Required Steps

If you are in a position involving care, supervision, guidance or interaction with minors, you are required to:

- **Complete** an approved training every two years
- **Pass** a criminal background check every two years
- **Report** suspected or known abuse, neglect or exploitation of minors

Resources

REGGIE MILLER
CHILD PROTECTION COORDINATOR | MINORS ON CAMPUS
(254) 710-3867
Baylor University
Robinson Tower
One Bear Place #97011
Waco, Texas 76798-7011

BAYLOR GOVERNANCE, RISK AND COMPLIANCE
www.baylor.edu/grc

BAYLOR POLICE DEPARTMENT
(254) 710-2222

CHILD PROTECTIVE SERVICES
www.txabusehotline.org
1 (800) 252-5400

TEXAS DEPARTMENT OF STATE HEALTH SERVICES
www.dshs.state.tx.us/youth

AMERICAN CAMP ASSOCIATION
www.acacamps.org
Our Responsibility
All members of the Baylor community have a moral and a legal duty to safeguard the welfare of minors visiting campus. Every faculty and staff member, student, and volunteer who is responsible for the supervision of minors on Baylor campus is required to complete the steps outlined in this brochure. These policies are designed to minimize the threat of child abuse and to respond promptly and effectively should abuse be observed, suspected, or disclosed.

Training Requirement
Baylor University requires that all employees working with minors complete a training program on preventing child abuse. Training is required at least once every two calendar years and will cover how to:
- Identify situations of abuse
- Respond to a disclosure
- Report abuse
- Prevent further abuse
For more information regarding online or group training opportunities, contact Child Protection Coordinator Reggie Miller at (254) 710-3867.

Criminal Background Check Requirement
- All authorized adults, paid or unpaid, who work in a program serving minors are required to pass a criminal background check every two years. This includes but is not limited to administrators, faculty, staff, employees, students, volunteers and independent contractors who are involved with a campus program for minors.
- Human Resources oversees the processing of criminal background checks for University programs and activities. Program directors should submit lists of all program staff to HR no less than ten working days prior to the camp or event. More information concerning criminal background checks and their cost can be found on the HR website at www.baylor.edu/hr or by phone at (254) 710-2000.

Reporting
TEXAS MANDATORY REPORTING LAW SECTION 261.101
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 must report it immediately to either (1) a local or state law enforcement agency; or (2) Texas' Department of Family and Protective Services.

INTERNAL REPORTING
In addition to reporting to Baylor University Police Department, 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, dean or Baylor’s Child Protection Coordinator Reggie Miller at (254) 710-3867 (office) or (254) 214-0442 (cell).

External Third Party Agreements
External (third party) organizations that apply to operate programs or activities involving minors on Baylor University’s campus must be processed through Baylor Institutional Events by completing an Event Proposal. The external program is required to comply with Baylor University’s Minors on Campus Policy, be sponsored by a University department and shall present the University with certification prior to the start of the event that all required trainings and criminal background checks have been completed. The external program will need to provide appropriate insurance coverage naming Baylor as an additional insured. Every department sponsoring an external event is responsible for compliance.

For questions regarding insurance requirements and coverage, please contact Risk Management at (254) 710-3867.