



Policy Title: Protection of Minors

Policy Number:

Date Issued: April 27, 2015

Responsible Executive: Director of Youth Protection

Date Last Revised: July 25, 2023

Responsible Office: Compliance and Risk Services

Protection of Minors Policy

Policy Statement

Baylor University (“Baylor” or the “University”) believes that all members of our community have a moral as well as a legal duty to safeguard the welfare of non-enrolled minors who participate in Youth Programs and activities held on or off campus. Baylor University will not tolerate the mistreatment or abuse of minor participants of Youth Programs. This policy sets forth the efforts our faculty, staff, students, volunteers, contractors, and consultants are required to take to minimize the threat of child abuse and to respond promptly should abuse be observed, suspected, or disclosed.

Reason for the Policy

Baylor University recognizes both its institutional and legal obligations to promote the safety of Baylor related interactions with minors on or off campus. This policy is in compliance with both state and federal laws, including the [Texas Education Code § 51.976](#) as well as the [Texas Youth Camps Administrative Code Rule 265.12](#). All Youth Programs or activities with minor participants will be subject to this policy. Parents or guardians should not leave their minors unsupervised on University property unless their child is a minor participant as part of a covered Youth Program or activity.

Individuals Affected by this Policy

This policy applies to faculty, staff, students, students, and contractors who will have direct contact with minor participants as part of a registered Youth Program.

Entities Affected by this Policy

This policy applies to registered Youth Programs owned and operated by the University or third-party groups approved to operate a program on campus or in a University facility where minor participants are under the sole care, custody, and control of the University or external groups.

Youth Programs covered under this policy include academic programs, camps, clinics, workshops, conferences, community service, off-campus outreach, official athletic visits, and other similar activities.

For activities that require private One-on-One Contact such as tutoring, auditions, or lessons when the parent or legal guardian is not present, the activity shall be subject to [Best Practice Guidelines](#) along with signed waivers and consent for 1:1 interaction from the parent or legal guardian.

Exclusions

Exclusions to this policy include events open to the general public (e.g., intercollegiate athletics, concerts), approved (IRB) research, Piper Child Development Center, campus tours, and private events where minors attend under parental or legal guardian supervision.

Related Documents and Forms

Other Documents

[Texas Education Code § 51.976](#)

[Texas Youth Camps Administrative Code Rule 265.12](#)

[Texas Mandatory Reporting Law](#)

Forms and Tools

[Summer Camp Handbook](#)

[Post-Youth Program Compliance Form](#)

[Program Planning Guide](#)

[Reporting Guide](#)

[Youth Protection Training](#)

Definitions

These definitions apply to terms as they are used in this policy.

Authorized Adult	Individuals who have care, custody and control of minor participants as part of a registered youth program
Direct Contact	Contact with Minor participants, whether intentional or unintentional, as part of a Youth Program
External Entity	An external organization, approved by a university department to operate a Youth Program or activity on campus

Hosting Department	The academic or administrative department of the University that operates a Youth Program or provides approval for an External Entity to operate a Youth Program on campus or in a University facility
Minor	A person under the age of 18 participating in a Youth Program. For the purpose of this policy, this definition excludes matriculated students under the age of 18.
One on One Contact	Personal, unsupervised interaction with a single Minor participant without at least one other Authorized Adult, parent or legal guardian being present
Program Staff	Individuals who have non-primary care (supervised access) to minor participants as part of a registered Youth Program
Youth Programs	Programs or activities offered to Minor participants by an academic department, administrative department, or by an External Entity during which Minor participants are under the supervision of the University or the External Entity

Contacts

Subject	Contact	Telephone	Office email/web site
Questions	Director of Youth Protection	254-710-3867	protectionofminors@baylor.edu/ http://www.baylor.edu/risk

Responsibilities

Dean or Department Head	Approves the operation of a Youth Program by a department, a registered student organization, or an External Entity to use a facility or operate a Youth Program on campus
Director of Youth Protection	The University representative responsible for the oversight of any Youth Program, camp, or activity involving Minor participants held on University property or hosted by the University
Program Director	Individual on-site responsible for day-to-day operations of a particular Youth Program and compliance with university regulations, procedures, and guidelines as those pertain to the Youth Program

Principles

Baylor University believes that all members of our community have a moral and legal duty to safeguard the welfare of Minors who participate in Youth Programs and activities. This policy sets forth the efforts our faculty, staff, students, volunteers, contractors, and consultants are required to take to minimize the threat of child abuse and to respond promptly and effectively should abuse be observed, suspected, or disclosed.

Standards to Protect Children and Prevent Abusive Conduct with Minors

Baylor University expects its faculty, staff, students, volunteers, contractors, and consultants to always exhibit exemplary behavior. This is essential when interacting with non-enrolled Minors who are using Baylor facilities or involved with Baylor programs and activities.

Procedures

Authority

The Director of Youth Protection oversees the requirements and compliance of Youth Programs occurring on University property or otherwise hosted by the University. Any exceptions to the requirements as outlined in this policy must be approved in writing by the Director of Youth Protection.

Registration and Approval

Youth Programs must register and be approved by the Dean or Department Head and registered annually through Baylor Event Services, Connect or the Special Event Form.

Questions related to preparation, timelines, and requirements may be directed to protectionofminors@baylor.edu or contacting Director, of Youth Protection at 254-710-6490.

Criminal Background Checks

Every two years, Youth Program staff who will have Direct Contact with Minor participants must pass a criminal background check prior to being cleared to work or participate in the Youth Program.

[Baylor Human Resources](#) manages the processing of criminal background checks for all registered Youth Programs.

Individuals are prohibited from participating or working in a Youth Program without meeting the criminal background check requirement. The Program Director is responsible for ensuring that all individuals have been cleared to participate in the program.

Criminal Background Checks must meet the following criteria:

- i. County background check
- ii. Multi-state background check with social security number trace and Alias Search
- iii. National sex offender registry check

All background checks performed by or on behalf of Baylor University will comply with the Fair Credit Reporting Act and other relevant privacy laws and are maintained by Baylor's Human Resources office in compliance with the University's record retention policy.

Questions regarding background check preparation, timelines, and requirements for Registered Youth Programs may be directed to Human_Resources@baylor.edu.

Education and Training

Authorized Adult	Authorized Adults are required to successfully complete the online <i>Identifying and Reporting SXAB</i> course every 2 yrs.
Program Staff	Program Staff must successfully complete the online <i>Shine a Light</i> course every 2 yrs.

The Program Director is responsible for certifying that staff have met the appropriate training requirement prior to beginning work.

The Youth Protection training includes education on how to identify situations of abuse, how to respond to a disclosure of abuse by a minor, how to report those situations to appropriate authorities and how to prevent further abuse from occurring abuse.

Questions regarding online or in person training sessions may be directed to protectionofminors@baylor.edu or call 254-710-3867.

Standard Operating Procedures

The [Texas Youth Camps provision in Administrative Code Rule 265.12](#) mandates that Youth Programs have [Standard Operating Procedures](#) that support a safe and protective environment for minor participants.

Program Directors should have program specific [Standard Operating Procedures](#) available to program staff prior to staff assuming responsibility for minor participants.

Official Athletic Visits

This policy is applicable to official athletic visits when there is the possibility of a Prospective Student Athlete (PSA) being under the supervision of the University or its representatives.

All hosts for PSA official visits must meet both the criminal background check and youth protection training requirements.

Enrolled Minors

Enrolled students who are under 18 years of age have access to all University resources and programs designed to help students adjust to and make the most of college life. Refer to the [Enrolled Minors Resource](#) to learn more and how this may apply to students and families.

Registered Student Organizations

Registered student organizations working with outreach and community service partners off campus that involve Direct Contact with Minor participants as a service-learning activity or part of a University mission or academic program shall comply with all requirements of this policy.

The Program Director must ensure that all participating University students comply with this requirement.

External Groups

External Groups applying to operate a Youth Program or activity on campus must:

- Secure a University department host with Dean or Department Head approval
- Submit an Event Proposal with [Baylor Event Services](#).
- Submit a Certificate of Insurance (COI) that includes sexual abuse and molestation coverages.
- Submit an [External Group Acknowledgement Agreement](#) and a [Campus Program for Minors Information Form](#) to the hosting department.

The External Group assumes full responsibility for the supervision of all Minor participants and compliance with this policy, including but not limited to yearly youth protection training and criminal background checks.

The Hosting Department's Dean or Department Head, or designee, serves in the administrative capacity as custodian of all records received and ensures that all required program information is submitted properly.

Reporting Child Abuse and Neglect

If you suspect that a child has been abused or neglected, you are required by law to submit an external report immediately to the Department of Family and Protective Services (DFPS) at 1-800-252-5400 or any local law enforcement agency.

Failure to make a report is a crime in Texas, punishable by up to one (1) year in prison and a fine of up to \$4,000.00. Texas law protects a person acting in good faith who makes a report of child abuse or neglect that does not arise from their own conduct.

If the situation is a life-threatening emergency, the mandatory reporter must call 911.

If the alleged incident occurred on Baylor property, the reporting party shall contact BUPD at 254-710-2222 and the Department of Family and Protective Services (DFPS) at 1-800-252-5400.

If the alleged incident occurred off campus and is reported on campus, the reporting party shall contact the local law enforcement in the Municipality where the reported incident occurred in addition to notifying the BUPD and the Department of Family and Protective Services (DFPS) at 1-800-252-5400.

In addition to the above required actions pertaining to child abuse or neglect, any person may also file a report via [Baylor Ethics Point](#) or by telephone by dialing toll-free 866-384-4277 as a way to report anonymously and confidentially activities that may involve criminal, unethical, or otherwise inappropriate behavior in violation of Baylor University's policies.

Types of Abuse or Neglect

Texas' definitions of "abuse" and "neglect" are defined very broadly and include most threats to a child's physical or mental health or welfare. For more information, staff and volunteers for Youth Programs can refer to all applicable Texas codes and statutes for the current terms and definitions addressing abuse, neglect, exploitation, and abandonment, along with the associated mandated reporting requirements.

For the purpose of this policy, abuse might include, but is not limited to, the following:

- i. Physical Abuse: hitting, spanking, shaking, slapping, unnecessary restraints
- ii. Verbal Abuse: degrading, threatening, cursing
- iii. Sexual Abuse: inappropriate touching, exposing oneself, sexually oriented conversations
- iv. Mental Abuse: shaming, humiliation, cruelty
- v. Neglect: unreasonable withholding of food, water, shelter, and reasonable medical attention.

Lab Safety

Pursuant to the University's Environmental Health and Safety program, non-enrolled Minors are explicitly prohibited from entering University teaching and research labs where hazardous chemical, biological, and/or radiological materials are present and/or hazardous activities are taking place. Additional information is at the [Environmental Health and Safety](#) website.

Overnight Guest

Pursuant to Campus Living & Learning policy, non-enrolled Minors unaffiliated with a covered Youth Program are prohibited from residing overnight in residence halls. Additional information is at the [Campus Living & Learning Guide to Community Living](#) website.

Compliance Monitoring

At the conclusion of the program, Youth Programs must submit a [Post Program Compliance Form](#) online. Programs must meet BOX folder requirements and are subject to site visits in measuring compliance with this policy.

Records Retention

All applications, background checks, training, and other required personnel documentation shall be maintained with the Youth Program in hard copy or electronic format for a minimum of two years following a person's last day of service. Criminal

background check records are maintained by Baylor's Human Resources office in compliance with the University's record retention policy.

Enforcement

This policy will be strictly enforced by the Office of Compliance and Risk Services. Failure to comply can result in corrective action up to, and including, dismissal from Baylor University.

Violations may also lead to civil or criminal liability. In addition, the program or event in question may be subject to postponement or cancellation.

Periodic Review

This policy is maintained by the Director of Youth Protection. The University will review this policy periodically to capture evolving legal requirements and opportunities for enhancement of the Protection of Minors framework.