

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Minors on Campus

**Regulation and Procedure
Number: URP: 04.420**

Policy Owner: Finance and Administration

POLICY STATEMENT

Creating a positive environment that promotes the health, wellness, safety, and security for children and teens is of utmost importance to Texas Woman's University ("TWU" or "University"). Pursuant to Texas Law, this regulation and procedure sets out the compliance standards for reporting suspected child abuse and the requirements for sexual abuse and child molestation training for those involved in TWU-sponsored Youth Programs that include minors.

APPLICABILITY

This policy is applicable to TWU Students, Faculty, Staff, Guests, and University Affiliates.

DEFINITIONS

1. "Child or Minor" means any person under eighteen (18) years of age, who has not been married, and who has not had the disabilities of minority removed for general purposes.
2. "Faculty" means an individual who is employed by TWU as a member of the faculty and whose duties include teaching, research, service, and administration. Professional librarians and graduate assistant titles are excluded from the definition of faculty.
3. "Guest" means any individual not affiliated with TWU.
4. "Staff" means each classified, administrative, and professional employee who is appointed to work in a regular full time or regular part time position, excluding students employed in positions for which student status is required as a condition of employment and those employees holding teaching and/or research positions classified as faculty.
5. "Student" means a person taking courses at TWU, a person who is not currently enrolled in courses but who has a continuing academic

relationship with TWU, or a person who has been admitted or readmitted to TWU.

6. “University Affiliate” means any individual associated with TWU in a capacity other than as a Student or Employee who has access to TWU resources through a contractual arrangement or other association. This includes the following individuals:
 - a. Contractors and Vendors: an individual, business, or governmental entity that has a fully executed contract to provide goods or services to TWU. This includes employees of contractors or vendors and independent contractors.
 - b. Employee of a Governmental Agency: an individual employed by a federal or Texas state agency.
 - c. Employee of a TWU-Affiliated Institution: an individual who works for organizations that are tightly aligned with the University.
 - d. Pre-Employment Individual: an individual who will be hired by the University and the hiring department has sponsored their access to TWU resources.
 - e. Other University Affiliate: any individual who does not fit into any other category and needs access to TWU resources.
7. “Youth Program” means any activity, program, or camp that meets all the following criteria:
 - a. Held on the TWU campus or operated or sponsored by TWU and held off campus or virtually; and
 - b. Involves participants who are minors unaccompanied by a parent or legal guardian. This includes dual-enrollment students.
 - c. Excluded from this definition are activities where there is no actual or implied care, custody, or control of minors by TWU or University Affiliates.
 - d. Excluded from this definition are activities involving matriculated students enrolled in a degree-seeking program who are under the age of eighteen (18), and employees of TWU who are under the age of eighteen (18).

REGULATION AND PROCEDURE

I. Regulation

- A. All students, faculty, staff, guests, and university affiliates must report suspected child abuse and neglect as required by state law.
- B. All Youth Programs shall comply with applicable state regulations and TWU requirements. This policy applies to all Youth Programs operated or sponsored by TWU (whether on campus or off campus), as well as Youth Programs operated on the TWU campus by non-TWU organizations. Youth Programs are required to satisfy specific background check, training, liability, safety, and program registration requirements.

II. Procedures

A. Reporting Suspected Child Abuse

- 1. Any person who has reason to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by another person must immediately report the suspected abuse or neglect.
- 2. This requirement is not limited to activities meeting the Youth Program definition, and applies to all children or minors as defined above. Matriculated students enrolled in a degree-seeking program who are under the age of eighteen (18), and employees of TWU who are under the age of eighteen (18), are included in this reporting requirement.
- 3. The duty to report may not be delegated to another person. While individuals are encouraged to report incidents of child abuse or suspected abuse to a supervisor or responsible University official, the first obligation is to protect the child by immediately contacting one of the following:
 - a. Texas Department of Family and Protective Services at its toll-free, 24-hour hotline - 1 (800) 252-5400;
 - b. Campus Law Enforcement (TWU Department of Public Safety); or
 - c. Local Law Enforcement.

B. Youth Program Requirements

- 1. Sexual Abuse and Child Molestation Training Requirements

Any person in a position that involves more than incidental contact with minors must successfully complete a training and examination program on sexual abuse and child molestation approved by the Texas Department of State Health Services. Successful completion of the training and examination must have occurred within the preceding two years.

2. Criminal Background Check Requirements

Any person in a position that involves more than incidental contact as defined in the Youth Program Requirements and Procedures with minors must successfully complete a criminal background check annually.

3. Additional Youth Program Requirements

TWU has developed a document entitled Youth Program Requirements and Procedures that describes additional requirements applicable to Youth Programs (See References). The document provides additional details on the training and background check requirements, as well as requirements related to staffing ratios, physical contact, and communications with minors, medical procedures, emergency planning, field trips, pick up procedures, missing child procedures, and the like. These requirements are incorporated herein by reference.

4. Licensing and Registration

As required by state law, relevant Youth Programs must be licensed by the Texas Department of State Health Services. In addition, all Youth Programs must register with TWU Risk Management providing sufficient advance notice to confirm the requirements of this URP have been met.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

[Texas Health and Safety Code, Title 2, Chapter 141](#)

[Texas Administrative Code, Title 25, Chapter 265, Subpart B](#)

[Texas Administrative Code, Title 25, Chapter 265, Subpart N](#)

[Texas Education Code, Title 3, Subtitle A, Subchapter Z, Sections 51.976 and 51.9761](#)

[Texas Department of Health and Human Services Approved Training and Education Programs](#)

[TWU Minors on Campus Website](#)

[TWU Youth Program Requirements and Procedures](#)

[TWU Youth Program Registration Form](#)

FORMS AND TOOLS

[Department of State Health Services Training and Examination Form](#)

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