



Policy Chapter: Chapter 4 Administration

Policy Number and Title: 04.025 Youth Protection Program

I. Policy Statement

The University of North Texas (University) is committed to protecting the safety and well-being of its community, including non-student minors. It is the policy of the University of North Texas to provide oversight and training for all programs and activities involving minors held on University property or operated by the University.

II. Application of Policy

This policy applies to all programs and activities in which minors participate that are sponsored by the University or held on property owned or controlled by the University. This policy establishes guidelines for the protection and safety of minors.

III. Policy Definitions

A. Direct Contact

“Direct Contact,” in this policy, means, but is not limited to:

1. care, custody, and/control of the non-student minor;
2. frequent or sustained contact; or
3. interactions with the intent to develop a mentoring/educational relationship.

B. Minor

“Minor,” in this policy, means an individual under the age of 18. This definition does not include enrolled students under the age of 18.

C. Volunteer

“Volunteer,” in this policy, means an individual deemed to have an affiliation with the University in a non-compensatory capacity. The volunteer performs activities at the request of, for the benefit of, and under the supervision of, the University. A University student may act as a volunteer.

D. Youth Program

“Youth Program,” in this policy, means any event, operation, or venture held on University owned or controlled property or sponsored by the University intended to offer athletic, educational, recreational, or any other activity to minors during which parents or guardians are not expect to be responsible for the care, custody, or control of the minor. This includes, but is not limited to, athletics camps, educational camps, overnight camps, day camps, instructional programs, internships, workshops, community service programs, and outreach programs.

The following are not considered youth programs:

1. University events open to the general public;
2. placement of University students with external entities;
3. events or activities where parents /guardians are explicitly required to accompany minors.
4. services provided to minors in the UNT Speech and Hearing Clinic, Kristin Farmer Autism Center, or Child Development Center;
5. research protocols approved by the Institutional Review Board;
6. University tours or information sessions led by Eagle Ambassadors, Housing Ambassadors, or Outreach (except University-sponsored pre-enrollment overnight visits which are included);
7. minors working for the University as employees or contractors;
8. programs for K-12 students arranged by state or private school where primary responsibility for the care and custody of the minors is the responsibility of the school personnel; or
9. any program exempted by the Youth Protection Program Director.

E. Youth Program Manager

“Youth Program Manager,” in this policy, means the University or third-party employee who is responsible for supervising or operating a youth program.

F. Youth Program Personnel

“Youth Program Personnel,” in this policy, means faculty, employees, graduate students, student employees, students, interns, or volunteers who have direct contact with minors for the specific purpose of managing or providing oversight of a youth program.

G. Youth Program Sponsor

“Youth Program Sponsor,” in this policy, means the University employee representing the department, college, administrative unit, charged with oversight of the youth program or sponsoring a third-party youth program.

H. Youth Protection Program Director

“Youth Protection Program Director,” in this policy, means the University employee overseeing the Youth Protection policy implementation and compliance across all colleges, departments, and divisions.

IV. Policy Responsibilities

A. Requirements for Youth Programs

1. All youth programs must be sponsored by a University college, school, department, or

unit.

2. The sponsoring unit must appoint a dedicated Youth Program Sponsor and a Youth Program Manager for each Youth Program.
3. Each Youth Program Manager must annually register the youth program he or she oversees with the Youth Protection Program within the timeframe specified in the Youth Program Handbook.
4. A copy of the participant roster and staff roster for each youth program must be retained by the University college, school, department, or unit sponsoring the program in accordance with the UNT retention policy.
5. All youth programs must follow the requirements found in the Youth Program Handbook and must submit program data and certify compliance with policies and guidelines annually and upon request by the Youth Protection Program Director.
6. Any University employee who has reasonable cause to believe that any minor with whom the employee has come into contact has suffered abuse must immediately report that information under [UNT Policy 04.010, Reporting of Child Abuse and Neglect](#).

B. Third-Party Youth Programs

1. Youth programs provided by third parties on University property must be approved by a Vice President or Dean. The Vice President or Dean who approves the third party shall appoint a Youth Program Sponsor to serve as the interface between the University and the third party for purposes of this policy.
2. A University unit that sponsors a third-party program for minors is responsible for ensuring that the facilities use agreement with the third party includes language that requires the third-party program to comply with this policy.
3. The third-party program must designate a Youth Program Manager for each third-party Youth Program to serve as a point of contact with the program.
4. A copy of the participant roster and staff roster for each youth program must be retained by the University college, school, department, or unit sponsoring the program in accordance with the UNT retention policy.
5. All youth programs must follow the requirements found in the Youth Program Handbook and must submit program data and certify compliance with policies and guidelines annually and upon request by the Youth Protection Program Director.
6. Any University employee who has reasonable cause to believe that any minor with whom the employee has come into contact has suffered abuse must immediately report that information under [UNT Policy 04.010, Reporting of Child Abuse and Neglect](#).

C. Criminal History Background Checks

1. Criminal history background checks must be conducted through UNT on all youth program personnel, including, but not limited to, faculty, employees, appointees, student employees, graduate assistants, students, interns, and volunteers, who may have responsibility for the care, custody, or control of a minor as part of that activity or program.
2. Background checks must be renewed annually.
3. Youth Program Personnel are required to disclose to the Youth Protection Program Director any arrests or convictions that occur after their last criminal history background check within five (5) days of the arrest or conviction.
4. Parental consent must be given for the background check in the case of an individual under the age of eighteen (18) requiring a check.
5. Youth Program Personnel’s approval for working with minors are determined based on Criminal History Information and communicated to the Youth Program Manager.
6. Adverse reports will be evaluated and any subsequent approval for working with minors may be granted on a case-by-case basis. Consideration will be given to the nature of the Criminal History Information and the welfare of minor participants and program personnel.

D. Training

All youth program personnel must complete Texas Department of State Health Services approved Sexual Abuse and Child Molestation Awareness training and examination every two years. Proof of completion must be provided to the Youth Protection Program Director before the individual may have contact with minors.

E. Additional Program Requirements

1. The program must have on file a Medical Information and Release Form for each minor attending the program. These forms are to remain confidential between the appropriate program staff and medical personnel and must be kept in accordance with UNT Policy 04.008, Records Management and Retention.
2. The program must have on file a Photo Release form for each program Participant.
3. Staffing for all programs must comply with the table below:

Participant Age	Number of Staff	Overnight Participants	Day Only Participants
4-5 years	1	5	6

Participant Age	Number of Staff	Overnight Participants	Day Only Participants
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

4. One-on-One activities including auditions, lessons, tutoring, mentoring without the presence of a parent shall be subject to additional guidelines put in place by the Program Manager and Youth Protection Program Director. Guidelines shall be specifically tailored to the activities and will require programs to obtain signed waivers and consents from parents or guardian prior to the start date of such activities.
5. Programs shall establish procedures for taking custody of and releasing minors to a parent or guardian, and for visitation by anyone while the minor is participating in the program in accordance with requirements outlined in the Youth Program Handbook.
6. The Youth Program Manager is responsible for ensuring all program staff are aware of UNT policies and procedures applicable to the program, their responsibilities, and expectations during the program.
7. Youth Programs must purchase Accident Medical Insurance if the Youth Program Manager cannot certify that all program participants have personal medical coverage. Alternatively, the Youth Program may obtain a Certificate of Insurance from a third-party co-sponsoring organization.
8. Youth Program Managers must Certify to **or** provide documents upon the request of the Youth Protection Program Director that document the program requirements have been met, including background checks and training were performed within 2 days of the start of the program.

F. Exceptions

Exceptions to this policy must be approved by Youth Protection Program Director.

G. Accountability

1. Persons violating this policy may be subject to disciplinary action up to and including termination of employment, enrollment, or business relationship.
2. Volunteers and 3rd party participants violating this policy or Standards of Behavior Form may be denied access to University grounds. Additionally, any volunteer or 3rd party participant found not having the proper background check or state approved

Sexual Abuse and Child Molestation Awareness training will be restricted from working directly with the youth and/or requested to leave University property until the requirements have been met.

H. Reporting Requirements

1. The University expects faculty, staff, students, and volunteers with cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person to immediately make a report to any local or state law enforcement agency or the Department of Family and Protective Services, as required by Texas law.
2. The University also requires Youth Program Managers/Sponsors to report any suspected abuse or neglect of minors on University property to the Youth Protection Program Director.
3. Youth Program Managers must report all incidents involving injury that occur during a youth program by submitting a Youth Program Incident Report form to the Youth Protection Program Director.

V. Resources/Forms/Tools

Standards of Behavior Form
Youth Protection Program Handbook

VI. References and Cross-References

[UNT Policy 04.008, Records Management and Retention](#)
[UNT Policy 04.010, Reporting of Child Abuse and Neglect](#)

VII. Revision History

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