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INTRODUCTION TO PROGRAMS FOR MINORS

INTRODUCTION

The University of Texas at Dallas (the university) annually hosts Programs, Activities, Camps and Events (PACE) for minor individuals under the age of 18. Along with your efforts, diligence, and enthusiasm, Programs for Minors creates a safe and enjoyable PACE experience for minors. This Designated Individuals Guide will familiarize you with your role as a designated individual, and the responsibilities and expectations that accompany this position.

Programs for Minors is committed to ensuring the safety of minors. This includes those participating in camps or programs on university premises or participating in those programs sponsored or supported by the university off campus.

**With everything we do, we endeavor to ensure
the safety of minors on our campus.**

DEFINITIONS

Camper: A minor under age 18 who is attending a campus PACE for Minors on university premises or attending a program sponsored by the university. This definition does not include university students who are under the age of 18.

PACE for Minors: Any program, activity, camp or event held on university premises that offers recreational, athletic, religious, or educational activities to minors, or one that is university sponsored virtually or off campus. PACE for Minors exclusions are listed in the UTDSP5015 - Programs for Minors policy.

PACE Director/Coordinator: The university college, school, unit, or department employee who owns, operates, or supervises a PACE for Minors, regardless of profit.

Designated Individual: Any person involved in a PACE for Minors and who has contact with a minor. This includes programs held on campus or one which is sponsored by the university virtually or off campus. Examples of designated individuals include but are not limited to faculty, staff, student workers, volunteers and contracted employees.

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

Unsupervised Access: Either of these situations, both of which are prohibited:

- An individual has access to a minor and there is no designated individual present
- A designated individual is alone with a minor.

Programs for Minors Director: The university employee responsible for the oversight of any PACE for minors held on university property or sponsored by the university.

REPORTING

ABUSE AND NEGLECT

What is Abuse?

- Abuse includes: (1.) mental, emotional, physical, or sexual injury to a child, or (2.) failure to prevent such injury.

What is Neglect?

- Neglect of a child includes: (1.) failure to provide a child with food, clothing, shelter and/or medical care, and/or (2.) leaving a child in a situation that places them at risk of harm.

What are the types of abuse?

- Physical Abuse: When a parent or caregiver is responsible for any non-accidental physical injury to a child.

Signs of Physical Abuse*	
PHYSICAL	BEHAVIORAL
<ul style="list-style-type: none">▪ Visible and severe injuries.▪ Distinctive shape.▪ Bruises, burns or scalds, bite marks, scarring, fractures or broken bones.▪ Frequency, timing, and history of injuries (frequent, after weekends, vacations, school absences).	<ul style="list-style-type: none">▪ Aggression toward peers, pets, other animals.▪ Appears afraid of parents or other adults.▪ Fear, withdrawal, depression, anxiety, nightmares, insomnia.▪ Immaturity, acting out, emotional and behavior extremes.▪ Self-destructive behavior or attitudes.

**As defined by the Texas Department of Family and Protective Services*

- Sexual Abuse: Occurs when an adult uses a child for sexual purposes or involves a child in sexual acts. Additionally, it occurs when an older or more powerful child uses another child for sexual gratification or excitement.

Signs of Sexual Abuse*	
PHYSICAL	BEHAVIORAL
<ul style="list-style-type: none">▪ Difficulty sitting, walking, bowel problems.▪ Torn, stained, bloody undergarments.▪ Bleeding, bruises, pain, swelling, itching of genital area.▪ Any sexually transmitted disease or related symptoms.	<ul style="list-style-type: none">▪ Withdrawn, depressed, anxious, aggressive.▪ Eating disorders, preoccupation with body.▪ Poor peer relationships, poor self-image, poor self-care, lack of confidence.▪ Sexual acting out, excessive masturbation, sexual behavior or knowledge that is advanced or unusual.▪ Reports sexual abuse.

**As defined by the Texas Department of Family and Protective Services*

- Emotional Abuse: A parent or caregiver harms a child’s mental and social development, or causes severe emotional harm. While a single incident may be abuse, frequently emotional abuse is a pattern of behavior that causes damage over time.

Signs of Emotional Abuse*	
PHYSICAL	BEHAVIORAL
<ul style="list-style-type: none"> ▪ Developmental delays. ▪ Wetting bed, pants. ▪ Speech disorders. ▪ Health Problems (ulcers, skin disorders, obesity and weight fluctuation). 	<ul style="list-style-type: none"> ▪ Overly compliant or defensive. ▪ Extremely emotional, aggressive, withdrawn, anxieties, phobias, sleep disorders. ▪ Destructive or anti-social behaviors (violence, cruelty, vandalism, stealing, cheating, lying). ▪ Inappropriate behavior for age (too adult, too infantile). ▪ Suicidal thoughts and behaviors.

**As defined by the Texas Department of Family and Protective Services*

- Neglect: When a parent or caregiver does not give the care, supervision, affection and support required for a child’s health, safety and well-being.

Signs of Neglect*
<ul style="list-style-type: none"> ▪ Often hungry, stockpiles or seeks food. ▪ May show signs of malnutrition. ▪ Very low body weight/height for age. ▪ Often tired, sleepy, listless. ▪ Hygiene problems, body odor. ▪ Untreated medical and dental problems.

**As defined by the Texas Department of Family and Protective Services*

HOW TO RESPOND WHEN A MINOR DISCLOSES ABUSE*

As a designated individual, a minor may confide that a family member, teacher, coach or a peer, has abused him or her. If this happens, the following steps should be taken:

- **Listen:** Stay calm and let the minor speak. Do not pry, but you can ask a few questions that will help you understand what occurred.
- **Reassure:** The minor may be scared, angry, confused and crying. You can reassure them with a few simple comments, like:
 - *“I know how hard this is to talk about.”*
 - *“You are very brave for bringing this out.”*
 - *“Don’t worry, you are doing the right thing by letting someone know.”*
 - *“This isn’t your fault. You’ve done nothing wrong.”*

- *“I’m very sorry this has happened to you.”*
- **Protect:** Make sure the minor is safe. Do not let the accused person have any further contact with the minor. Reassure the minor you will do everything to keep him or her safe. Let them know you must share what he or she has told you with others who can help.
- **Report:** Write down as much detail about everything the minor has shared with you, using their actual words, not your interpretation as quickly as you can. Report suspected abuse to the police (911), DFPS, the camp director, and the director of Programs for Minors.

**Provided by Praesidium Guardian Inc.*

MANDATED REPORTER/MANDATORY REPORTING

A mandated reporter is an individual who is obligated by law to report reasonable suspicions of abuse. Texas law requires anyone with knowledge of suspected child abuse or neglect must report it immediately to the appropriate authorities. This mandatory reporting requirement applies to all camp directors and designated individuals.

If you suspect a child is being [abused or neglected](#), you are required to report it to the Department of Family and Protective Services (DFPS). Reports can be made at any time to DFPS by phone at 1-800-252-5400 or online at [Texas Abuse Hotline](#) (txabusehotline.org). The hotline and website are available 24 hours a day, seven days a week. The university’s policy prohibits retaliation against good faith reporting of suspected abuse or neglect.

In addition to notifying DFPS and/or law enforcement, the university also requires that designated individuals report any suspected abuse or neglect of minors on university property to the UT Dallas Title IX coordinator (phone: 972-883-2292/email: TitleIXCoordinator@utdallas.edu).

In the event of an emergency or if you witness a crime in progress immediately call 911.

**If you believe a child is being abused or neglected,
you’re required to report.**

JEANNE CLERY ACT /CAMPUS SECURITY AUTHORITY



The [Jeanne Clery Act](#) (cleryact.info/) is a consumer protection law passed in 1990. It requires all colleges and universities who receive federal funding to share information about their efforts to improve campus safety and inform the public of crime on or around campus. This information is publicly accessible through the university’s annual security report.

Campus Security Authority (CSA) is a term used by the Clery Act to indicate someone who collects crime reports. Per the Clery Act, the following members of the community are required to be CSAs:

- Employees of the campus police department or campus security department.
- Any individual who has responsibility for campus security (for example, kiosk guards, event security, or student escorts).

- An official who has significant responsibility for student and campus activities including, but not limited to, student housing, student discipline, and campus judicial proceedings.

PACE directors are required to report to the UT Dallas Police Department (UTDPD) any suspected sexual assault or other crime that occurs on campus, on property immediately adjacent to the university, or on non-campus property or buildings owned or controlled by the university.

UT DALLAS PACE FOR MINORS RULES

BACKGROUND CHECK AND TRAINING

Individuals who work directly with participating minors are designated individuals. All designated individuals (including UT Dallas faculty, staff and students) are required to complete a criminal background check annually and complete an approved State of Texas child protection training course every two years.

HARASSMENT POLICY

In order to have a productive and caring work environment, any form of harassment is prohibited. Harassment of designated individuals by other designated individuals or PACE directors/coordinators is a form of unlawful discriminatory behavior and is not permitted. The following types of harassment are prohibited including, but not limited to: harassment of a sexual, religious, racial or ethnic nature, or retaliation against someone who has made a complaint of harassment. All designated individuals and PACE directors/coordinators are expected to maintain a workplace free from unlawful discrimination and harassment.

If you believe you have been subjected to harassment of any kind, you are encouraged to report it to the PACE director or the Programs for Minors director. The PACE director must report an allegation of sexual harassment to the assistant vice president and Title IX coordinator or designee.

A university community member who in good faith suspects or has knowledge of a material violation of law or university policy has a professional obligation and is expected to report suspected violations. A university community member who reports in good faith actual or suspected violations of law or university policy will be protected from retaliation.

Please refer to the following UT Dallas policies:

[UTDBP3102 - Prohibited Discrimination and Sexual Harassment Sexual Misconduct](#)

[UTDBP3105 - Protection from Retaliation](#)

DRUGS AND ALCOHOL POLICY

The university hosts multiple programs for minors, and, as such, the university is legally, morally and ethically responsible for the health, safety and well-being of campers. PACE directors/coordinators and designated individuals have a responsibility to campers, their parents and the university. PACE directors/coordinators and designated individuals are required to react quickly, safely and appropriately at all times and especially in an emergency. PACE directors/coordinators and designated individuals are required to act in a manner that will protect the campers' safety, physical and emotional well-being.

- Designated individuals may not possess or use alcohol or drugs on or around the university owned/leased property.

- Designated individuals may not return to the university campus intoxicated or under the influence of drugs.

The university is committed to a drug-free work place. PACE directors/coordinators and designated individuals suspected of possessing, selling, or distributing drugs will be reported to the UTDPD.

Please refer to the following UT Dallas policy:

[UTDBP3048 - Drugs and Alcohol Policy](#)

TOBACCO FREE POLICY

UT Dallas is a tobacco free campus. All tobacco products and nicotine dispensing mechanisms, such as e-cigarettes, are banned on campus. This includes, but is not limited to, all buildings and structures, sidewalks, parking lots, walkways and parking structures owned or controlled by the University. In order to adhere to the regulation, designated individuals must refrain from smoking during the program session and while on the UT Dallas campus.

[UTDBP3089 – Tobacco Free Policy](#)

LICENSE TO CARRY

Government Code § 411.2031 (commonly known as SB 11) entitles those who hold Licenses to Carry (LTC), as defined by Texas law, to carry handguns, concealed, both on the grounds and in buildings of public institutions of higher education. SB 11 authorizes the president of a university to enact reasonable rules and regulations regarding the concealed carry of handguns on campus, so long as the rules do not generally prohibit or have the effect of generally prohibiting license holders from carrying concealed handguns on campus.

The purpose of Programs for Minors is to protect minors in their university-sponsored activities and interactions involving members of the UT Dallas community. Pursuant to SB 11, the UT Dallas policy UTDPP1103 – Carry of Concealed Handguns – is consistent with existing regulation stating that the carrying of a concealed handgun in areas where school children are present should be avoided. PACE directors and designated individuals are prohibited from carrying a concealed handgun during a PACE for minors. As a condition of their child’s participation in a camps/programs, parents and guardians who are visiting or transporting a participating minor to and from camps/programs at the university are prohibited from carrying a concealed handgun as well.

“PURSUANT TO SECTION 30.06, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN”

[UTDPP1103 – Carry of Concealed Handguns](#)

DESIGNATED INDIVIDUAL RESPONSIBILITIES

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

- Maintain the highest standards of personal behavior when interacting with youth.

- Ensure the safety of each camper.
- Follow the instructions of the camp director and execute or implement the program's supervision and instruction plan.
- Create a memorable experience by providing:
 - Instruction that is appropriate for each camper's age and ability.
 - Encouragement that enables each camper to increase the confidence needed to acquire new skills.
- Serve as a role model, teacher and guide for campers in their care.
- Monitor the behavior of campers to ensure they adhere to the program's participant code of conduct/rules.
- Enforce the rules consistently and fairly and immediately communicate any issues to the PACE director.
- Treat minors with respect and dignity.
- Comply with all applicable laws and university policies.

When transitioning minors on campus from one location to another ensure:

- Minors walk in groups with designated individuals. At least one designated individual must be 21 years of age or older.
- The group does not become spread out, stick together.
- To look both ways and use crosswalks when crossing streets. Designated Individuals should monitor to ensure all minors are safely across the street.
- Minors are never transported via golf carts or Comet Cabs.
- There is adequate supervision before leaving minors at a new location.
- All minors are accounted for.

All UT Dallas-sponsored in-person PACE for minors are required to maintain daily sign-in/sign-out logs for participants.

- Minors must be signed in and out of the PACE each day by a person the parents/legal guardian has authorized. These signatures transfer custody of the minor to the PACE camp director and designated individuals at the beginning of activities and then back to an authorized person at the end of activities.
- Individuals picking up a minor from the PACE is required to provide a photo ID that matches the name of an authorized person on the minor's Pick-Up Authorization.
- With signed parental permission on the Pick-Up Authorization, participants at least 16 years of age may sign themselves in at the beginning of PACE activities and out at the end of PACE activities each day.
- Participants are not permitted to leave a PACE during lunch unless a parent/legal guardian signs them out, regardless of age.

When working online (virtually) with minors, Designated Individuals must ensure:

- The "rule of three" is adhered to at all times. If there is only one participant, there must be two designated individuals included in all written and online interactions.
- Physical backgrounds for both, designated individuals and participants, are free of offensive and/or inappropriate material. For privacy reasons, encourage virtual backgrounds.
- Both, designated individuals and participants, are appropriately dressed. At no time are pajamas or swimwear appropriate attire during online programming.

- Chat, messaging, and screen sharing functions between minor participants are disabled prior to the start of the program.
- Participants are respectful to designated individuals and all other participants.
- Only the participants first names and first letter of their last names are viewable by others.

All PACE for minors are required to be structured to observe the “**rule of three**” at all times. Designated individuals working with minors are not allowed to be alone with a minor before, during or after a PACE for minors. The “rule of three” requires at least two designated individuals be present at all times. At no time may a designated individual and a minor be in a private area or online session not readily observable by others. Ensuring at least three people are in the room or online session will not only protect minors but protect designated individuals as well.

In addition, before, during and post camp, for both in-person and online programs, designated individuals must:

- Set all personal social media accounts to private while employed by the program.
- Instruct participants and parents to communicate through PACE social media websites.
- Not friend or follow campers on social media.
- Not send personal emails or text messages to campers.
- Not share personal information with campers.

If emailing or texting is required, ensure the camp director is included in the conversation.

If you see something, say something! While participating in a PACE for minors be aware of questionable or inappropriate behavior by fellow designated individuals and by minor participants. If you notice suspicious behavior, either physical or verbal, alert the PACE director so appropriated corrective actions can be taken.

DESIGNATED INDIVIDUAL PROHIBITED CONDUCT

Designated individuals, for both in-person and online programs, must not engage in behaviors that could cause harm or be misconstrued as possibly causing harm. Prohibited conduct for designated individuals includes, but is not limited to:

- No one-on-one contact with campers outside the presence of others. If one-on-one interaction is required, meet in open, well illuminated spaces or rooms with window observable by other designated individuals or program staff.
- No social contact with campers outside of established times for program activities without another designated individual being included. This includes meeting, dating, texting, emailing, social networking, websites, etc.
- No inappropriate language, risqué jokes or sexually suggestive comments around minors, even if the campers are doing so themselves.
- Do not touch campers in a manner that a reasonable person could interpret as inappropriate. Touching should generally only be in the open and in response to the minor’s needs, for a purpose that is consistent with the program’s mission and culture, or for a clear educational, developmental, or health related purpose (i.e. treatment of an injury). Any resistance from the minor should be respected.
- Do not engage in rough or suggestive games, including horseplay.
- Do not give personal gifts to, or do special favors for, a camper, or do anything that may be seen as favoring one camper over others.

- Do not engage in abusive conduct of any kind toward, or in the presence of a camper, including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a camper or other camper from harm, all incidents must be documented and disclosed to the program director and the camper's parent/guardian.
- Do not shower, bathe or undress with or in the presence of campers.
- Do not use, possess or be under the influence of alcohol or illegal drugs while on duty or in the presence of minors involved in the program, or when responsible for a camper's welfare.
- Do not be alone in a vehicle with a camper at any time. When transporting minors, more than one designated individual or program staff from the program must be present in the vehicle, except when multiple minors will be in the vehicle at all times through the transportation. Avoid using personal vehicles if possible and comply with the program's transportation guidelines.
- Do not make sexual materials, alcohol or illegal drugs available to campers participating in programs or activities, or assist them in any way in gaining access to such items.
- Use good judgment about bathroom trips. Do not go into the stall with a child. It is best to bring more than one child at a time to the bathroom, but if that is not possible, maintain an appropriate distance from the stall.
- Do not take pictures of campers for personal use. If you have or are provided with pictures of campers in your charge, do not distribute them on social networking sites.
- Do not provide medication to a camper unless authorization has been granted (signed form on file) by the parent/legal guardian.

✓ <i>Appropriate Physical Interactions*</i>	✗ <i>Inappropriate Physical Interactions</i>
<ul style="list-style-type: none"> ▪ Side hugs. ▪ Shoulder-to-shoulder hugs. ▪ Pats on the shoulder or back. ▪ Handshakes. ▪ High-fives and hand slapping. ▪ Verbal praise. ▪ Pats on the head (when culturally appropriate). ▪ Holding hands (with young children in escorting situations). 	<ul style="list-style-type: none"> ▪ Full-frontal hugs. ▪ Kisses. ▪ Lap sitting. ▪ Wrestling. ▪ Piggyback rides. ▪ Tickling. ▪ Allowing a youth to cling to a designated individual's leg. ▪ Massaging of any kind given by or to a youth. ▪ Compliments relating to physique or body development. ▪ Touching bottom, chest, or genital areas.

**Provided by Praesidium Guardian Inc.*

✓ <i>Appropriate Verbal Interactions*</i>	✗ <i>Inappropriate Verbal Interactions</i>
<ul style="list-style-type: none"> ▪ Positive reinforcement. ▪ Appropriate jokes. 	<ul style="list-style-type: none"> ▪ Name calling. ▪ Discussing sexual encounters.

<ul style="list-style-type: none"> ▪ Encouragement. ▪ Praise. 	<ul style="list-style-type: none"> ▪ Secrets. ▪ Cursing. ▪ Off-color or sexual jokes. ▪ Shaming. ▪ Belittling. ▪ Derogatory remarks. ▪ Harsh language that may frighten, threaten or humiliate. ▪ Derogatory remarks about the youth or his/her family.
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CAMPER BEHAVIOR MANAGEMENT

There are occasions when it may be necessary for the designated individual(s) to address behavior issues with campers while they are participating in a program.

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

- Discipline is an important part of the designated individual's duties.
 - Be fair. All rules are the same for everyone.
- Give a verbal warning.
 - Explain to the camper(s) why behavior is inappropriate.
 - Give the camper(s) time to refocus and/or redirect their behavior.
- Do not admonish the entire group.
 - Direct instructions to individuals by name.
- It is the designated individual's responsibility to be a mediator in disagreements between campers.
 - Use quiet authority. Do not yell or use abusive language. No physical contact.
- Let campers know their boundaries.
 - Do not assume the campers know what is expected.
 - Read over and reiterate code of conduct with campers upon arrival to ensure the expectations and rules are understood from the beginning.
 - Explain to campers that if the code of conduct is 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 campers.

A designated individual may discipline a camper as listed above. The following types of discipline are prohibited:

- Corporal punishment.
- Hitting.
- Touching or grabbing.
- Shaking.
- Intimidating a camper.
- Verbal abuse.

Failure to abide by the above rules will result in immediate dismissal of the designated individual.

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 camp directors must create a positive and caring environment.

Creating positive relationships is one of the keys to preventing bullying. Bullying is less likely to occur during a program if campers and designated individuals feel closely connected and responsible for one another. When 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.

<i>Signs a Camper is Being Bullied</i>	<i>Signs a Camper is a Bully</i>
<ul style="list-style-type: none">▪ Unexplainable injuries.▪ Lost or destroyed clothing, books, electronics or jewelry.▪ Frequent head or stomach aches.▪ Eating habit changes.▪ Difficulty sleeping or nightmares.▪ Avoidance of social situations.▪ Feelings of helplessness or decreased self-esteem.▪ Self- destructive behaviors (e.g. harming themselves, or suicidal thoughts).	<ul style="list-style-type: none">▪ Positive attitude toward violence and the use of violent means.▪ Dominate and subdue other campers to get their way.▪ Impulsive, aggressive, easily angered.▪ Lack of empathy.▪ Defiance and aggression toward adults.▪ Involved in physical or verbal fights.▪ Unexplained extra money or new belongings.▪ Doesn't accept responsibility for their actions.

Designated individuals should reiterate the following to campers:

- Bullying is not acceptable and will not be tolerated.
- If a bully bothers you, ask a designated individual or PACE director for help.
- Report bullying. Telling is not tattling.

Designated individuals should be especially aware of minor-to-minor harassment. This includes harassment over text, e-mail or social media.

OVERNIGHT CAMP SUPERVISION

Designated individuals staying overnight with campers should follow overnight procedures developed by the PACE director. At a minimum, the following guidelines should be enforced:

- A designated individual from the same camp should accompany minor participants at all times when outside of their assigned living quarters. Minors are not allowed to explore the campus without a designated individual being present.

- Do not allow campers of the opposite gender or from other camps to have unsupervised visits in living quarters.
- Take attendance each morning, periodically throughout the day and before lights out.
- Remind campers to be respectful of others and to keep noise levels to a minimum while in their rooms and in hallways. Ensure campers are maintaining reasonable noise levels at all times.

All designated individuals for overnight PACE for minors should be familiar with emergency exists in case evacuation is called for. Always refer to the approved PACE plans for emergencies or first aid and be sure to perform any necessary lock-in procedures for lights out. At all times of the night ensure campers are maintaining reasonable noise levels.

POST CAMP COMMUNICATION

After the program has ended, campers may want to connect with designated individuals via their personal social media accounts. It is the policy of Programs for Minors that designated individuals do not communicate with campers after the program has concluded. If a camper would like to stay in touch, please have them direct their communication to the program or the program’s social media accounts.



This communication includes, but is not limited to email, text messaging, telephone, personal social media accounts. Do not “friend” or “follow” campers on social networking sites or communicate via internet chat rooms; do not send personal emails or text messages; do not share personal or intimate information with campers. Designated Individuals must set all social media accounts to private while employed by the program. This is for your protection as well as the campers.

✓ <i>Appropriate Electronic Communication</i> *	✗ <i>Inappropriate Electronic Communication</i>
<ul style="list-style-type: none"> ▪ Send and reply to emails and text messages from campers only when copying other designated individuals and/or the camp director. ▪ Communicate through organization group pages on Facebook or other approved public forums. ▪ Private social media profiles for staff and volunteers that campers cannot access. 	<ul style="list-style-type: none"> ▪ Harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating comments. ▪ Sexually oriented conversations. ▪ Private messages between designated individuals and campers. ▪ Posting inappropriate comments on pictures. ▪ Friending or following campers on social networking sites.

**Provided by Praesidium Guardian Inc.*

CAMPER SAFETY

The university is committed to making every effort to keep campers safe while on our campus. In order to promote a safe environment for campers, designated individuals should:

Think Safety First

- Think safety first and foremost. If an activity appears dangerous, discontinue immediately.
- Be aware of your surroundings.
- Periodically scan the area for questionable situations/people.
- Call UTPD or 911 if an unknown person or vehicle is loitering or regularly passing by.
- Notify the PACE director of any safety concerns.
- Maintain a visual view of campers at all times.
- Campers should use the buddy system when going to the restroom or in route to camp activities.
- Notify the PACE director immediately if campers are in possession of alcohol/drugs/weapons.
- When staying in a dormitory or off campus housing, review fire alarm and evacuation procedures with campers on your floor.
- Report all injuries to the PACE director immediately.

MEDICAL INFORMATION PROCEDURES

The PACE director or designated individual is responsible for ensuring medical information is collected and reviewed for all in-person PACE for Minors. Medical information is confidential and only for use by PACE staff. It is imperative that parents are notified of all medically-related situations.

Medical Information and Release agreement is required for in-person participants.

The appropriate Release and Indemnification Agreement, in-person or online, must be agreed to by a parent or legal guardian during registration in CircuiTree.

MEDICAL EMERGENCY PROCEDURES

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

- Call 911 to summon emergency personnel.
- Notify the parent/legal guardian or the emergency contact.
- Notify Programs for Minors office at (972)883-3815.
- A designated individual must accompany the minor to the hospital and remain until the parent/legal guardian arrives.
- Complete a Programs for Minors Incident Report form no later than 24 hours following the medical emergency to submit to the PACE director and the Programs for Minors office.

PACE EMERGENCY PLAN

All designated individuals should be familiar with the emergency plans established for in-person PACE for minors. Designated individuals are responsible for:

- Escorting campers out of the building and proceeding to a safe area designated by the PACE emergency plan

- Remaining with their assigned camp group and taking attendance immediately.

If all campers and staff are accounted for, the designated individual will maintain order and follow the instructions of emergency personnel.

If a camper or designated individual are missing when attendance is taken, immediately notify the emergency personnel and follow their instructions.

FIELD TRIP PROCEDURE

When on a field trip with minors, designated individuals should adhere to the following directives:

- Complete an initial count of all campers.
- Divide campers into small groups and use the buddy system.
- Take attendance prior to departing, immediately when everyone is in the vehicle, several times once you have arrived, prior to returning to the vehicle, and again when minors are in the vehicle for the return trip.



MISSING/LOST MINOR PROCEDURE

Designated individuals are responsible for knowing the location of minors at all times, both onsite and off, for the duration of the program.

- Designated individuals must account for their minors at all times: Regularly check attendance, specifically when minors are in transition between locations.
- Immediately notify the PACE director if a minor is unaccounted for.
- PACE director and designated individuals will immediately search the area where the minor was last seen.

If the minor is not located after the aforementioned steps have been completed:

- Call UTDPD. The PACE director will contact the police and wait for them to arrive.
- Contact parents. The PACE director will contact parents to apprise them of the situation.
- Contact the Programs for Minors director, Carla Garner.
- PACE 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 camper.

SPECIAL ACCOMMODATIONS

The University of Texas at Dallas is committed to providing an educational, living, and working environment that is welcoming, respectful, and inclusive of all members of the university community.

- As part of this effort, UT Dallas is committed to providing students, faculty, staff and visitors with equal access and opportunity to all university programs, activities, and facilities. The

university strives to promote an environment that is free from both physical barriers and barriers of attitude.

- For UT Dallas - sponsored or joint-sponsored camps: If a camper with a disability requires or requests special accommodation, please refer them to the UT Dallas ADA coordinator.

CONTACT NUMBERS

<i>Contact</i>	<i>Phone</i>	<i>Email</i>
Programs for Minors director	972-883-3815	pace@utdallas.edu
University of Texas at Dallas Police Department	972-883-2222	police@utdallas.edu
Assistant vice president and Title IX coordinator	972-883-2292	titleIX@utdallas.edu
Environmental Health and Safety	972-883-2381	emergencymanagement@utdallas.edu
Residential Camp & Conference Services	972-883-7430	rccs@utdallas.edu

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Date: _____

PACE Name: _____

By signing this document, I agree that I have read and completely understand the responsibilities, policies and procedures outlined in the Designated Individuals Guidebook and UTDSP5015-Programs for Minors Policy. I further understand that I am a mandatory reporter under Texas State Law, and I am prohibited from carrying a concealed handgun to any PACE for Minors. I agree to follow/adhere to all rules and expectations while performing my duties as a designated individual for The University of Texas at Dallas PACE for Minors.

Designated Individual Name (Please Print)

Designated Individual Signature

Upon signing, provide this page to the PACE for Minors director.

The Designated Individuals Guidebook should be kept by the designated individual for reference throughout the duration of the program.