



outh protection  
program

THE UNIVERSITY OF TEXAS AT AUSTIN

PARENT GUIDEBOOK



**CONTACT INFORMATION:**

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Monday – Friday

7:30 AM – 4:30 PM CST

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**Table of Contents**

CONTACT INFORMATION: ..... 2

INTRODUCTION TO THE YOUTH PROTECTION PROGRAM ..... 4

    Introduction ..... 4

    Youth Protection Program Mission ..... 4

    Definitions ..... 4

HOW WE PROTECT MINORS ..... 5

    Staff Hiring ..... 5

    Designated Individual Orientation ..... 5

    Prohibited Conduct ..... 5

    Supervision ..... 6

    Bullying ..... 7

    Peer-to-Peer Abuse ..... 7

    Social Media Policy ..... 7

    Post Camp Communication ..... 7

    Alcohol, Substance Abuse and Tobacco Policy ..... 8

    Harassment and Discrimination Policy ..... 8

    Reporting Requirements ..... 8

    Procedures for the Release of Children ..... 8

    Reunification Plan ..... 9

CAMPER REQUIREMENTS ..... 9

    Required Forms ..... 9

    Immunization Requirements ..... 9

    Medication Requirements ..... 10

    Wellness Policy ..... 10

    ADA Accommodations ..... 10

    University Contacts ..... 10

## INTRODUCTION TO THE YOUTH PROTECTION PROGRAM

### Introduction

The University of Texas at Austin is committed to protecting minors participating in sponsored university programs. With this commitment in mind, the University developed the Youth Protection Program (YPP) to ensure the safety of minors participating in University-sponsored programs.

The University adopted the Youth Protection Program Policy to reaffirm its commitment to protect minors. This policy serves to reinforce state law and give additional guidance to staff, faculty, students, and volunteers.

The YPP Parent Guidebook will familiarize you with how the University protects your children while they are participating in programs on campus.

### Youth Protection Program Mission

The University's YPP 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.

With everything we do, we are endeavoring to ensure the safety of minors on our campus

### Definitions

**Affiliated Workers:** Individuals who work for the University outside of traditional employment. Some university affiliate positions are paid, and others are unpaid volunteers. Some may have an affiliated worker position in addition to another position at the University. They may be individuals who need access to university services such as the ID center or parking privileges.

**Camper:** A minor (under age 18) who is attending a campus program for minors (program or programs) 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.

**Campus Program for Minors (Program or Programs):** Any program or camp held on university premises that offers recreational, athletic, religious, or educational activities to minors, or one that is University-sponsored. This excludes programs for university-enrolled students under the age of 18.

**Camp Director:** The university college, school, unit, or department employee who owns, operates, or supervises a campus program for minors (program or programs), regardless of profit.

**Designated Individual(s):** Any person involved in a campus program for minors (program or programs), who has contact with a minor. This includes programs held on campus or one which is sponsored by the University. Examples of designated individuals include but are not limited to faculty, staff, student workers, volunteers (affiliated workers), 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:** Means either of these situations which are prohibited:

- an individual has access to a minor and there is no other designated individual present
- or, a designated individual is alone with a minor.

**Youth Protection Program Director:** The university employee responsible for the oversight of any camp or program involving minors held on university property or sponsored by the University.

## HOW WE PROTECT MINORS

### Staff Hiring

Any University employee, student, parent/legal guardian, independent contractor, or other volunteer who will serve as a designated individual in any University-sponsored program, must first meet the following requirements.

Camp directors must ensure all designated individuals who will work with campers during the program undergo a criminal background check conducted each year of the program. The check must be conducted and successfully cleared before the start of the program. The program will use the following sources in conducting a background check:

- Texas DPS Crime Records Service – Secure or Public Site
- a sex offender registration check
- an appropriate out-of-state check
- an international check for any foreign national who the camp 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.)

In addition to criminal background checks, designated individuals must complete the approved State of Texas Sexual Abuse and Child Molestation Awareness training and examination. This training includes information and examination concerning warning signs of sexual abuse and child molestation. Designated individuals must complete the training and examination every two years.

If these requirements are not met, the designated individuals cannot work in the program.

### Designated Individual Orientation

Before the start of the program, each designated individual must attend an orientation. Orientation includes, but is not limited to, program-specific information, camper safety, signs of abuse and neglect, policies and procedures of the YPP, mandatory reporting requirements, program rules, university policies, and safety protocols and procedures.

### Prohibited Conduct

Designated individuals must not engage in behaviors that could cause harm or be misconstrued as possibly causing harm. The YPP observes a 2:1 rule, which is two (2) designated individuals to every one (1) minor or two (2) minors to every one (1) designated individual. Designated individuals are not allowed to be alone with a minor outside the presence of others. Other prohibited conduct for designated individuals includes, but is not limited to:

- No one-on-one contact with minors is permitted outside the presence of others.
- Do not meet with minors outside of established times for program activities.
- Do not touch minors in a manner that a reasonable person could interpret as inappropriate.

- Do not engage 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.
- Do not shower, bathe, or undress with or in the presence of minors.
- Do not use, possess, or be under the influence of alcohol or illegal drugs while working a campus program for minors.
- Do not be alone in a vehicle with a minor at any time.
- Do not have direct electronic contact with minors without another designated individual included in the communication.
- Do not make sexual materials in any form available to minors participating in programs or activities, or assist them in any way in gaining access to such materials.

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

*\*Produced by Praesidium Guardian Inc.*

<i>Appropriate Verbal Interactions*</i>	<i>Inappropriate Verbal Interactions</i>
<ul style="list-style-type: none"> <li>▪ Positive reinforcement</li> <li>▪ Appropriate jokes</li> <li>▪ Encouragement</li> <li>▪ Praise</li> </ul>	<ul style="list-style-type: none"> <li>▪ Name calling</li> <li>▪ Discussing sexual encounters</li> <li>▪ Secrets</li> <li>▪ Cursing</li> <li>▪ Off-color or sexual jokes</li> <li>▪ Shaming</li> <li>▪ Belittling</li> <li>▪ Derogatory remarks</li> <li>▪ Harsh Language that may frighten, threaten or humiliate youths</li> <li>▪ Derogatory remarks about the youth or his/her family</li> </ul>

*\*Produced by Praesidium Guardian Inc.*

## **Supervision**

Campers are supervised at all times, and there is no unsupervised free time. Each program must establish a plan for adequate supervision in light of the number and average age of campers, the program activity, and whether overnight accommodations are involved. The supervision plan must specify the person responsible for all designated individuals serving in the

program and the proposed ratio of campers to designated individuals. All programs must have rules for visitors, and overnight programs must specify curfews adequate to the camper's age.

Camp directors and designated individuals must be alert to the physical and emotional state of all children and indicate, verbally or in writing, any sign of injury or suspected child abuse.

Each program must have a minimum designated individual to camper ratio of the following:

Camper Age	Number Staff	Overnight Campers	Day-only Campers
5 years and younger	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

### 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.

All camp directors and designated individuals are trained in our camper behavior management and anti-bullying policy. If a behavior does arise that causes a disturbance, it is remedied immediately. The YPP has **zero-tolerance** for bullying.

Please reiterate the following to your child(ren):

- If a bully bothers you, ask a camp director or designated individual for help.
- Report bullying when you see and hear about it. Telling is not tattling.

### Peer-to-Peer Abuse

Peer-to-peer abuse occurs when a child or youth (minor) is abused by another child/ren/youth (minor). The victim and the perpetrator can be of the same sex, different sex, same age, or differing ages. Peer-to-peer abuse includes but is not limited to physical abuse, sexual abuse, emotional/verbal harm, sexual harassment, sexting, intimate partner violence, and in-person bullying or cyberbullying.

The YPP's camper to designated individual ratio requirements, the use of engaged and zone supervision, adherence to the social media policy, the use of Remind 101, a monitored two-way communication platform, and adherence to the 'no unsupervised free time' policy helps combat the risk for peer-to-peer abuse. Camp Directors and designated individuals are expected to communicate to campers the appropriate physical and verbal interactions allowed during the program.

### Social Media Policy

Designated individuals must set their social media accounts to private for the duration of the program. Personal emails, text messages, phone calls, and private social media communications with campers are not allowed.

### Post Camp Communication

After the program has ended, minors may want to connect with designated individuals via their personal social media accounts. It is the policy of the YPP that minors do not communicate with camp directors and designated individuals after the program has concluded. If a minor wants to

stay in touch, please have them direct their communication to the program or its social media accounts.

This communication includes but is not limited to email, text messaging, telephone, and personal social media accounts. Designated individuals cannot “friend,” “follow,” etc., campers on social networking sites or communicate via internet chat rooms; they cannot send personal emails or text messages or share personal or intimate information with minors. If you believe a camp director or designated individual has contacted your child through any of these mediums, please contact the YPP Office immediately at [ypp@utexas.edu](mailto:ypp@utexas.edu) or 512-471-0594.

### Alcohol, Substance Abuse and Tobacco Policy

The University is committed to being a drug-free campus. Campers suspected of possessing, selling, or distributing drugs will be reported to the University of Texas Police Department (UTPD) and dismissed from the program.

The University prohibits the use of all forms of tobacco products on the university campus. In order to adhere to university policy, campers must refrain from using tobacco during the program session.

- Campers may not possess or use alcohol or drugs on or around the University-owned/leased property.
- Campers may not return to the university campus intoxicated or under the influence of drugs.
- The YPP has **zero-tolerance** for drugs and alcohol.

### Harassment and Discrimination Policy

In order to have a productive and caring environment, any form of harassment is prohibited. 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 campers are expected to maintain an environment free from unlawful discrimination and harassment. The YPP has **zero-tolerance** for harassment and discrimination.

If you or your child believe you have been subjected to harassment of any kind, you are encouraged to report it to the camp director or the YPP director. The camp director must report an allegation of sexual harassment to the associate vice president and Title IX coordinator or designee.

### Reporting Requirements

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 a camp director or designated individual suspects a child is being [abused or neglected](#), they are required to report it to the Department of Family and Protective Services (DFPS). The University’s policy prohibits retaliation against good faith reporting of suspected abuse or neglect.

In addition to notifying DFPS and law enforcement, the University also requires that camp directors and designated individuals report any suspected abuse or neglect of minors on university property to the associate vice president and Title IX coordinator.

### Procedures for the Release of Children

The parent or legal guardian who registers the child in the program will be considered the primary parent and will be whom the program will communicate with concerning the child and



authorizations. If a parent or legal guardian is not listed on the minor's registration, they will need to provide court documentation that will prove the validity of the relationship.

### Reunification Plan

The ability to reunify minors with their parents/legal guardians following an emergency incident was identified as a priority by the YPP and Campus Emergency Preparedness departments. Reunification is a process that protects the child's safety and provides for an accountable change of custody from the University to a recognized parent/legal guardian. In the event of a reunification, the parent/legal guardians will be notified where the reunification center will be located. Please wait for official communication from the University before going to the reunification center.

If a parent/legal guardian is notified that reunification is needed, there are some expectations that parents/legal guardians should be aware of:

- Be patient, and do not pick up your child without checking in.
- Please remember to bring your photo identification to the check-in center to have your child released to you.
- Your child will only be released to a parent/legal guardian or designated adult. The designated adult must be 18 or over.

### CAMPER REQUIREMENTS

#### Required Forms

The following forms are required before participating in a program at The University of Texas at Austin. Parents/legal guardians must sign all forms. Signatures may be obtained in DocuSign.

- Youth Protection Program Consent for Treatment/Immunizations of a Minor
- Youth Protection Program Release and Indemnification Agreement
- Youth Protection Program Transportation Form
- Youth Protection Program Media Release

If your camper has any special medical need that requires additional training and or staff supervision, please inform the Camp Director before the start of the program to discuss further options. Additionally, the information can be added to the YPP Consent for Treatment/Immunizations of a Minor form. Within the first 24 hours of a camper's arrival, the program staff will review the medical information for each camp and advise appropriate designated individuals of any special medical needs.

#### Immunization Requirements

The University of Texas at Austin requires all campers participating in programs to have a current immunization record showing the camper has been immunized according to the Texas Department of State Health Services (TDHS) Minimum State Vaccine Requirements.

The immunizations needed are listed below:

- Hepatitis B
- Measles
- Hepatitis A
- Pnenumicccak (conjugate vaccine)
- DTp/DTaP/DT
- TB Screening
- Polio IPV or OPV
- Hib
- Rotavirus
- Mumps
- Varicella
- Influenza
- Rubella
- Polio

If your child has not been immunized, you must attach the official documentation of TDHS exemption from immunizations for Reasons of Conscience or a Physician’s Statement of medical contradictions.

### Medication Requirements

Parents/Guardians must complete, sign, and submit the YPP Consent for Treatment/Immunization of a Minor form detailing the medication name(s), time(s) to be dispensed, and dosage(s) for the program staff to dispense any medications. The program staff will only dispense medications, prescription or non-prescription, in accordance with the label directions.

Prescription medications must be in the original containers labeled with the camper’s name, date, directions, and the physician’s name. Non-prescription medications are labeled with the camper’s name and the date the medication was brought to the program. Non-prescription medication must be in the original container. It is the parent’s responsibility to pick up all medication at the end of the program. Any medication left after the last day of the program will be discarded. Expired medication will be sent home, and parents will be notified to provide a replacement.

### Wellness Policy

Your child’s health is important to us. However, certain symptoms in children may suggest the presence of a contagious illness. Keeping your child(ren) at home when sick will reduce the spread of the illness to other children participating in the program.

- Children exhibiting symptoms of a contagious illness should stay home and are not allowed to attend programming.
- Children exhibiting contagious illness symptoms while attending a program must be picked up immediately. If your child(ren) is from out of state, you must make arrangements with the program to pick them up as soon as possible.

### ADA Accommodations

Please notify the camp director of any modifications/adaptations that may be required to accommodate a disability-related need before the campers' arrival.

### University Contacts

<i>Contact</i>	<i>Phone</i>	<i>Email</i>
Youth Protection Program Director	512-471-0594	<a href="mailto:ypp@utexas.edu">ypp@utexas.edu</a>
University of Texas Police Department (UTPD)	512-471-4441	

