A Baylor University department hosting or approving a program which involves minors or provides University housing for minors participating in a program, or an External non-University group being hosted/sponsored by a University department shall establish written protocols for:

- the obtaining of signed permission slips, medical forms/releases, waivers and codes of conduct;
- the provide parents/legal guardians with contact information to report suspected abuse or concerns;
- the discipline procedures applicable to the camp;
- the reporting procedure for suspected abuse and or molestation of minors, policy violations and suspicious of inappropriate behaviors;
- the completion of required sexual abuse awareness training;
- the completion of criminal background checks and proper screening;
- the security and distribution of medication along with retention of private personal health information;
- the handling of minors with special needs;
- an Emergency Action Plan;
- the notification to parents/legal guardians regarding medical emergencies, weather emergencies and changes in locations or site;
- the pick-up and drop off of minors by parents/legal guardians, staff and others;
- electronic media communication regarding photos, social media, internet, and email
- the transporting of minors;
- the supervisory ratio of counselors to campers;
- the retention of program records;
- the management of on-site binder to house
- program registration with BIE
- sexual abuse awareness training completion
- criminal background completion
- staff roster
- signed appendix C(Policy acknowledgment)

For questions please contact Child Protection Coordinator & Compliance Analyst
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