

Authorized Adults (unsupervised access) are required to:

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

Program Staff (supervised access) are required to:

- Pass a criminal background check every two years
- Report suspected or known abuse, neglect or exploitation of minors

Resources

REGGIE MILLER
MANAGER OF YOUTH PROTECTION
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Waco, Texas 76798-7093

BAYLOR UNIVERSITY GOVERNANCE AND RISK
baylor.edu/grc

AMERICAN CAMP ASSOCIATION
acacamps.org

Reporting

TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES
dshs.state.tx.us/youth

BAYLOR POLICE DEPARTMENT
(254) 710-2222

ETHICSPPOINT
baylor.edu/ethicspoint



BAYLOR UNIVERSITY YOUTH PROTECTION PROGRAM

EXPECTATIONS, REQUIREMENTS AND RESOURCES



Safeguarding the Welfare of Minor Participants

Our Responsibility

All members of the Baylor community have a moral and a legal duty to safeguard the welfare of minors who participate in Baylor Youth Programs or activities.

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.

Covered Youth Programs include, but are not limited to academic programs, instructional programs, sports camps, clinics, workshops, conferences, community service and outreach off campus (registered student organizations), official athletic visits and other similar activities.

Training Requirement

Baylor University requires that all Authorized Adults for Youth Programs successfully complete minor protection training.

Training is required at least once every two calendar years and shall include at a minimum 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 **Manager of Youth Protection, Reggie Miller at (254) 710-3867** or via email at protectionofminors@baylor.edu

Criminal Background Check Requirement

- All Program staff that will have direct contact with minor participants as part of a Youth Program 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.
- Human Resources oversees the processing of criminal background checks for non-students. Office of Student Employment oversees the processing of criminal background checks for students working in a Youth Program. More information concerning criminal background checks and their cost can be found on the HR website at baylor.edu/hr or by phone at **(254) 710-2000**.

Reporting

EXTERNAL REPORTING

Texas Law specifies any person having suspect that a child has been abused or neglected are required by law to submit an external report immediately to the Texas' Department of Family and Protective Services at 1-800-252-5400 or any state or local law enforcement agency.

INTERNAL REPORTING

In addition to reporting externally to DFPS, internal reporting is required by contacting Baylor Police Department @254-710-2222. Also, any person may file a report via ETHICSPPOINT, 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.

If the situation is a life threatening emergency, please call 911.

External Third Party Agreements

External Entities applying to operate a Youth Program on campus must submit an Event Proposal with Baylor Institutional Events and secure a University Department to approve and host the event. Additionally, External Entities must provide Baylor University with a Certificate of Insurance (COI) that includes sexual abuse and molestation coverage.

The External Entity assumes full responsibility for the supervision of all minor participants and compliance with Baylor University's Protection of Minors Policy including but not limited to background checks and sexual abuse training for all staff. The Hosting Department's Dean or Department Head, or designee, serves in the administrative capacity responsible for ensuring that all required program information is submitted by the External Entity.

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

