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2018-2019

UTEP Youth Programs and Camps Guidebook for UTEP Divisions and Departments

Professional and Public Programs (P3) provides a centralized office on the UTEP campus to assist with planning, organizing and coordinating youth programs and camps. University divisions and departments work with P3 to ensure that all youth programs and camps are set up and run efficiently to meet the University’s business procedures and risk management practices. This guide is an attempt to answer and clearly define how to host a successful youth program and/or camp.

For a variety of reasons, policies and procedures in this guidebook may change. If and when this occurs, Youth Directors will be notified accordingly and are expected to be in compliance with any changes.

P3’s Physical Location:
Memorial Gym
101 W. Robinson Ave
El Paso, TX 79968

P3’s Mailing Address:
500 W. University Ave.
Room 111
El Paso, TX 79968-0602

Helpful Links
• Professional and Public Programs Website:  www.ppp.utep.edu
• UTEP Forms: https://www.utep.edu/vpba/forms-library/
• UTEP Handbook of Operating Procedures: https://www.utep.edu/vpba/hoop/

Professional & Public Programs Youth Programs and Camps Staff

Stephanie Walton, Director
T: (915) 747-5482
E: smwalton@utep.edu

Daniel Montes, Program Manager
T: (915) 747-8474
E: dmontes2@utep.edu

Adriana Quiñones, Program Coordinator
T: (915) 747-6907
E: acquinones1@utep.edu
Key Terminology

- Minor - An individual under the age of 18. For purposes of this guidebook, this definition does not include University-enrolled students under the age of 18.

- Campus Program for Minors - Any program or camp held on, sponsored, or supported by UTEP, that offers recreational, athletic, religious, or educational activities to minors.

- Youth Participant/Camper - A minor who is attending a campus program for minors on the University premises or attending a program sponsored by the University (off- and on-campus).

- Youth Director - The University, college, school, unit, or department employee who develops, operates and/or supervises a campus program for minors, regardless of profit.

- Designated Individual(s) - Any person involved in a campus program for minors and who has contact with a minor. This includes those programs held on campus and/or sponsored by the University. Examples of designated individuals include but are not limited to faculty, staff, student workers, volunteers and contracted employees.

Responsibilities of a designated individual include, but are not limited to

- ensuring the safety of each youth participant/camper.
- following the instructions of the Youth Director and executing or implementing the program’s supervision and instruction plan.
- creating a memorable experience by providing
  - instruction that is appropriate for each youth participant’s/camper’s age and ability; and
  - encouragement that enables each youth participant/camper to increase the confidence needed to acquire new skills.
- monitoring the behavior of youth participants/campers to ensure they adhere to the program’s code of conduct/rules.
- enforcing the rules and immediately communicating any issues that occur to the Youth Director.
- serving as a role model for youth participants/campers.
Authority

Effective September 1, 2018, the University has authorized Professional and Public Programs (P3) to oversee youth camps and youth programs held at, sponsored, or supported by UTEP (*see communication below).

Each University-sponsored program involving the participation of minors must comply with the following terms and conditions, as well as any other applicable requirements of federal, state, or local law or regulation.

*The following is a special announcement approved by the Executive Vice President
Subject: University Youth Camps

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To All University Departments:

Effective September 1, 2018, the University has authorized Professional and Public Programs (P3) to oversee youth camps and youth programs held at, sponsored, or supported by UTEP. This change will help ensure the safety of minors participating in these activities.

All coordinators for camps or programs involving minors held on University premises or operated by the University must contact Professional and Public Programs to receive guidance and comprehensive information required for planning and operating any youth program.

For additional information, please contact youthprograms@utep.edu or call 915-747-8474.

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THE UNIVERSITY OF TEXAS AT EL PASO
500 West University Avenue El Paso, Texas 79968 (915) 747-5000
Youth Programs and Camps Notification Requirement

Each University academic and administrative unit sponsoring a campus program for minors, whether located on or off campus, is required to notify Professional and Public Programs ideally no later than three (3) months prior to the start date of the program.

To notify Professional and Public Programs, utilize the Youth Program/Camp notification Form, which can be found on the Professional and Public Programs website at https://www.utep.edu/extendeduniversity/professional-and-public-programs/programs/utep-youth-programs-and-camps/host-a-camp/youth-program-camp-notification-form.html

Any amendments or changes to the information provided in the Youth Program/Camp Notification Form should be submitted as soon as possible.

Cash/Check/Credit Card Handling & Assessed Registration Fee Requirement

When a youth program/camp charges a fee to its youth participants/campers in the forms of a cash, check, or credit card transaction through a non-approved UTEP system, Professional and Public Programs must provide financial oversight and management of all registrations. Professional and Public Programs will assess a coordination fee in the amount necessary to cover the costs of administering registration and any other service provided. To determine the appropriate fee for this service, contact Professional and Public Programs at youthprograms@utep.edu.

With regard to purchases and in accordance with University policy, all purchases, regardless of dollar amount, require a purchase order or payment using a procurement card, if applicable.

Minors in Laboratories and Similar Facilities

UTEP is committed to introducing minors to interesting and challenging scientific, scholarly, or artistic pursuits at a young age. These experiences should be handled in ways that will promote the safety of the minors and will not impair the normal functions of the University.

The Environmental Health and Safety Office (EH&S) is available to assist in the planning and appropriate usage of laboratories and similar facilities. Please contact EH&S for assistance at (915) 747-7124.

Concealed Carry and Weapons on Campus

UTEP is committed to providing a safe and secure learning, working and living environment. To this end, the University prohibits the use, possession, display or storage of any firearms, other lethal or nonlethal weapons, simulated weapons, explosives, or fireworks on the University campus. Individuals who observe any violation of this policy are required to report the incident immediately to the UTEP Police Department so that it can be documented and properly investigated. UTEP’s Police Department can be contacted at (915) 747-5611.

Please see the Handbook of Operating Procedures at https://www.utep.edu/vpba/hoop/section-9/ch-10.html for the full details of the policy.
Title IX
Title IX of the Education Amendments Act of 1972 is a federal law that prohibits sex discrimination in education. It reads: “No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or subjected to discrimination under any education program or activity receiving Federal financial assistance.”

UTEP is committed to maintaining a learning environment that is free from discrimination based on gender, including inappropriate conduct of sexual nature. Sexual harassment (including sexual violence, stalking, domestic violence and/or dating violence) and sexual misconduct in any form are prohibited and will not be tolerated. Any individuals who engage in such conduct will be subject to disciplinary action.

Complaint against a UTEP student, visitor, staff or faculty member for sexual harassment, sex discrimination or sexual assault, should be made to the Title IX Coordinator, Deputy Coordinators, or online at www.reportlineweb.com/utep. Additional information, including online reporting, is at https://www.utep.edu/titleix/.

UTEP Title IX Coordinator and Deputy Coordinators
Sandy Vasquez (oversees investigations of concerns related to faculty and staff)
Title IX Coordinator
Associate Vice President for Human Resources
Administration Building 216
(915) 747-5202
svasquez@utep.edu

Dr. Catie McCorry-Andalis
Deputy Title IX Coordinator
Education, Training and Outreach
Associate Vice President for Student Engagement
Dean of Students Office
Union West 102
(915) 747-5648
cmandalis@utep.edu
dos@utep.edu

Dr. Charlie Gibbens (oversees investigations of concerns related to students)
Deputy Title IX Coordinator
Assistant Vice President for Student Support
Dean of Students Office
Union West 102
(915) 747-5648
cgibbens@utep.edu

The Clery Act
Originally known as the Campus Security Act, the Jeanne Clery Disclosure of Campus Security Policy and campus Crime Statistics Act (20USC & 1092(f)) is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution’s participation in federal student financial aid programs and applies to most institutions of higher education both public and private. The Clery Act is enforced by the United States Department of Education.
The Clery Act requires colleges and universities to
- publish an Annual Security Report.
- have a public crime log.
- disclose crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus and at certain non-campus facilities including Greek housing and remote classrooms.
- issue timely warning about Clery Act crimes that pose a serious or ongoing threat to students and employees.
- devise an emergency response, notification and testing policy.
- compile and report fire data to the federal government and publish an annual fire safety report.
- enact policies and procedures to handle reports of missing students.

Youth Directors are considered school officials who have “significant responsibility for student and campus activities” and act as Campus Security Authorities (CSAs) who have the authority and duty to take action or respond to particular issues on behalf of the institution.

CSAs must ensure the following offenses are immediately reported to the UTEP Police Department:
- Murder/Manslaughter
- Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Domestic Violence
- Dating Violence
- Stalking
- Weapons Violations
- Drug Abuse Violations
- Liquor Law Violations
- Arson
- Hate Crimes

Even if the victim does not want to report the crime to the police, the CSA must immediately contact the UTEP Police at (915) 747-5611 to report enough details so the incident can be classified and recorded properly. If there is an undue delay in any of this process, the University could be found in non-compliance, which can result in a substantial monetary fine for each instance of non-compliance.

Employees and volunteers should be trained to report all incidents of crimes to the Youth Director who will follow up according to the Clery requirements. Additional information on UTEP Clery requirements can be found at https://www.utep.edu/police/records-reports/jeanne-clery-act.html
University Communications:
Trademark Program and Graphic Identity Guide

Trademark Program
The University of Texas at El Paso’s Trademark Program is administered by The University of Texas System. The program works to protect and promote the use of The University of Texas System’s name and logos to ensure that the public can properly identify and associate the logos with officially licensed products bearing the institution’s marks. Some of the items that must go through the Trademark Program include promotional (“giveaway”) pieces and items intended for sale, such as t-shirts, caps and water bottles.

Additional information on UTEP’s Trademark Program can be found at https://www.utep.edu/university-communications/resources/trademark-information.html

Graphic Identity Guide
The publication that sets guidelines for the use of the University's logos, name, colors, seals and other brand elements can be found at https://www.utep.edu/university-communications/resources/graphic-identity-guide.html
Before the Start of a Youth Program/Camp: Planning, Organizing and Coordinating

Notification Process
Any University employee who is planning a program or camp in which minors will be involved must complete and submit a Youth Program/Camp Notification Form which can be found on the Professional and Public Programs website https://www.utep.edu/extendeduniversity/professional-and-public-programs/programs/utep-youth-programs-and-camps/host-a-camp/youth-program-camp-notification-form.html.
Forms can be submitted at any time but, ideally, should be submitted no later than three (3) months before the start date of each youth program/camp.

Requirements for Designated Individuals
Any University employee, student, independent contractor or other volunteer who will serve as a designated individual in any University-sponsored program must first meet the following requirements.

1. **Criminal Background Check:** Youth Directors must ensure all designated individuals who will work with youth participants/campers during the program undergo a criminal background check conducted each year of the program. The check must be conducted and successfully cleared five (5) days prior to the start of the program.
To determine the appropriate type of background check, refer to https://www.utep.edu/vpba/hoop/section-5/ch-12.html

The following sources will be used in conducting a background check:
- Texas DPS Crime Records Service – Secure or Public Site
- Sex offender registration check
- Appropriate out-of-state check
- International check for any foreign national who the Youth Director has reason to believe lived outside the U.S. after the age of 14 unless the person’s visa issuance or renewal occurred after implementation of the U.S. Patriot Act on October 24, 2011. (Reasonable efforts will be used to obtain such a check and it need only be conducted initially if the individual does not live outside the U.S. during the year)

2. **Youth Director Mandatory Training:** Youth Directors must attend one mandatory Youth Director Training session each year to receive and review comprehensive information needed for planning and operating any youth program/camp. Meetings are typically held in October, January and March. Youth Directors can sign up by visiting the Campus Edge website.

3. **Youth Protection Training:** It is the University’s policy to provide training to specific personnel who work with minors in order to educate them about significant risks posed to children. The University aims to keep children safe by engaging staff and volunteers in strategies for recognizing, preventing, and reporting abuse and neglect.
In order to ensure the safety and well-being of children, individuals, including University faculty, staff, students, volunteers, and representatives, as well as third-party vendors and their employees, representatives or volunteers that contract for use of the University facilities, with responsibilities that involve interaction with children, must carefully review and abide by the University’s policy regarding youth protection.

The University provides the training mandated by Texas Education Code § 51.976 and the UT System. This training includes information and examination concerning warning signs of sexual abuse and child molestation. To receive information about training, please contact UTEP Office of Institutional Compliance at (915) 747-6478.

It is the responsibility of the Youth Director (staff or faculty) to ensure all designated individuals complete the Youth Protection Training five (5) days prior to the start day of the program/camp. Designated individuals must complete the Youth Protection Training and Examination and achieve a score of 100% on the examination. A designated individual will be allowed to re-answer the questions if necessary to achieve a passing score. Upon successful completion of the course, the designated individual will receive a certificate of completion, which should be provided to the Youth Director.

Designated individuals must complete the Youth Protection Training and examination every year. If the designated individual is a new employee or volunteer, he/she must complete the training within five (5) days of employment by the campus program.

The training is provided by the University at no cost to the designated individual.

Youth programs and camps that host 20 or more youth participants/campers AND minors are on campus for all or part of 4 days are required to submit an annual Sexual Abuse and Child Molestation training and examination report to the Department of State Health Service Campus for Minors Report (PHSCPS@dshs.state.tx.us) within (5) days of the start of the campus program.

4. Use of Volunteers: Youth Directors must ensure that all volunteers, regardless of age, adhere to the Volunteer Policy located in the Handbook of Operating procedures at https://www.utep.edu/vpba/hoop/section-5/ch-25.html

Liability Insurance

The University of Texas System Camp Insurance Program provides Excess Accident and General Liability coverage to participants and staff of enrolled, UT-owned and operated camps held throughout the year. Coverage is available for both Sport and Educational (Non-Sports) camps. Enrollment in this coverage is optional and not automatic. Please contact the Office of Risk Management (ORM) to learn more.

Please note that there is a nominal fee for Liability Insurance and the UT System Office of Risk Management must be notified at least seven (7) business days prior to the start of the youth camp/program. It will take at least five (5) business days to receive a certificate of insurance. Completed applications should be sent to the Office of Risk Management (ORM), Attn: Ruth Maldonado, via email at rmaldonado@utsystem.edu or by fax at (512) 499-4524.
Transportation
Youth Directors and employees are NOT allowed to use their personal or non-approved vehicles to transport participants under any circumstances.

UTEP’s Parking and Transportation office offers various transportation and parking services. Youth Directors should contact UTEP Parking and Transportation for more information at (915) 747-5724 or parking@utep.edu.

Room and Facility Usage/Reservations
Youth programs/camps directors should coordinate with UTEP’s Housing, the Student Recreation Center, Scheduling, and Union services as needed. Please be aware that fees may be associated with the use of these spaces. Each facility has specific policies and procedures that must be followed.

Parking Permits
A parking permit may be required for each vehicle entering campus for camper/participant drop-off or pick-up depending on the day and time of each youth program/camp.

If a youth program/camp plans to have an event in which additional guests or an influx of guests will parking on campus for a few hours during the event (e.g. award ceremony/game/concert), an Event Parking Form must be submitted for each event. The form can be accessed at https://www.utep.edu/vpba/parking-and-transportation/parking/event-parking.html.

Current parking regulations are available at https://www.utep.edu/vpba/parking-and-transportation/ and must be followed.

Communication Plan
In the event of an emergency, each program should follow the guidelines in the Youth Programs & Camps Communication Plan regarding notification of minors’ parents/legal guardians.

Youth Directors are encouraged to
- provide designated individuals with contact information for parents/legal guardians of youth participants/campers in the event of an emergency;
- ensure the parents/legal guardians are provided with contact information to reach the youth participants/campers while the program is in session; and
- utilize the communication plan template provided by Professional and Public Programs.

Emergency Action Plan
Youth Directors must be prepared in case of an emergency and discuss the emergency action plan with all designated individuals.
Youth Directors should ensure that designated individuals
- are aware of all identified means of egress.
- are knowledgeable of the area(s) for all youth participants/campers and staff to gather in an emergency. This area should be far enough away from buildings and areas so as not to interfere with emergency response operations.
- escort the youth participants/campers out of the building and proceed to a safe area designated by the camp emergency plan; then remain with their assigned group and take attendance immediately.
Emergency Action Plan responses may include assigned staff conducting a roll call to ensure all participants and staff are accounted for at the designated area.

If all youth participants/campers and staff are accounted for, the Youth Director or designated individuals will maintain order and follow the instructions of emergency personnel.

If a youth participant/camper or designated individual is missing when attendance is taken, emergency personnel must be immediately notified and their instructions followed.

**Medical Emergency Plan** (when parents/guardians, teachers, coaches WILL NOT be present at all times and retain custodial responsibility of the minors during the program)

The Youth Director must also obtain the following from each youth participant’s/camper’s parent/legal guardian

- authorization to permit transportation of youth participant/camper as deemed necessary in an emergency;
- authorization for emergency medical treatment in the event the parent/legal guardian or their designated emergency contact is not available; and
- disclosure of any allergies, other medical conditions, or physical limitations of a youth participant/camper that may impact his or her participation in the program.

Medical information is confidential and only for use by camp staff. It is imperative that parents/guardians are notified of all medical-related situations.

**In the event of an emergency involving an injury or acute illness,** the Youth Director must follow the risk reduction measures listed below:

- Call 911 to summon emergency personnel
- Notify the parent/legal guardian or the emergency contact
- Have a designated individual accompany the youth participant/camper to the hospital and remain until the parent/legal guardian arrives
- Ensure that the appropriate designated individual prepares a written report no later than 24 hours following the medical emergency to submit to the Youth Director for filing

**Supervision Plan**

Each program must establish a plan for adequate supervision appropriate to the number and average age of youth participants/campers, the program activity, and whether overnight accommodations are involved.

The supervision plan must specify the person having responsibility over all designated individuals serving in the program, the proposed ratio of youth participants/campers to designated individuals over 18, and a proposed breakdown of designated individuals by category of employees, students and volunteers.
Each program should have a minimum designated individual (staff) to youth participant/camper ratio of the following (under special circumstances, the ratio may need to be changed to ensure the safety of all minors):

<table>
<thead>
<tr>
<th>Age</th>
<th>Number of Staff</th>
<th>Overnight</th>
<th>Day Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 years and younger**</td>
<td>1</td>
<td>NA</td>
<td>15</td>
</tr>
<tr>
<td>6-8 years</td>
<td>1</td>
<td>NA</td>
<td>15</td>
</tr>
<tr>
<td>9-14 years</td>
<td>1</td>
<td>8</td>
<td>15</td>
</tr>
<tr>
<td>15-18 years</td>
<td>1</td>
<td>10</td>
<td>12</td>
</tr>
</tbody>
</table>

**A parent/adult guardian will be required to accompany youth participants/campers when participating in water activities for all minors under four (4) years of age.

The supervision plan for any overnight program should also
- specify curfews,
- establish rules pertaining to visitors, and
- have no unsupervised free time.

Program/Camp counselors must be sixteen (16) years or older, pass a criminal background check and pass the UTEP Youth Protection training. All youth program/camp employees MUST comply with the minimum age requirement. Please see the Handbook of Operating Procedures at https://www.utep.edu/vpba/hoop/section-5/ch-3.html for the full details regarding age requirements.

**Missing/Lost Youth Participants/Campers Procedure**
Designated individuals are responsible for knowing the location of youth participants/campers at all times, both on- and off-site for the duration of the program.

Designated individuals must account for their youth participants/campers at all times and regularly check attendance, especially when youth participants/campers are in transition.

Designated individuals must immediately notify the Youth Director if a youth participant/camper is unaccounted for. The Youth Director and designated individuals will immediately search the area where the youth participant/camper was last seen.

**If the youth participant/camper is not located after the aforementioned steps have been completed**
- the Youth Director or designated personnel will contact the police and wait for them to arrive.
- the Youth Director or designated personnel will contact parents/guardians to apprise them of the situation.
- the Youth Directors are to direct designated individuals to continue the search until police arrive. When the police arrive, they will assume command to locate the missing youth participant/camper.
During and After Youth Programs/Camps: Requirements and Procedures

Required Forms for Participants
Listed below are forms that should be completed and kept on file for each camp/youth program.
- Release and Indemnification (required; department to keep on file)
  - Release and Indemnification Agreement for Minors
  - Release and Indemnification Agreement for Adults
  - Release and Indemnification Agreement for Volunteers
- Photographic/Video Consent and Release, if applicable https://www.utep.edu/vpba/_Files/docs/useful-forms/GeneralPhotoRelease-Bilingual.doc (department to keep on file)
- Authorization for Emergency Medical Treatment - Minors
  Must be kept on file when parents/guardians, teachers, coaches WILL NOT be present at all times and retain custodial responsibility of the minors during the program. A copy should collected by the Youth Director and alphabetized by last name. A copy should be kept readily accessible by the staff for situations that may arise.

Please do not combine or alter any approved University form. The approved forms can be found on the VPBA Forms Library website at https://www.utep.edu/vpba/forms-library/.

Attendance
Attendance should be taken on a daily basis, and attendance records should be maintained for the current fiscal year plus one.

Designated individuals should have this information readily available during the camp to ensure all youth participants/campers are accounted for.

Individuals with Authorization to Pick Up
As part of registration and/or the check-in process, the Youth Director should also request a list of individuals who are authorized to pick up a youth participant/camper at the end of the day or at the end of the camp session. The authorized pick-up list from the parent/guardian should be in writing, and include the authorized pick-up person’s relationship to the youth participant/camper, as well as their valid photo ID number. Upon dismissal, procedures should be in place to ensure that the youth participant/camper is only released to an authorized individual.

Suspected Abuse or Neglect Reporting Requirements
Youth Directors and designated individuals may work with youth who disclose instances of abuse or engage in behavior that indicates there may be concerns for the youth’s safety and/or general well-being.

In deciding whether or not to report an incident or situation of suspected abuse or neglect, it is not required that proof that abuse or neglect has occurred. Any uncertainty in deciding to report suspected abuse or neglect should be resolved in favor of making a good-faith report.
The process for reporting suspected abuse and/or neglect is as follows:

1. Immediately report the information to:
   - The UTEP Police Department at (915) 747-5611; or
   - El Paso Police Department at (915) 832-4400; or
   - Texas Department of Family and Protective Services (DFPS) at 1-800-252-5400; or
   - Emergencies at 911

The oral report should include all available information regarding the known or suspected abuse or neglect, including, but not limited to, the name of the child, his/her whereabouts, the names and addresses of the parents, guardian or caretaker and the character and extent of the injuries. The report should also contain, if known, any evidence of previous injuries to said child and any other pertinent information that might establish the cause of such injury or injuries, and the identity of the person or persons responsible for the same.

2. Do not directly question or solicit information from the child or from the person suspected of improper behavior. The role of investigation lies with city, county and state officials.

3. In addition to making an oral report, in cases that do not require an emergency response, also complete an online report www.txabusehotline.org/Login/Default.aspx and deliver the same to the UTEP Police Department at 3118 Sun Bowl Drive El Paso, TX 79902 or via email at police@utep.edu

4. Notify the Program Director of the camp. The Program Director is responsible for immediately notifying the Equal Opportunity Office and/or AVP of Human Resources.

Any person who makes a good-faith report or assists in the investigation of alleged or known abuse or neglect is protected under the law from liability (Texas Family Code, § 261.106). The immunity provided by law includes both civil and criminal liability.

**No Unsupervised Access**
Any individual not considered a designated individual (e.g. parent/guardian) must not have unsupervised access to youth participants/campers.

**Discipline Guidelines & Behavior Management**
All youth programs/camps should have discipline guidelines. The following is a guideline to developing a comprehensive discipline protocol; adjustments should be made so the guidelines are suitable for each individual camp. Youth Directors should ensure that

- the youth program clearly outlines the methods of discipline, including behavior that would warrant a participant being sent home or dismissed.
- a record is kept of participant misbehavior, noting date, time, and participant/staff involved in the incident.
- parents/guardians are notified in case of consistent problems with the participant
It is the designated individual’s responsibility to be a mediator in disagreements between youth participants/campers. Some guidelines to follow are as follows:

- Be fair. All rules are the same for everyone.
- Use quiet authority. Do not yell or use abusive language. No physical contact is permissible.
- Let youth participants/campers know their boundaries.
  - Do not assume the youth participants/campers know what is expected.
  - Read over and reiterate guidelines with youth participants/campers upon arrival to ensure the expectations and rules are understood from the beginning.
  - Explain to youth participants/campers if guidelines are not adhered to it will result in dismissal from the camp.
- Always be present.
  - Lack of supervision is a major cause of accidents and problems between the youth participant/campers.

When a youth participant's/camper's behavior creates a risk for the physical health and safety of another child, himself/herself, or the designated individuals, the following procedures should be followed:

- Give a verbal warning.
  - Explain to the youth participant/camper why the behavior is inappropriate.
  - Give the youth participant/camper(s) time to refocus and/or redirect their behavior.
- Do not admonish the entire group.
  - Direct instructions to individuals by name.

**Prohibited Conduct**
Designated individuals working in programs covered by this guideline must not engage in any behavior that could cause harm or be misinterpreted as possibly causing harm.

Prohibited conduct for designated individuals includes, but is not limited to

- one-on-one contact with minors outside the presence of others.
- meeting with minors outside of established times for program activities.
- touching minors in a manner that a reasonable person could interpret as inappropriate.
- engaging in any abusive conduct of any kind toward, or in the presence of, a minor, including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining.
- showering, bathing, or undressing with or in the presence of minors.
- using, possessing, or being under the influence of alcohol or illegal drugs while working a campus program for minors.
- being alone in a vehicle with a minor at any time.
- having direct electronic contact with minors without another designated individual included in the communication.
- making sexual materials in any form available to minors participating in programs or activities, or assisting them in any way in gaining access to such materials.
Bullying
Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. Minors attending camp are susceptible to potential bullying situations. To prevent and target bullying tactics, designated individuals and Youth Directors must create a positive and caring environment.

Creating positive relationships is one of the keys to preventing bullying. When youth participants/campers develop positive relationships, they feel comfortable voicing their concerns and seeking help when bullying incidents occur. When designated individuals observe behaviors that may eventually lead to bullying, they should intervene immediately. If an incident is ignored, it has the propensity to escalate quickly.

<table>
<thead>
<tr>
<th>Signs a youth participant/camper is being bullied</th>
<th>Signs a youth participant/camper is a bully</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Unexplainable injuries</td>
<td>• Has a positive attitude toward violence and the use of violent means</td>
</tr>
<tr>
<td>• Lost or destroyed clothing, books, electronics or jewelry</td>
<td>• Dominates and subdues other campers and gets their own way</td>
</tr>
<tr>
<td>• Frequent head or stomach aches</td>
<td>• Is impulsive, aggressive, easily angered</td>
</tr>
<tr>
<td>• Eating habit changes</td>
<td>• Has a lack of empathy</td>
</tr>
<tr>
<td>• Difficulty sleeping or nightmares</td>
<td>• Exhibits defiance and aggression toward adults</td>
</tr>
<tr>
<td>• Avoidance of social situations</td>
<td>• Gets involved in physical or verbal fights</td>
</tr>
<tr>
<td>• Feelings of helplessness or decreased self-esteem</td>
<td>• Has unexplained extra money or new belongings</td>
</tr>
<tr>
<td>• Self-destructive behaviors (e.g.</td>
<td>• Doesn’t accept responsibility for their actions</td>
</tr>
<tr>
<td>• Self-harming or suicidal thoughts</td>
<td></td>
</tr>
</tbody>
</table>

Designated individuals should reiterate the following to youth participants/campers:
• Bullying is not acceptable and will not be tolerated.
• If a bully bothers you, ask a designated individual or Youth Director for help.
• Report bullying when you see and hear about it. Telling is not tattling.
Youth Program/Camp Requirements

Do I have to complete the notification form with Professional and Public Programs when I am asked to speak at a school?
No. If the school organizes the program, the classroom teacher maintains custodial responsibility of the minors and is present throughout the duration of the program. The school is responsible for youth protection training and criminal background checks.

If a school/teacher contacts me about bringing minors on campus for a program, do I have to complete the notification form with Professional and Public Programs?
Yes. You do have to complete the notification form.

If a program assesses fees to participants in the form of cash, checks, or credit card, can I accept payment?
No. When a youth program/camp charges a fee to its youth participants/campers in the forms of cash, check, or credit card transaction through a non-approved UTEP system, Professional and Public Programs must provide financial oversight and management of all registrations.

If Professional and Public Programs provides administrative support for financial oversight, will I be assessed a fee for this service?
Yes. Professional and Public Programs will assess a coordination fee in the amount necessary to cover the costs of administering registration and any other service provided. To determine the appropriate fee for this service, contact Professional and Public Programs at youthprograms@utep.edu.

Youth Protection Training

Who takes the training?
All designated individuals (employees, volunteers and personnel of third party) who are working with campus programs for minors must take the training.

What information does the training include?
This training includes information and examination concerning warning signs of sexual abuse and child molestation.

What training is required for designated individuals?
Designated individuals must complete the University of Texas Youth Protection Training and examination. The Youth Protection Training is provided by the University at no cost to the designated individual.

How often does the training have to be completed?
Designated individuals must complete the training and examination every year. If the designated individual is a new employee or volunteer, she/he must complete the training within five (5) days of employment by the campus program.
Can the test be taken again if I do not pass?
Yes. The designated individual will have to retake the test to achieve a score of 100%.

If a designated individual is hired for a program at the last minute for any reason, are they permitted to work before taking the training?
No, all designated individuals must complete the training before they are allowed to work any program.

Do guests such as lecturers, speakers, etc. have to take the training?
If the guest is working with the youth participants/campers and has unsupervised access to them, training is required. However, training is not required if the guest is speaking to a group, the designated individuals are present at all times, and the guest does not have unsupervised access to the campers.

Criminal Background Check

What is the process to obtain a criminal background check?

How long does it take to process a criminal background check?
Typically, a background check is completed within one to two weeks but can take longer.

How often must a criminal background check be conducted on designated individuals?
All designated individuals must undergo a criminal background check every year prior to the start of the program.

Who is responsible for ensuring that all criminal background checks have been completed prior to the start of the program?
It is the responsibility of the Youth Director (staff or faculty) or their designee.

If a designated individual is hired for a program at the last minute for any reason, are they permitted to work before the criminal background check is completed?
No, all designated individuals must be cleared to work with minors before an activity or program starts. If the results are delayed, the designated individual cannot start working or volunteering until he/she is cleared.

Do guests such as lecturers, speakers, etc. need a criminal background check?
Yes, if the guest is working with the campers and has unsupervised access to them, a criminal background check is required. However, a criminal background check is not required if the designated individuals are present at all times, and the guest does not have unsupervised access to the campers.

Who do I contact if I have questions regarding criminal background checks?
Contact Human Resources at (915) 747-5202 or via email at hrs@utep.edu for general questions on background checks.
(Enter Department Name Here)

(Enter Program Name Here)

(Add Subhead if Needed)

(Place program logo here)

Communication Plan and Emergency Action Plan

Enter Year/Season Here
Welcome

Input information about your program

Program Staff
Input information about your program staff

Program Contact Information
Insert program contact information

Emergency Contact Information
Input all means of egress and designate an area for all youth participants/campers and staff to gather in an emergency.

Note: At the designated area, assigned staff should conduct a roll call to assure all participants and staff are accounted for.
Criminal Background Check Requirement
All designated individuals who will work with youth participants/campers during the program undergo a criminal background check conducted each year of the program. The check must be conducted and successfully cleared prior to the start of the program.

Youth Protection Training Requirement
The University provides the training mandated by Texas Education Code § 51.976 and the UT System. This training includes information and examination concerning warning signs of sexual abuse and child molestation.
In order to ensure the safety and well-being of children, individuals, including University faculty, staff, students, volunteers, and representatives, as well as third-party vendors and their employees, representatives or volunteers that contract for use of the University facilities, with responsibilities that involve interaction with children, must carefully review and abide by the following policy regarding youth protection.

Other Safety Protocols (when applicable)
Input all other requirements to ensure the safety of program participants (i.e. CPR, First Aid, location of First Aid Kits, and location of AEDs in buildings)

Suspected Abuse or Neglect Reporting Requirements
In deciding whether or not to report an incident or situation of suspected abuse or neglect, it is not required that you have proof that abuse or neglect has occurred. Any uncertainty in deciding to report suspected abuse or neglect should be resolved in favor of making a good faith report.

In making a report, your actions should be as follows:

First, immediately report the information to:
The UTEP Police Department at (915) 747-5611; or
El Paso Police Department at (915) 832-4400; or
Texas Department of Family and Protective Services (DFPS) at 1-800-252-5400; or
Emergencies: 911

Your oral report should include all available information regarding the known or suspected abuse or neglect, including, but not limited to, the name of the child, his/her whereabouts, the names and addresses of the parents, guardian, or caretaker and the character and extent of the injuries. The report should also contain, if known, any evidence of previous injuries to said child and any other pertinent information that might establish the cause of such injury or injuries, and the identity of the person or persons responsible for the same.

Second, do not directly question or solicit information from the child or from the person suspected of improper behavior. That is not your role; the role of investigation lies with city, county, and state officials.
Third, in addition to making an oral report, in cases that do not require an emergency response you must also complete an online report www.txabusehotline.org/Login/Default.aspx and deliver the same to the UTEP Police Department at 3118 Sun Bowl Drive El Paso, TX 79902. police@utep.edu

Fourth, notify the Youth Director of the subject camp. The Youth Director is responsible for immediately notifying the Equal Opportunity Office and/or AVP of Human Resources.

**Program Location**
Input program location information

**Program Rules**
Input program rules

**Program Schedule**
Input program schedule

**Program Activities/Description**
Input program activities/description
Registration Information (if applicable)
Input registration information, if applicable

Checkout
Input checkout process

Parking
Input parking information

Required Program Forms
Mark/check what program forms must be turned in and the due dates
Required:
☐ Photo Release
☐ Authorization for emergency medical treatment (when parents/guardians, teachers, coaches WILL NOT be present at all times and retain custodial responsibility of the minors during the program)
☐ Release Indemnification – adult, youth, volunteers
☐ Request for Volunteer Services
☐ Disclosure of any allergies, other medical conditions, or physical limitations of a youth participant/camper that may impact his or her participation in the program (when parents/guardians, teachers, coaches WILL NOT be present at all times and retain custodial responsibility of the minors during the program)
Returning Program Forms
Input how program forms are returned

Meals, if applicable
Input meal information, if applicable

ADA Accommodations
Input ADA accommodation information

What to Bring
Input information about what campers should bring to the program

What NOT to Bring
Input information about what campers should not bring to the program

Discipline Guidelines
Input program discipline guidelines. Refer to guidebook for assistance.
For questions and more information, please contact the Youth Programs and Camps Program Manager.
Phone: (915) 747-8474
E-mail: dmontes2@utep.edu
Fax: (915) 747-5538
Website: ppp.utep.edu