



## **Policy and Regulation Reminders for External Groups Involving Minors**



**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.

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

*\*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.

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▪ Withdrawn, depressed, anxious, aggressive.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

*\*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.

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▪ Extremely emotional, aggressive, withdrawn, anxieties, phobias, sleep disorders.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

*\*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.

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

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

### **HOW TO RESPOND WHEN A MINOR DISCLOSES ABUSE\***

As a program staff member, 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 program staff/volunteers.

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](http://txabusehotline.org) (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 program staff 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](http://cleryact.info/) (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.

External programs 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 POLICY REMINDERS**

### **BACKGROUND CHECK AND TRAINING**

Individuals who work directly with participating minors 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**

Any form of harassment is prohibited on the UT Dallas campus. Harassment of or by program staff, volunteers or leaders of external groups while on the UT Dallas campus 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 staff and volunteers for external groups are expected to maintain an environment 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 external program director or the UT Dallas Title IX coordinator. The program director for the external group must report an allegation of sexual harassment to the 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 AND TOBACCO USE**

The university hosts multiple external programs for minors each year. External program directors/coordinators, staff and volunteers have a responsibility to the minors attending the program, their parents and the university. They are required to react quickly, safely and appropriately at all times, especially in an emergency, and in a manner that will protect the minors' safety, physical and emotional well-being.

- External program directors/coordinators, staff and volunteers may not possess or use alcohol or drugs on or around the university owned/leased property.
- External program directors/coordinators, staff and volunteers may not return to the university campus intoxicated or under the influence of drugs.

The university is committed to a drug-free campus. External program directors/coordinators, staff and volunteers 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.

Pursuant to SB 11, the UT Dallas policy UTDP1103 – 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. External program directors, staff and volunteers are prohibited from carrying a concealed handgun during a program for minors. As a condition of their child's participation in camps/programs on the UT Dallas campus, 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”

[UTDP1103 – Carry of Concealed Handguns](#)

### **EMERGENCY PLAN**

All staff and volunteers for external programs should be familiar with established emergency plans. Program staff and volunteers are responsible for:

- Escorting minors out of the building and proceeding to a safe area designated by the program emergency plan.
- Remaining with their assigned group and taking attendance immediately.

If all minors and members of the external group are accounted for, the program staff and volunteers will maintain order and follow the instructions of emergency personnel.

If a minor, staff or volunteer for the external group are missing when attendance is taken, immediately notify the emergency personnel and follow their instructions.

### **MISSING/LOST MINOR PROCEDURE**

While on the UT Dallas campus, external groups are responsible for knowing the location of minors attending their program at all times.

Staff and volunteers for external groups must account for their minors at all times:

- Regularly check attendance, specifically when minors are in transition between locations.
- Immediately notify the program director if a minor is unaccounted for.
- Program director, staff and volunteers 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 program director will contact the police and wait for them to arrive.
- Contact parents. The program director will contact parents to apprise them of the situation.
- Program directors and staff/volunteers should continue searching the area until police arrive.

When police arrive they will assume command to locate the missing minor.

### **COMMUNICATION**

External program staff are responsible for communicating with participant parents/legal guardians during an emergency. UT Dallas and/or UT Dallas employees are not responsible for communicating with parents/legal guardians.

UTDALERT is a campus wide emergency notification system that sends text alerts to registered cell phones in the event of an emergency or disruption to normal University operations. All external program staff and parents/guardians of participants are invited to enroll to receive alerts via text by texting UTDALERT to 888777. Text STOP to 888777 to be unenrolled after the program for minors has ended.

### **CONTACT NUMBERS**

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