

OFFICE OF YOUTH PROTECTION

FAQ - SUMMER CAMP HIGHLIGHTS 2023



REPORTING REQUIREMENTS

- If you see or have knowledge that a child has been abused, neglected or exploited you are required to report it.
- **Internal Reporting:** Baylor PD @ 254-710-222
- **External Reporting:** CPS at 1-800-5400 or online at www.txabusehotline.org
- **Anonymous reporting:** www.baylor.edu/reportit > EthicsPoint
- **911:** Life threatening situation



TRAININGS REQUIRED (2YR.)

- **Program Directors:** **Hiring Staff Who Work with Minors:**
- **Camp Counselors:** **Identifying and Reporting SXAB and Awareness**
- **Support Staff:** **Shine A Light**
- Click link below to access course(s): <https://www.baylor.edu/risk/index.php?id=931126>



BACKGROUND CHECKS (2YR.)

- **Baylor HR** manages all Background Screenings
- **Requirement:** all staff with *direct contact* with minor participants
- **Recertification:** **every 2 yrs.**
- See [Summer Camp Employment Page](#) for mor information



PROGRAM DIRECTOR

- **Certify** that all screening requirements are met prior to an individual starting work
- **Certify** that all training requirements are met prior to an individual starting work
- **LOG** all training completion for staff ongoing (HR Box Folder)
- **Submit** [Compliance Box Folder Items](#) prior to beginning of camp
- **Submit** the required [Post Program Compliance](#) form at each individual camp conclusion



COMPLIANCE BOX FOLDER REQUIREMENTS

- Job Description's (director & counselor)
- Standard Operating Procedures
- Hiring Manager Training Certificate
- Certificate of Insurance (COI)



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