementation of Texas Education Code, Chapter 51, Subchapter Z, §51.976, and requires that a program operator may not employ an individual in a position involving contact with campers at a campus program for minors unless the individual submits file documentation verifying within the preceding two years of the beginning date of employment or within the first five days of employment if hired for the purposes of the camp that the individual successfully completed the required training and examination program on sexual abuse and child molestation.

DEFINITIONS

Camps and Programs for Minors – Programs for minors that are sponsored and operated by campuses or third parties using College property/facilities and that are held for more than three consecutive days where full supervisory duties of the minor(s) is the campus or third party's responsibility. This responsibility includes providing supervision, instruction and/or recreation where the children are apart from their parent(s)/legal guardian(s).

Certain Limited Campus Programs – Programs that are operated by or on campus that offer recreational, athletic, religious or educational activities for at least 20 campers who are not enrolled at the college and who attend or temporarily reside at the camp for all or part of at least four days.

Contact with Minors – Contact with minors that results from services that provide substantial opportunity for unsupervised interaction with a minor or minors. More specific definitions will be determined prior to the start of the camp based on the type of interaction, duration of interaction, and structure of the camp.

Dual-Credit or Early College High School - Joint program between TSTC and high schools that allows high schools students the opportunity to earn up to 60 credit hours with the goal of earning an Associate of Science, Associate of Applied Science degree or Academic Core through TSTC.

Minor – A child, under 18, who is not enrolled as a TSTC student, who is attending a camp and program for minors on a day-care or boarding basis.

Program Operator – A person who owns, operates, or supervises a campus program for minors, regardless of whether it is operated on a for-profit or non-profit basis.

DELEGATION OF AUTHORITY

The Chancellor or designee is authorized to appoint a campus point-of-contact for camps and educational programs for minors.

OPERATING REQUIREMENTS

1. ADMINISTRATIVE ACTIONS TO ENHANCE SAFETY OF MINORS ON CAMPUS

TSTC will explicitly define additional measures designed to further enhance the safety of minors on their campus. Examples of such measures include:

- a. Processing of criminal conviction and sex offender background checks.
- b. Establishing procedures on reporting suspected abuse/molestation of minors.
- c. Maintaining an inventory of all programs with minors on campus that is annually updated.

2. TRAINING AND EXAMINATION PROGRAM ON WARNING SIGNS OF SEXUAL ABUSE AND CHILD MOLESTATION

- a. TSTC employees who are expected to come into contact with minor-aged children as part of their official duties will complete a State of Texas approved Child Protection Training course.
- b. 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 camps and programs for minors must complete the training within the employees' first five days of employment.
- c. Employees or volunteers of third-party camps using member facilities may substitute the campus-approved training course with an approved course as listed with the Texas Department of State Health Services.
- d. TSTC Human Resources shall maintain a certificate of completion of a State of Texas approved Child Protection Training course within the TSTC employee's file for two years.
- e. A training log will be maintained by TSTC Human Resources and sent as required to the Texas Department of Health and Safety.

PERFORMANCE STANDARDS

1. Each campus has established a procedure with the intent and purpose of adhering to the state law on Camps and Programs involving minors.
2. Each applicable employee receives a copy of this policy and procedure and signs a statement that they have been informed of the policy.
3. This SOS is reviewed annually to ensure that it adheres to State law.