



Minors Involved in NCTC-Sponsored Programs or Programs Held at NCTC and/or Housed in NCTC Facilities

PURPOSE:

To provide for appropriate supervision of minors who are involved in North Central Texas College (NCTC) sponsored programs, programs held at NCTC and/or programs housed in NCTC facilities at all geographic locations. This policy does not apply to general public events where parents/guardians are invited/expected to provide supervision of minors, or to events where parents/guardians are explicitly required to accompany their children.

DEFINITIONS:

1. Authorized Adult- Individuals, age 18 and older, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee minors in program activities, recreational, and/or residential facilities. This includes but is not limited to faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, and independent contractors/consultants. The Authorized Adults' roles may include positions as counselors, chaperones, coaches, instructors, etc. Authorized Adults are considered to be mandated reporters as defined by Texas law.
2. Child - A person under the age of eighteen (18).
3. Direct Contact - Positions with the possibility of care, supervision, guidance or control of children or routine interaction with children.
4. NCTC Facilities - Facilities owned by, or under the control of, NCTC.
5. One-On-One Contact - Personal, unsupervised interaction between any Authorized Adult and a participant without at least one other Authorized Adult, parent or legal guardian being present.
6. Programs - Programs and activities offered by various academic or administrative units of NCTC also known as (in-house), or by Non-NCTC group also known as (third-parties) using NCTC facilities. This includes but is not limited to workshops, sport camps, academic camps, conferences, pre-enrollment visits, or Cooperative Extension programs and similar activities.
7. Sponsoring Unit- The academic or administrative unit hosting program(s) and utilizing NCTC facilities.

POLICY:

A sponsoring unit whether in-house or third-party offering a program in which NCTC facilities are being utilized, and involves minors, shall:

1. Establish a procedure for the notification of the minor's parent/legal guardian in case of an emergency, including medical or behavioral problem, natural disasters, or other significant program disruptions. Authorized Adults with the program, as well as participants and their parents/legal guardians, must be advised of this procedure in writing prior to the participation of the minors in the program.
2. For residential programs at NCTC facilities, provide a list of all program participants and a directory of program staff to the campus unit(s) responsible for police services (their contact information will be provided to the sponsors by NCTC). This list shall include participant's name; local room assignment (if applicable); gender, age, address, and phone number(s) of parent or legal guardian, as well as emergency contact information.
3. Provide information to parent or legal guardian detailing the manner in which the participant can be contacted during the program.
4. Provide a Medical Treatment Authorization form to the campus unit responsible for health services. All forms must include the following:
 - a. A statement informing the parent/legal guardian that NCTC does not provide medical insurance to cover medical care for the minor.
 - b. A statement authorizing the release of medical information (HIPAA) and emergency treatment in case the parent/legal guardian/emergency contact cannot be reached for permission.
 - c. A list of any physical, mental, or medical conditions the minor may have, including any allergies that could impact his/her participation in the program.
 - d. All emergency contact information including name, address and phone number of the emergency contact.
5. Follow guidance from the NCTC Emergency Management Director concerning communicable diseases.
6. Participants' medicines may be distributed by program staff, under the following conditions:
 - a. The participant's family provides the medicine in its original pharmacy container labeled with the participant's name, medicine name, dosage and timing of

- consumption. Over-the-counter medications must be provided in their manufacturers' container.
- b. Staff shall keep the medicine in a secure location, and at the appropriate time for distribution shall meet with the participant.
 - c. The staff member shall allow the participant to self-administer the appropriate dose as shown on the container.
 - d. Any medicine which the participant cannot self-administer, must be stored and administered by a licensed healthcare professional associated with the campus or, if no one is available, arrangements must be made with another health care professional in advance of the participant's arrival. The event coordinator should consult with the location's medical service to discuss reasonable accommodations in the above situation.
 - e. Personal "epi" pens and inhalers may be carried by the participant during activities.
7. Medical care appropriate for the nature of the events, expected attendance and other variables should be discussed with the Director of Emergency Management.
 8. Follow appropriate safety measures approved by the Director of Emergency Management for laboratory and research work.
 9. Ensure adequate supervision of minors while they are on NCTC property. All activities involving minors must be supervised by at least two or more Authorized Adults or by their parent(s) or legal guardian(s) at all times. Some of the factors to consider in determining "adequate supervision" are the number and age of participants, the activity(ies) involved, type of housing (if applicable), and age and experience of the counselors. See also, item 15 below.
 - a. When NCTC students are hosting High School students, including prospective athletes, participating in pre-enrollment visitation, the requirement for two Authorized Adults will be waived. This requirement also does not apply to licensed psychologists providing psychological and counseling services to minors.
 - b. All supervised participants in a NCTC program or a program taking place on NCTC property are permitted in the general use facilities [e.g. athletic fields, public spaces, academic buildings] but may be restricted from certain areas of the facilities [e.g. storage rooms, equipment rooms, athletic training rooms, staff/faculty offices] or from utilizing certain equipment.
 10. Develop and make available to participants the rules and discipline measures applicable to the program. Program participants and staff must abide by all NCTC regulations and may be removed from the program for non-compliance with rules. The following must be

included in program rules:

- a. The possession or use of alcohol and other drugs, fireworks, guns and other weapons is prohibited.
 - b. The operation of NCTC owned motor vehicles by minors is prohibited while attending and participating in the program unless stipulated in the program.
 - c. The parking of staff and participant vehicles must be in accordance with NCTC parking regulations.
 - d. Rules and procedures governing when and under what circumstances participants may leave NCTC property during the program.
 - e. No violence, including sexual abuse or harassment, will be tolerated.
 - f. Hazing of any kind is prohibited. Bullying including verbal, physical, and cyber bullying are prohibited.
 - g. No theft of property regardless of owner will be tolerated.
 - h. No use of tobacco products (smoking is prohibited on all NCTC property) will be tolerated.
 - i. Misuse or damage of NCTC property is prohibited. Charges will be assessed against those participants who are responsible for damage or misuse of NCTC property.
 - j. The inappropriate use of cameras, imaging, and digital devices is prohibited including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.
11. Obtain all media and liability releases as part of the program registration process. All data gathered shall be confidential, is subject to records retention guidelines, and shall not be disclosed, except as provided by law.
 12. Assign a staff member who is at least 21 years of age to be accessible to participants. The staff member must reside in the housing unit, if applicable. Additional Authorized Adults will be assigned to ensure one-on-one contact with minors does not occur and that appropriate levels of supervision are implemented. See also item 15 below.
 - a. When there are High School students, including prospective athletes, participating in pre-enrollment visitation, the hosting NCTC student(s) will not be required to be at least 21 years of age and the requirement for two Authorized Adults will also be waived.
 13. All Authorized Adults who have direct contact with minors are required to have a current background check on record (third party programs will be responsible for acquiring their

own background checks prior to the start of the program) with NCTC at the time of hire and/or beginning work with minors. These clearances include:

- a. Texas State Police Criminal Background Check
- b. Federal (FBI) Fingerprint Criminal Background Check (Criminal History Report)

Background checks that have any negative or questionable results must be reviewed and approved by the Office of Human Resources prior to the individual being hired and/or working with minors.

Provisional hiring is not recommended and is only appropriate in emergency situations when not hiring a person provisionally would create a situation where the staff to child ratios are not met and would result in inadequate supervision for children in the program, and must be approved as an exception by the Office of Human Resources. Program Directors will be responsible for tracking the return of and ensuring copies of the final clearances have been obtained by the NCTC in the time period that is required by law.

Authorized Adults are required to notify the appropriate Human Resources representative of an arrest (charged with a misdemeanor or felony) or conviction for an offense.

* Licensed Child Care Centers affiliated with NCTC shall be subject to the applicable Texas Department of Family and Protective Services.

14. If applicable, require the program to adopt and implement rules and regulations for proper supervision of minors in NCTC housing. The following must be included:
 - a. Written permission signed by the parent/guardian for the minor to reside in NCTC housing.
 - b. A curfew time which is age-appropriate for the participants, but in no case shall it be later than midnight.
 - c. In-room visitation to be restricted to participants of the same gender.
 - d. Guests of participants (other than a parent/legal guardian and other program participants) are restricted to visitation in the building lobby and/or floor lounges, and only during approved hours specified by the program.
 - e. The program must comply with all security measures and procedures specified by NCTC Department of Public Safety.
 - f. Pre-enrollment visit programs for high school students housed overnight in-residence halls must be registered with the Office of Residence Life.

15. Require the program to provide and supervise trained counselors (also considered to be Authorized Adults) who must be at least 18 years of age, in accordance with the following:
 - a. The ratio of counselors to program participants must reflect the gender distribution of the participants, and should meet the following:
 - Standards for resident camps are:
 - One staff member for every five campers ages 4 and 5
 - One staff member for every six campers ages 6 to 8
 - One staff member for every eight campers ages 9 to 14
 - One staff member for every 10 campers ages 15 to 17
 - Standards for non-residential camps and programs are:
 - One staff member for every six participants ages 4 and 5
 - One staff member for every eight participants ages 6 to 8
 - One staff member for every ten participants ages 9 to 14
 - One staff member for every twelve participants ages 15 to 17
 - b. Training for the counselors/ program staff must include, at a minimum, sexual abuse and child molestation awareness training approved by the Texas Department of State Health Services (TDSHS), information about responsibilities and expectations; policies, procedures, and enforcement; appropriate crisis/emergency responses; safety and security precautions; confidentiality issues involving minors; mandated reporting; and NCTC responsibility/liability. Counselors must know how to request local emergency services and how to report suspected child abuse (counselors are considered to be mandated reporters as defined by Texas law).
 - c. Responsibilities of the counselors must include, at a minimum, informing program participants about safety and security procedures, NCTC rules, rules established by the program, and behavioral expectations. Counselors are responsible for following and enforcing all rules and must be able to provide information included herein to program participants and be able to respond to emergency(ies).
16. ALL NCTC employees, volunteers and independent contractors, regardless of their status as a mandated reporter as defined by Texas law, who, in the course of their business or volunteer activity, have reasonable suspicion of child abuse, as defined by Texas law, are to make a report it as outlined below:

In addition, ALL NCTC employees, volunteers and independent contractors, who, in the course of their business or volunteer activity, receive a specific disclosure from a person that an identifiable child is a victim of child abuse, or that the person has abused a child, are also required to make a report as outlined below. Please note that information learned through any confidential communications made to an attorney subject to the attorney-client privilege or to a member of the clergy subject to the clergy-penitent privilege is not required to be reported.

Pursuant to the Texas Department of Family and Protective Services, any NCTC employee, volunteer, and/or independent contractor, who is defined by law as a mandated reporter, must make a report if there is reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances Texas Family Code, Title 5.

- a. The mandated reporter comes into contact with the child in the course of employment, occupation and practice of a profession or through a regularly scheduled program, activity or service.
- b. The mandated reporter is directly responsible for the care, supervision, guidance or training of the child, or is affiliated with an agency, institution, organization, school, regularly established church or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child.
- c. A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse.
- d. An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

How to Make a Report

If you are making a report as a mandated reporter pursuant to Texas law or as a NCTC employee, independent contractor, or volunteer (or both), follow these steps:

A tutorial on how to recognize and report suspected child abuse is as follows:

<http://www.dfps.state.tx.us/Training/Reporting/default.asp>

An online Texas Abuse Hotline User Guide can be found:

https://www.dfps.state.tx.us/Training/Reporting/documents/Online_Texas_Abuse_Hotline_User_Guide.pdf

- a. If a child is in immediate danger, contact police at 911 to obtain immediate protection for the child.
- b. Immediately make an oral report to the Texas Department of Family and Protective Services, 1-800-252-5400, or an electronic report using the Texas Abuse Hotline at <https://www.txabusehotline.org/Login/Default.aspx>. Solely informing a supervisor that you suspect abuse is NOT sufficient under this Policy or the law.
- c. Whenever an employee, volunteer or independent contractor makes a report, that person shall also make an internal report to the NCTC's designated agents. In response to the email, the person making the report will be contacted by NCTC Department of Public Safety, and/or the Director of Title IX. All NCTC employees, volunteers, and independent contractors are required to assist the NCTC, to the extent deemed necessary by NCTC, in gathering factual information related to the report.

- d. To the extent provided by law, NCTC will preserve the confidentiality of all child abuse and neglect reports and records to protect the privacy rights of the person making the report.

17. Authorized Adults participating in programs and activities covered by this Policy shall not:

- a. Have one-on-one contact with minors: there must be two or more adults present during activities where minors are present. Authorized Adults also shall not have any direct electronic contact with minors without another adult being included in the communication.
- b. In the case of adults supervising minors overnight, Authorized Adult should not enter a minor's room, bathroom facility, or similar area without another adult in attendance, consistent with the policy of not having one-on-one contact with minors.
- c. Separate accommodations for adults and minors are required other than the minors' parents or guardians.
- d. Engage in abusive conduct of any kind toward, or in the presence of a minor.
- e. Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any minor.
- f. Pick up minors from or drop off minors at their homes, other than the driver's child(ren), except as specifically authorized in writing by the minor's parent or legal guardian.
- g. Authorized Adults shall not provide alcohol or illegal drugs to any minor. Authorized Adults shall not provide prescription drugs or any medication to any minor unless specifically authorized in writing by the parent or legal guardian as being required for the minor's care or the minor's emergency treatment. Participants' medicines may be distributed by program staff, following the conditions outlined in section 6 of this document.
- h. Make sexual materials in any form available to minors participating in programs or activities covered by this Policy or assist them in any way in gaining access to such materials.

Items 17a, 17b, and 17c, do not apply when there are High School students, including prospective athletes, participating in pre-enrollment visitation, hosted by NCTC student(s).

Item 17a does not apply to licensed psychologists providing psychological and counseling services to minors.

- 18. If an allegation of inappropriate conduct has been made against an Authorized Adult participating in a program, s/he shall discontinue any further participation in programs and activities covered by this Policy until such allegation has been satisfactorily resolved.

Minors Involved in NCTC Sponsored Programs Held at NCTC and/or housed in NCTC Facilities

Authorized personnel/signatories for non-NCTC groups using NCTC facilities must provide to the sponsoring unit satisfactory evidence of compliance with all of the requirements of this Policy at least thirty (30) days prior to the scheduled use of NCTC facilities, as well as sign an approved agreement for use of NCTC facilities, if applicable.

FOR EMPLOYEES, VOLUNTEERS, OR INDEPENDENT CONTRACTORS OF NCTC, SEE BELOW:

I have read and been informed about the content, requirements, and expectations of the Minors Involved in NCTC Sponsored Programs Held at NCTC and/or housed in NCTC Facilities for employees at North Central Texas College. I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at NCTC, or as a volunteer with NCTC, or as an independent contractor for NCTC.

I understand that if I have questions, at any time, regarding the Minors Involved in NCTC Sponsored Programs Held at NCTC and/or housed in NCTC Facilities policy, I will consult with my immediate supervisor or my Human Resources staff members.

Please read the Minors Involved in NCTC Sponsored Programs Held at NCTC and/or housed in NCTC Facilities policy carefully to ensure that you understand the policy before signing this document.

PRINTED NAME

DATE

SIGNATURE

CAMPERS 18 AND OVER INVOLVED IN NCTC SPONSORED PROGRAMS HELD AT NCTC AND/OR HOUSED IN NCTC FACILITIES, SEE BELOW:

I have read and been informed about the content, requirements, and expectations of the Minors Involved in NCTC Sponsored Programs Held at NCTC and/or housed in NCTC Facilities for employees at North Central Texas College. I have received a copy of the policy and agree to abide by the policy guidelines as a condition of participating in said programs.

PRINTED NAME

DATE

SIGNATURE

Minors Involved in NCTC Sponsored Programs Held at NCTC and/or housed in NCTC Facilities

FOR PARENTS OR GUARDIANS OF MINORS INVOLVED IN NCTC SPONSORED PROGRAMS HELD AT NCTC AND/OR HOUSED IN NCTC FACILITIES, YOUNGER THAN 18 YEARS OF AGE, SEE BELOW:

I have read and been informed about the content, requirements, and expectations of the Minors Involved in NCTC Sponsored Programs Held at NCTC and/or housed in NCTC Facilities for employees at North Central Texas College. I have received a copy of the policy and agree to abide by the policy guidelines as a condition of participating in said programs.

PARENT / GUARDIAN PRINTED NAME

DATE

PARENT / GUARDIAN SIGNATURE

PRINTEED NAME OF CAMPER