Policy to Protect Children and Prevent Abuse
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Introduction

Baylor University believes that all members of our community have a moral as well as legal duty to safeguard the welfare of non-enrolled minors who are using Baylor facilities or involved with Baylor 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.

The policy identifies the Baylor University Police Department or the Texas Department of Family and Protective Services as the designated agents to receive all reports of child abuse and neglect.

This policy includes a university-wide screening and background check process for faculty, staff, and student volunteers frequently working with children. This policy also mandates instruction and/or training for those conducting or participating in programs with minors in the following elements:

1. **Recognizing, responding and reporting** allegations/suspicions of child abuse and neglect.
2. **Screening and selecting** staff, faculty, and volunteers.
3. **Training and education** of those students and employees who frequently work with minors about child sexual abuse prevention.
4. A **Code of Conduct** (Exhibit “A”) that guides interactions between adults and children.
5. **Establishing safe environments and practices.**

Definitions

For the purpose of these policies, the following terms are defined as follows:

**A. Access.** Baylor University faculty, staff members, student employees, unpaid student interns and volunteers who interact with and have access to minors (those under 18 years of age, excluding enrolled Baylor University students) are classified in these policies as having high or low access:

- **1. Individuals with high access to minors.**

  Faculty, staff members, student employees, unpaid student interns and volunteers with high access to minors include any full or part-time individual who:
  
  - works with or around minors on more than one program;
  - employed to work with or around minors on a program that meets regularly or involves multiple interactions;
  - has the potential for unsupervised access with one minor;
  - is responsible for supervising minors; or
  - is a consistent and regular volunteer for programs involving minors.
Examples of individuals with high access to minors include:

- instructors, mentors, tutors, and coaches, plus their assistants;
- individuals who provide community services to minors in a home setting;
- regularly volunteering parents;
- individuals who transport minors (on campus or on field trips);
- camp counselors; and
- individuals supervising overnight programs (on or off campus).

2. **Individuals with low access to minors.**

Faculty, staff members, student employees, unpaid student interns and volunteers with low access to minors include any full or part-time individual who:

- works with or around minors for a one-time program (but not programs that meet regularly or involve multiple interactions);
- is always supervised by another adult when interacting with minors; or
- is not responsible for supervising minors.

Examples of individuals with low access to minors include:

- one-time volunteer; and
- one-time campus tour guide, who remains with a group (i.e., more than 3 or more individuals) at all times and other similar orientation or recruitment activities.

B. **Program.** Program includes any activity, event, recital, lesson, class or other interaction with a minor.

C. **Faculty Member.** Faculty members include faculty, lectures, visiting, emeritus, etc. regardless of the number of hours worked or employment classification.

D. **Staff Member.** Staff member includes all paid employees, accompanists, coaches and other personnel at Baylor (excluding volunteers and students), regardless of the number of hours worked or employment classification.

E. **Student Employee.** Student employee includes all Baylor students who may be paid by or receive remuneration as part of a work-study or co-op arrangement with Baylor, regardless of the number of hours worked or employment classification.

F. **Types of Abuse.** Texas’ definitions of “abuse” and “neglect” are defined very broadly and include most threats to a child’s physical or mental health or welfare. Please 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 these policies, abuse may include, but is not limited to, the following:

- **Physical Abuse:** hitting, spanking, shaking, slapping, unnecessary restraints
- **Verbal Abuse:** degrade, threaten, curse
• **Sexual Abuse:** inappropriate touch, exposing oneself, sexually oriented conversations
• **Mental Abuse:** shaming, humiliation, cruelty
• **Neglect:** unreasonable withholding of food, water, shelter, and reasonable medical attention.

**G. Unpaid Student Intern.** Unpaid student intern includes all unpaid Baylor students who may receive educational credit or other non-monetary benefits in exchange for work related to Baylor programs.

**H. Volunteer.** Volunteer includes all unpaid individuals who volunteer their time in connection with a Baylor program.

**Screening and Selection for Work with Minors**

All Baylor University programs must adhere to the following required screening and selection criteria. These steps must be completed before an applicant is released to work with minors in a paid or unpaid position. Baylor University reserves the right to conduct background screening any time after employment or volunteer service has begun. All background screening accomplished by or on behalf of Baylor University will comply with the Fair Credit Reporting Act and other relevant privacy laws.

**A. Individuals with High Access to Minors**

Screening and selection of an Individual with High Access to Minors, should include:

1. A standard application.
3. A county criminal background check in all counties where the applicant has lived the last 7 years; a multi-state criminal background check with Social Security Number Trace and Alias Search; and a national sex offender registry check.
4. Face-to-face interviews using behaviorally-based standardized questions designed to assess for potential risk to abuse.
5. A minimum of three reference checks that include professional and personal references using behaviorally-based questions that assess abuse risk. A family member may be included as a possible personal reference.

All of the above mentioned records must be documented in the individual’s file.

Individuals classified as having high access to minors who exist as part of Baylor at the time of implementation of this policy, or are not otherwise considered new to Baylor, should at a minimum complete the first three items listed above and document the individual’s file accordingly.
B. Individuals with Low Access to Minors

Screening and selection of a new Individual with Low Access to Minors should include:

1. A standard application.
3. A multi-state criminal background check with Social Security Number Trace and Alias Search; and a national sex offender registry check.

Individuals with Low Access to Minors existing at the time of implementation of this policy, or not otherwise considered new to Baylor, should at a minimum complete the first three items listed above and document the individual’s file accordingly.

C. Existing Employees, Volunteers, Students, and Interns—Additional Requirements

Existing Baylor employees, volunteers, students, and interns who at the time of implementation of this policy who do not have access to minors but subsequently begin working with or around minors, should at a minimum complete the first three items listed above in the high or low access category (whichever is applicable) and document the individual’s file accordingly.

D. Transfer of Employees

For all employees who wish to transfer from one of Baylor’s divisions or departments in Waco, Texas to another campus location and work with minors, Baylor will verify that the appropriate screening procedures have been completed prior to permitting work in the new department. The supervisor for the new position will review the individual’s file prior to permitting access to minors. He or she will review:

a. Any past disciplinary problems.

b. What new screening procedures might be necessary:

i. If the employee would be but was not previously in a high-access position working with or around minors, then the screening procedures in the above section Individuals with High Access to Minors should be followed.

ii. If the employee would be and was previously in a high-access position working with or around minors, then the screening procedures in the above section Individuals with High Access to Minors should be re-reviewed.

Education, Training and Assessment

For any child abuse prevention policy to be effective, the people implementing the policy and providing services to minor children must have adequate education and training. Administrators, faculty, staff, employees, students, and volunteers who are designated as having High Access to Minors are required to participate in the child abuse prevention education and training course(s) determined appropriate by Baylor University at least once every two years. See Appendix A for a list of Baylor-required training courses.
The training will raise awareness of the nature of child abuse and its prevalence in all segments of society, and will include training in abuse prevention strategies; how to identify situations of abuse, neglect or similar endangerment; how to respond to a disclosure of abuse by a minor; how to report those situations to civil and school authorities; and what actions to take to prevent abuse of children (or minimize further harm) on Baylor property and at Baylor-sponsored events and activities.

Baylor Institutional Events oversees compliance for a specific set of laws and regulations governing summer camps occurring at Baylor University facilities. Generally, Texas state law requires that all employees at summer camps receive background checks and training prior to the camp at least every two years. For additional information, contact Baylor Institutional Events.

Human Resources will maintain a database of Baylor University employees and staff requiring such training, and a mechanism for capturing reports of when the training has been completed by each individual. Individuals who do not require the training but are interested in taking the course(s) will be invited to do so in the interests of building an informed, proactive, and safety-conscious community. The responsibility for ensuring the training of students will be distributed among the various departments, organizations and programs engaging student volunteers to interact with minor children. No person required to take the training will be allowed to conduct or participate in the program involving minors until the training is accomplished.

Recognizing, Responding and Reporting

Because Baylor is dedicated to maintaining zero tolerance for abuse, it is imperative that Baylor employees, volunteers, students, interns, and authorized adults with access to minors actively participate in the protection of minors and shall be alert to safeguard the safety of minors on and off campus.

A. Reporting Suspicious or Inappropriate Behaviors Involving Adults and Minors (That Do Not Rise to the Level of Suspected Abuse)

In the event that a Baylor employee, volunteer, student, intern, or authorized adult observes any suspicious or inappropriate behaviors by another adult, it is the individual’s personal responsibility to immediately report their observations. Remember, at Baylor, the policies apply to everyone.

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<thead>
<tr>
<th>Examples of Suspicious or Inappropriate Behaviors Involving Adults and Minors</th>
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<tbody>
<tr>
<td>• Violation of Baylor’s or a program’s protection of minors or abuse prevention policies</td>
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<tr>
<td>• Seeking private time or one-on-one time with minors</td>
</tr>
<tr>
<td>• Buying gifts for individual minors</td>
</tr>
<tr>
<td>• Making suggestive comments to minors</td>
</tr>
<tr>
<td>• Picking favorites</td>
</tr>
</tbody>
</table>

All reports of suspicious or inappropriate behavior with minors will be taken seriously. Baylor’s procedures will be carefully followed to ensure that the rights of all those involved are protected.
1. **Baylor Individual Response.** In the event that a Baylor employee, volunteer, student, interns, or authorized adult witnesses suspicious or inappropriate behaviors or policy violations by another adult, the observing individual is instructed to do the following:

<table>
<thead>
<tr>
<th>Guidelines for Baylor Individuals in Response to Suspicious or Inappropriate Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Interrupt the behavior.</td>
</tr>
<tr>
<td>• Report the behavior to a supervisor or administrator and/or make an anonymous report. If the report is about a supervisor or administrator, contact the next level of management.</td>
</tr>
<tr>
<td>• Document the report but do not conduct an investigation.</td>
</tr>
<tr>
<td>• Keep reporting until the appropriate action is taken.</td>
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</tbody>
</table>

Reports of suspicious or inappropriate behaviors involving adults and minors (that do not rise to the level of suspected abuse) can be made directly to a supervisor or administrator or to:

(866) 607-7233

This hotline, managed by Praesidium, Inc., is free and confidential. Individuals can also call this hotline if they have general questions about suspicious or inappropriate behaviors or other reporting procedures in these policies.

2. **Supervisor or Administrator Response.** In the event that a supervisor or administrator receives a report of suspicious or inappropriate behaviors or policy violations involving an employee, volunteer, student, intern, or authorized adult the supervisor or administrator is instructed to do the following:

<table>
<thead>
<tr>
<th>Guidelines for Supervisors or Administrators in Response to Suspicious or Inappropriate Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Supervisors report to the next level of administration and determine the appropriate administrator to respond to the concern.</td>
</tr>
<tr>
<td>• Supervisors coordinate with the appropriate administrator to complete the following:</td>
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<tr>
<td>o Determine the appropriate response based on the report.</td>
</tr>
<tr>
<td>o Speak with the individual who has been reported.</td>
</tr>
<tr>
<td>o Review the file of the individual to determine if similar complaints were reported.</td>
</tr>
<tr>
<td>o Document the report on the appropriate form(s).</td>
</tr>
<tr>
<td>o If appropriate, notify parents and/or guardians.</td>
</tr>
<tr>
<td>o Advise the person who reported the behavior that the report is being taken seriously.</td>
</tr>
</tbody>
</table>
If at any point in gathering information about a report of suspicious or inappropriate behavior, a concern arises about possible abuse, contact the state authorities, file a report, and follow the procedures in Section 2 below.

Based on the information gathered, the following may be required:

- Increase monitoring or supervision of the individual or program.
- If policy violations involving the individual with a minor are confirmed, the employee, volunteer, student, or intern must be subject to action outlined within their bargaining agreement (if appropriate based upon job classification) and/or disciplinary action up to and including termination and prosecution. Disciplinary action will follow a progressive disciplinary process.
- If more information is needed, interview and/or survey other witnesses, employees, volunteers, students, interns, authorized adults, or minors as appropriate.

3. **Organizational Response.** After the internal review of the suspicious or inappropriate behaviors or policy violations, determine if system changes are necessary, such as:

<table>
<thead>
<tr>
<th>Guidelines for Organizational Response</th>
</tr>
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<tbody>
<tr>
<td>• Review the need for increased supervision.</td>
</tr>
<tr>
<td>• Review the need for revised policies or procedures.</td>
</tr>
<tr>
<td>• Review the need for additional training.</td>
</tr>
</tbody>
</table>

B. **Reporting Suspected Abuse of a Minor**

1. **Individual Response to Abuse.**

   i. **Reporting to State Authorities.** Baylor University plays host to a number of events and facilities on its campus at which minors are present. Members of Baylor’s community who obtain knowledge of suspected child abuse or neglect are legally required to report it immediately to the appropriate authorities. Texas’ disclosure laws apply to all individuals, including health care professionals, chaplain staff, and counselors. Section 261.101 of the Texas Family Code mandates that anyone who suspects child abuse or neglect must report it immediately. The report may be made to (1) any local or state law enforcement agency; or (2) the Department of Family and Protective Services.
When making a report, a reporter should have available to provide the following information, if known:

- names child and his parents or responsible caregiver(s)
- child's age and gender
- nature and extent of injury, maltreatment or neglect
- approximate date and time the injury, maltreatment or neglect occurred
- the circumstances in which the injuries, maltreatment or neglect became known to the reporter
- previous injury, maltreatment or neglect of the child or siblings
- name of the person suspected to have caused the injury, maltreatment or neglect
- any action taken to treat or help the child any other information the reporter believes would be helpful

Texas’ definitions of “abuse” and “neglect” are defined very broadly and include most threats to a child’s physical or mental health or welfare. Texas law does not require reporting injuries resulting from an accident or reasonable discipline by a parent or guardian that does not expose the child to a substantial risk of harm. Texas law specifies that anyone who “suspects” child abuse or neglect report it immediately to either (1) a local or state law enforcement agency; or (2) Texas’ Department of Family and Protective Services. Licensed professionals employed by the University or staff employed at Baylor’s Piper Child Development Center must report the suspected child abuse or neglect within 48 hours.

**It is not sufficient to report the incident to another Baylor employee, such as a dean, a supervisor or manager. This policy requires immediate and direct notice to either:**

Baylor University
Police Department
(254) 710-2222

or

Texas’ Department of Family and Protective Services
(800) 252-5400
www.txabusehotline.org

Failure to make a report is a crime in Texas, punishable by up to one year in prison and a fine of up to $4,000. Texas law protects a person acting in good faith who makes a report of child abuse or neglect which does not arise from their own conduct.

ii. **Internal Reporting to Baylor Administration.** In addition to reporting to state authorities, all faculty members, staff members, student employees, unpaid student interns and volunteers are required to report any suspected or known abuse, neglect or exploitation of minors perpetrated by another adult directly to their Supervisor or Dean or Baylor’s Child Protection Coordinator Reggie Miller at (254) 214-0442 so that immediate and proper steps may be taken to ensure the safety of victim(s) and others who may be at risk.
Internal reports of suspected or known abuse may be made confidentially to the Praesidium, Inc. hotline:

(866) 607-7233

Please note that calls to this hotline do NOT relieve an individual of any state-mandated reporting requirement described above.

<table>
<thead>
<tr>
<th>Additional Guidelines for Individuals in Response to Incidents or Allegations of Abuse</th>
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<tbody>
<tr>
<td>- If you witness abuse, interrupt the behavior immediately.</td>
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<tr>
<td>- If abuse is disclosed to you, assure the individual disclosing that he or she was</td>
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<tr>
<td>correct to tell to you.</td>
</tr>
<tr>
<td>- Protect the alleged victim from intimidation, retribution, or further abuse.</td>
</tr>
<tr>
<td>- Be sure to document the incident, disclosure, or circumstances causing your suspicion</td>
</tr>
<tr>
<td>of abuse.</td>
</tr>
<tr>
<td>- It is not your job to investigate the incident but it IS your job to immediately report</td>
</tr>
<tr>
<td>the incident to your supervisor or another administrator.</td>
</tr>
<tr>
<td>- Cooperate fully and truthfully with any investigation. The investigation of a</td>
</tr>
<tr>
<td>complaint of child abuse by a person currently or previously affiliated with Baylor</td>
</tr>
<tr>
<td>University will be kept as confidential as the circumstances of an individual case</td>
</tr>
<tr>
<td>allow, in order that the right to privacy and reputation of both the child and the</td>
</tr>
<tr>
<td>accused are protected. When appropriate, Baylor University will ensure that the</td>
</tr>
<tr>
<td>child’s parents or guardians and the accused person receive appropriate and timely</td>
</tr>
<tr>
<td>information about any relevant actions taken by Baylor University.</td>
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</table>

2. **Supervisor or Administrator Response to Abuse.** In addition to the above response procedures, supervisors and administrators should also ensure the following:

<p>| Additional Guidelines for Supervisors and Administrators                                   |</p>
<table>
<thead>
<tr>
<th>in Response to Incidents or Allegations of Abuse</th>
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<tbody>
<tr>
<td>- Determine the immediate needs of the victim. In the case of imminent danger to a child</td>
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<tr>
<td>on Baylor University property, or by Baylor University personnel responsible for a child,</td>
</tr>
<tr>
<td>the Baylor University Police Department should be called immediately. Baylor Police will</td>
</tr>
<tr>
<td>take the reasonable steps necessary to prevent any further harm to the child, pending</td>
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<tr>
<td>notification of Texas Department of Family and Protective Services and investigation of</td>
</tr>
<tr>
<td>the report. The safety and well-being of the child is the key consideration when deciding what interim safety measure(s) to initiate.</td>
</tr>
<tr>
<td>- Immediately after receiving a report of suspected abuse, supervisors, administrators and</td>
</tr>
<tr>
<td>other individuals receiving reports shall inform the Baylor Child Protection Coordinator.</td>
</tr>
<tr>
<td>(254) 214-0442.</td>
</tr>
</tbody>
</table>
• Ensure that the incident has been reported to the proper state authorities.

• Supervisors coordinate with the appropriate administrator to complete the following:
  o Suspend and remove the accused from access to minors under the guidance of Human Resources and Office of the General Counsel.
  o Review the file of the accused.
  o Gather and document information surrounding the incident.
  o To the extent possible, communicate and coordinate with the state authorities as to the timing of all internal investigations.
  o If abuse is confirmed, terminate / dismiss the employee or volunteer.
  o Coordinate with the Office of Public Relations as may be needed for the preparation of any media response.

3. **University Response.** After the immediate needs of the victim have been addressed and the authorities notified, Baylor will:

   **Guidelines for Organizational Response to Incidents or Allegations of Abuse**

   • Coordinate with Baylor Police, who will coordinate the emergency response with appropriate state officials.
   • If abuse is confirmed, initiate termination or dismissal of the individual.
   • Coordinate with Office of Public Relations for all external messaging and notifications to parents, other employees or volunteers, and the community. Any public comment to the media about an ongoing investigation will be made by the Baylor Office of Public Relations.

C. **Reporting Minor-to-Minor Sexual Abuse and Sexualized Behaviors.**

The thought that one minor may sexually abuse another minor does not occur to many people. Unfortunately, abuse between peers has increased significantly in the past few years. Minor-to-minor sexual activity and sexualized behaviors often remain unreported in organizations because personnel are not comfortable documenting these situations, or may not know how.

Most serious incidents of minor-to-minor abuse are preceded by more subtle incidents such as name-calling, taunting or roughhousing. Interrupting these interactions early and establishing and communicating standards of conduct can keep the university environment safe. Baylor recognizes that the following interactions are high risk and should be prohibited:
Prohibited Minor-to-Minor Interactions

- Hazing
- Bullying
- Derogatory name-calling
- Games of “Truth or Dare”
- Singling out one minor for different treatment
- Ridicule or humiliation

In order to adequately respond to and track incidents at Baylor, all sexual activity between minors and sexualized behaviors of minors must be consistently documented.

1. **Individual Response.** In the event that an employee, volunteer, student, intern, or authorized adult observes a minor exhibit sexualized behaviors or suspects minor-to-minor sexual abuse, the observing individual is instructed to do the following:

   **Guidelines for Baylor Individuals in Response to Minor-to-Minor Sexual Activity**

   - Interrupt the behavior and separate the minors. Do not investigate.
   - Report the behavior to a supervisor or administrator.
   - Document your report with factual information.

Reports of minor-to-minor sexual abuse and sexualized behaviors can be made directly to a supervisor or administrator or confidentially to the Praesidium hotline:

   (866) 607-7233

Remember that mandatory reporters must follow all local, state, and federal regulations relating to reports of child abuse. Refer to Texas’ specific abuse-related definitions and mandated reporting requirements for more information. Individuals can also call the Praesidium hotline if they have general questions about minor-to-minor incidents or other reporting procedures in these policies.

2. **Supervisor or Administrator Response.** In the event that a supervisor or administrator receives a report of a minor’s sexualized behavior or minor-to-minor sexual activity, the supervisor should do the following:
Guidelines for Supervisor or Administrator
In Response to Minor-to-Minor Sexual Activity

- Determine the appropriate administrator to conduct an internal review of the incident.
- Notify the parents / guardians of all minors involved.
- Notify the authorities if required by state reporting mandates.
- Document the incident and Baylor’s response.
- Develop a written corrective action or follow-up plan in response to the incident.

3. **Organizational Response.** After the internal review of the sexualized behavior or minor-to-minor sexual activity, Baylor will determine what can be done to prevent a reoccurrence, such as:

Guidelines for Organizational Response

- Review the need for additional supervision.
- Review the need for revised policies or procedures.
- Review the need for additional training.
- Alert others in the organization.

**Contractors, Facilities Use Agreements and Non-Baylor Events**

Contractual agreements concerning personnel or facilities related to programs, activities and events including minors must comply with this policy. The following shall be included as a term of the contract where contractors have responsibility for or interaction with minors on Baylor’s campus locations as part of their contract. If this contract involves contact with minors, the contract must be coordinated with Baylor University’s Office of General Counsel and may need to include the following contractual provisions:

A. Contractor shall defend, indemnify and hold harmless the University, its Board of Regents, officers and employees, from and against any and all claims, causes of action, losses liabilities, damage or judgments directly or indirectly related to any mental or physical injury or death arising out of its contact or its conduct or the contact or conduct of its directors, employees, subcontractors, agents or volunteers with minors including sexual misconduct or abuse of minors as defined by Texas statute.

B. Contractor shall purchase an insurance rider that names the University as an additional insured and covers and protects the University from claims and losses for the abuse defined in A.
above and provide the University with a copy of that rider prior to the commencement of work under this contract.

C. Contractor shall present the University with certification prior to the commencement of work under this contract that all employees, directors, subcontractors, agents or volunteers that may have contact with minors shall:

1. Be trained and certified in the identification, prevention and reporting of the sexual abuse of minors;

2. Undergo a local, state, and nationwide criminal background check and national sex offender registry check;

3. Adhere to the contractor’s written policies related to the supervision of minors. At a minimum the contractors supervision procedures should include:
   i. Minimum adult to minor ratios;
   ii. How to supervise minors during overnight activities;
   iii. How to supervise minors during bathroom and showering activities;
   iv. How to supervise minors during activities that are associated with water use, including, but not limited to, pools, showers, bathing areas, swimming, etc.;
   v. How to supervise minors during transition times, including drop-off and pick-up.

**Enforcement**

This policy will be strictly enforced by the Baylor University Governance Risk and Compliance Department. Failure to comply will result in corrective action, up to and including dismissal from Baylor University. Violations may also lead to civil or criminal liability.
APPENDICES
Appendix A

Baylor-Required Training Content and Delivery Methods

Praesedium Training Video
Appendix B

Conduct with Minors

The following policies are intended to assist employees, volunteers, students, and unpaid interns, and other adults working with minors in making decisions about interactions with minors. For clarification of any guideline or to inquire about behaviors not addressed here, contact your supervisor or administrator.

It is expected that Baylor University faculty, staff members, student employees, unpaid student interns, and volunteers will exhibit exemplary behavior at all times. This is even more important when interacting with non-enrolled minors (under 18 years of age) who are using Baylor facilities or involved with Baylor programs and activities. The conduct with minors list below denotes some specific expectations to govern behavior for faculty, staff, student employees, interns, and volunteers as we strive to accomplish our mission together.

General Safety

Two Adults Practice: It is highly recommended that at least two unrelated adults who have had the appropriate background and criminal record checks should be with minors at any given time. Care should be taken to avoid or minimize situations in which individual minors are alone with a single adult. This rule includes all transportation to/from activities, accompanying a child to the bathroom, and giving a minor a ride home.

One-on-one meetings with a child or young person are best held in a public area, or if that is not appropriate or possible, then the door to the room should be left open, and/or someone on the Baylor University program or clinic administration should be notified about the meeting before it occurs.

Open and Well Illuminated Spaces: Programs and activities involving children on or off campus should be held, where feasible, in open and well-illuminated areas that are easy to access and monitor. Abuse typically occurs in locations that are more private and out of sight such as locker rooms, bathrooms, shower areas, dormitory rooms and classroom spaces after hours. Consequently, the greater the visibility in a particular area, the lower the risk of abuse.

1. Minors will be treated with respect at all times.
2. Minors will be treated fairly regardless of race, sex, age, religion, sexual orientation or gender expression.
3. Faculty, staff members, student employees, unpaid student interns and volunteers will ensure that appropriate speech is used at all times when around minors.
4. Faculty, staff members, student employees, unpaid student interns and volunteers are prohibited from having outside contact with minors unless approved by Baylor University administration.
5. Faculty, staff members, student employees, unpaid student interns and volunteers will not discuss their sexual encounters with or around minors or in any way involve minors in their personal problems or issues.
6. Faculty, staff members, student employees, unpaid student interns and volunteers will not date or become romantically involved with minors.

7. Faculty, staff members, student employees, unpaid student interns and volunteers will not use or be under the influence of alcohol or illegal drugs in the presence of minors.

8. Faculty, staff members, student employees, unpaid student interns and volunteers will not have sexually oriented materials, including printed or internet pornography, in the presence of minors.

9. Faculty, staff members, student employees, unpaid student interns and volunteers will not have “secrets” with minors.

10. Faculty, staff members, student employees, unpaid student interns and volunteers will dress in appropriate attire and avoid wearing provocative and revealing attire around minor children, under 18 years of age.

11. Faculty, staff members, student employees, unpaid student interns and volunteers will refrain from staring at or commenting on a minor’s body.

12. Faculty, staff members, student employees, unpaid student interns and volunteers will adhere to uniform standards of affection, as may be outlined in your program manual.

13. Faculty, staff members, student employees, unpaid student interns and volunteers will avoid affection with minors that cannot be observed by others and as further outlined in your program manual.

14. Faculty, staff members, student employees, unpaid student interns and volunteers will not engage in inappropriate electronic communication with minors, as may be further outlined in your program manual.

15. Programs and activities involving minors on or off campus should be held, where feasible, in open and well-illuminated areas that are easy to access and monitor and as may be further outlined in your program manual.

16. Faculty, staff members, student employees, unpaid student interns and volunteers shall not abuse minors in anyway including the following:

   Physical abuse: hitting, spanking, shaking, slapping, unnecessary restraints

   Verbal abuse: degrade, threaten, cursing

   Sexual abuse: inappropriate touch, exposing oneself, sexually oriented conversations

   Mental abuse: shaming, humiliation, cruelty

   Neglect: withholding food, water, shelter

Or any other abusive means not listed above.
17. Minor students are prohibited from engaging in the following:

* Hazing
* Bullying
* Derogatory name-calling
* Games of “Truth or Dare”
* Ridicule or humiliation

18. Faculty and staff members, student employees, unpaid student interns and volunteers will report concerns or complaints about other staff members, volunteers, adults, and minors in accordance with Baylor University’s *Policy to Protect Children and Prevent Abuse*. 
Appendix C

Acknowledgement of Policy to Protect Children and Prevent Abuse

I have received a copy, read and voluntary agree to comply with the Baylor University’s Policy to Protect Children and Prevent Abuse.

Please Print

Name ____________________________________________

Position ____________________________________________

Department ____________________________________________

Program ____________________________________________

Signature ____________________________________________

Date ____________________________________________