youth protection program

THE UNIVERSITY OF TEXAS AT AUSTIN

YOUTH PROTECTION PROGRAM GUIDEBOOK



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Introduction to the Youth Protection Program

Introduction

The University of Texas at Austin (University) annually hosts camps and programs for minors 18 and younger. Along with your efforts, diligence, and enthusiasm, the Youth Protection Program (YPP) creates a safe and enjoyable experience for minors. The YPP Guide will familiarize you with your designated individual role and the responsibilities and expectations that accompany this position.

Youth Protection Program Mission

The University's YPP is committed to ensuring the safety of minors. This includes those participating in 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.

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
▪ 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)	▪ Aggression toward peers, pets, and 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

**Produced by 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
▪ Difficulty sitting, walking, bowel problems ▪ Torn, stained, bloody undergarments ▪ Bleeding, bruises, pain, swelling, itching of the genital area ▪ Any sexually transmitted disease or related symptoms	▪ Withdrawn, depressed, anxious, aggression ▪ 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

**Produced by 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*
▪ Developmental delays ▪ Wetting bed, pants ▪ Speech disorders ▪ Health Problems (ulcers, skin disorders, obesity, and weight fluctuation)	▪ 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

**Produced by Texas Department of Family and Protective Services*

- Neglect - is 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**
▪ 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

**Produced by Texas Department of Family and Protective Services*

HOW TO RESPOND WHEN A CAMPER DISCLOSES ABUSE*

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

- **Listen** – Stay calm and let the camper speak. Do not pry, but you can ask a few questions that will help you understand what occurred.
- **Reassure** – The camper 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 camper is safe. Do not let the accused person have any further contact with the camper. Reassure the camper 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 and as quickly as you can everything the camper has shared with you, using their actual words, not your interpretation. Report suspected abuse to the police, DFPS, the camp director, and the youth protection program director.

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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 (www.txabusehotline.org). The hotline and website are available 24 hours a day, seven (7) 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 associate vice president and Title IX coordinator (phone: 512-232-3992/email: titleix@austin.utexas.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 are required to report it

JEANNE CLERY ACT /CAMPUS SECURITY AUTHORITY



The Jeanne Clery Act (www.cleryact.info/) is a consumer protection law passed in 1990. It requires all colleges and universities that 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

At the university, camp directors are deemed campus security authorities (CSA). As a CSA, the camp directors are required by the Jeanne Clery Act to report to The University of Texas Police Department (UTPD) any suspected sexual assault or other crime that occurs on campus, on the property immediately adjacent to the university, or on non-campus property or buildings owned or controlled by the university.

CAMP RULES

BACKGROUND CHECK AND TRAINING

Individuals who have unsupervised access to the campers are designated individuals. All designated individuals are required to complete a criminal background check annually and an approved State of Texas child protection training course every two (2) 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 camp directors 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 camp directors must 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 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.

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 Handbook of Operating Procedures (HOP) Policies:

HOP 3-3031 – Prohibition of Sexual Discrimination, Sexual Harassment, Sexual Assault, Sexual Misconduct, Interpersonal Violence, and Stalking

HOP 3-1022 Protection from Retaliation for Suspected Misconduct Reporting (Whistleblower)

Alcohol, Substance Abuse and Tobacco Policy

The university hosts multiple programs for minors; as such, the university is legally, morally, and ethically responsible for the campers' health, safety, and well-being. Camp directors and designated individuals have a unique responsibility to the campers, their parents, and the university. Camp directors and designated individuals are required to react quickly, safely, and appropriately at all times and especially in an emergency. Camp directors or 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 Youth Protection Program has **zero-tolerance** for drugs and alcohol.

The university is committed to a drug-free workplace. Camp directors or designated individuals suspected of possessing, selling, or distributing drugs will be reported to the University of Texas Police Department (UTPD).

The university prohibits the use of all forms of tobacco products on the university campus. To adhere to university policy, designated individuals must refrain from smoking or vaping during the program session.

Please refer to the following HOP Policies:

HOP 8-1030 Manufacture, Sale, Possession, Distribution, or Use of Alcohol or Illegal Drugs

HOP 8-1040 Tobacco-Free Campus

YPP Gifting Policy

To ensure campers' safety, designated individuals and camp directors cannot receive or gift personal gifts to campers or their families.

- Programmatic gifts are permissible to give to campers.
- All offers of gifts or gratuities will be refused by designated individuals and immediately reported to the camp director.
- Giving personal gifts to campers and not disclosing to the camp director or asking campers to keep the gift a secret indicates a perception of favoritism or grooming and can result in immediate termination.

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. Government Code § 411.2031 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 President has established rules to specifically address youth programs at the University.

The purpose of the Youth Protection Program (YPP) is to protect minors in their university-sponsored activities and interactions involving members of The University of Texas at Austin community. Pursuant to Government Code § 411.2031 (the SB 11, "Campus Carry Law"), the YPP Policy prohibits carrying a concealed handgun by any person involved in a University of Texas at Austin camp/program for minors. As a condition of their child's participation in programs, parents and guardians who are visiting or transporting a participating minor to and from camps/programs at The University of Texas at Austin are prohibited from carrying a concealed handgun.

"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"

Please see the Campus Carry Implementation (www.campuscarry.utexas.edu/) website for more information.

DESIGNATED INDIVIDUAL RESPONSIBILITIES

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

- Ensuring the safety of each camper.
- Following the instructions of the camp director and executing or implementing the program's supervision and instruction plan.
- Creating a memorable experience by providing:
  - instruction that is appropriate for each camper's age and ability; and
  - encouragement that enables each camper to increase the confidence needed to acquire new skills.
- Serving as a role model for campers in your care.
- Monitoring campers' behavior to ensure they adhere to the program's code of conduct/rules.
- Enforcing the rules and immediately communicating any issues to the camp director.

DESIGNATED INDIVIDUAL PROHIBITED CONDUCT

Designated individuals 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 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.

*Appropriate Physical Interactions**	*Inappropriate Physical Interactions*
▪ 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)	▪ Full-frontal hugs ▪ Kisses ▪ Lap sitting ▪ Wrestling ▪ Piggyback rides ▪ Tickling ▪ Allowing a camper 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 the bottom, chest, or genital areas

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*Appropriate Verbal Interactions**	*Inappropriate Verbal Interactions*
▪ Positive reinforcement ▪ Appropriate jokes ▪ Encouragement ▪ Praise	▪ Name-calling ▪ Discussing sexual encounters ▪ Secrets ▪ Cursing ▪ Off-color or sexual jokes ▪ Shaming ▪ Belittling ▪ Derogatory remarks ▪ Harsh Language that may frighten, threaten or humiliate campers ▪ Derogatory remarks about the camper or their family

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DESIGNATED INDIVIDUAL BOUNDARIES STANDARDS

Designated individuals working a campus program for minors (program) have a responsibility for camper safety and must always maintain a professional environment and appropriate boundaries. To protect campers, the following standards apply to designated individuals working any program:

Professional Conduct Standards

- Those working a campus program for minors may not engage in sexual activity of any kind including during off-duty or downtime hours while around or in close proximity to campers.
- This prohibition applies regardless of whether the activity involves another designated individual, a camp director, or any other person, and even if it takes place in staff housing, dormitories, or any other location, if the location is around or in close proximity to campers.
- Those working a campus program for minors may not be alone with a single camper in a private or secluded space.
- Designated individuals must remain fit for duty throughout any program, day or overnight. Drinking alcoholic beverages or engaging in any other conduct that compromises a designated individual's ability to respond immediately to a camper's needs or an emergency is prohibited.

Overnight Program Conduct and Boundaries

- Those working a campus program for minors must maintain appropriate sleeping arrangements separate from campers at all times and may not be alone with a camper in a dormitory, cabin, or other sleeping area.
- Those working a campus program for minors must maintain appropriate boundaries during after-hours and downtime periods and remain available to respond to camper needs and supervise as required by the program's after-hours supervision protocols.

Violations of these standards will result in immediate removal from the program and may result in termination and/or referral to the appropriate university office.

Designated individuals who have questions about appropriate boundaries during a day or overnight program or any other matter should speak with the camp director before the program begins.

Rule of Three

HOP 3-1710, the Youth Protection Program policy requires all youth programs to be structured to observe the “rule of three” at all times while maintaining the YPP supervision ratios. Designated individuals working with minors are not allowed to be alone with a minor before, during, or after a program. The “rule of three” requires two designated individuals to every one camper or two campers to every one designated individual. A designated individual cannot be alone with a camper at any time.

Two designated individuals must be present throughout the session when conducting an online program. If utilizing breakout rooms, two designated individuals must be present in every breakout room.

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, adhere to the following procedures will be followed:

- Discipline is an essential 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 the 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.
- The designated individual is responsible for being 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 the 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 the 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.

BULLYING

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. Campers attending programs 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.

Signs a Camper is being Bullied	*Signs a Camper is a Bully*
▪ 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 having suicidal thoughts)	▪ Positive attitude toward violence and the use of violent means ▪ Dominate and subdue other campers and 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.
- Ask a designated individual or camp director for help if a bully bothers you.
- Report bullying when you see and hear about it. Telling is not tattling.

YOUTH-TO-YOUTH ABUSE

It is imperative that you are aware of the risk of youth-to-youth abuse. This 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. Youth-to-youth abuse includes but is not limited to the following:

Physical Abuse
Non-accidental injuries, such as slapping, kicking, hitting, tripping, biting, hair pulling, or any action causing physical harm
Sexual Abuse
Forcing or coercing another person to engage in any sexual activity
Emotional/Verbal Harm
Verbal threats, name-calling, insults, spreading rumors, and purposeful exclusion
Sexual Harassment
Sexual comments, remarks, and jokes; physical behavior such as purposefully brushing against someone, interfering with someone's clothing, and displaying sexual pictures/photos/drawings
Sexting
Sharing of nude or semi-nude photographs or videos (pornography) through social media outlets
Intimate Partner Violence
Any form of abuse that occurs between two peers in an intimate/romantic relationship
In-Person Bullying/Cyberbullying
Any unwanted, aggressive behavior that involves a real or perceived power imbalance and is ongoing

**Youth-to-Youth abuse occurs among parties who are under the age of 18 or enrolled in programming.*

Similar to child abuse, youth-to-youth abuse is most likely to occur in circumstances where youth have opportunities to be 'out of sight' and are unsupervised (Johnson, 2019). There are certain locations and times during a program where the risk for youth-to-youth abuse is higher. These include the first half hour and last half hour of the program day, transition times, dining hall/meal times, all-program activities, field trips, bathrooms, buses/transportation time, dormitories or other enclosed spaces, and behind closed doors (Johnson, 2019).

Signs a Camper is Being Abused by a Peer	*Signs a Camper is Abusing a Peer*
▪ Physical Injuries ▪ Mental or Emotional Health Issues ▪ Disengagement from Activities ▪ Withdrawn / Lack of Self-Esteem ▪ Alcohol or Drug Misuse ▪ Change in Sleeping or Eating Habits ▪ Frequent Reports of Feeling Sick ▪ Inappropriate Behavior for Age ▪ Does Not Want to be Near a Specific Camper(s) ▪ Camper shares that they are being hurt	▪ Uses Verbal and/or physical aggression toward peers ▪ Exerts power and dominance over their peers ▪ Is comfortable repeatedly using verbal put-downs ▪ Disregards the space, privacy, and belongings of peers ▪ Does not respond to appropriate boundaries set by peers

YOUTH-TO-YOUTH ABUSE PREVENTION

Rather than simply observing and watching the campers under your care, you should implement steps so that all supervision is ***engaged supervision***. This means that there should be active communication and participation with the campers on behalf of the staff. Staff can keep the campers focused on their tasks or activities when this is prioritized. Because campers are occupied alongside the adult(s) in charge, they are less likely to partake in harmful situations with their peers (Johnson, 2019).

Designated Individuals should remember the following components of Engaged Supervision (Johnson, 2019):

1. Designated Individuals should be involved in the activity by keeping the campers attentive and remembering that their role is supervision and not merely participating in the activity for fun.
2. Designated Individuals should ensure there is a correct ratio of staff to campers and have a communication plan in place to address the ratio if needed. Remember that the ratio should not drop below the YPP ratio requirement, should someone be called away or need to leave the site.
3. Designated Individuals should be placed in the best spot to supervise the campers. You should be able to visually observe the campers and be able to listen to any verbal comments.

Additionally, Designated Individuals should utilize ***Zone Supervision*** when appropriate. This approach to supervision includes staff being responsible for a specific zone of a larger area on site (Johnson, 2019). (*Example: One staff member is responsible for supervising the arts and crafts table in a large conference room on campus while the other staff member supervises campers playing board games at another table in the same room).* Zone Supervision can be utilized in a variety of camp environments.

Just as there are appropriate and inappropriate physical and verbal interactions between campers and designated individuals (*discussed in the Designated Individual Prohibited Conduct section*), the same applies to interactions *between campers*. Designated individuals are expected to communicate which interactions are allowed, in addition to putting a quick stop to any interactions and behaviors that are prohibited. Designated Individuals must interrupt

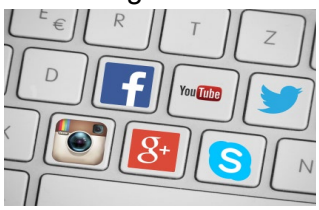
inappropriate behavior at the moment to prevent further and future harm.

*Appropriate Youth to Youth Physical Interactions**	*Inappropriate Youth to Youth Physical Interactions*
▪ High fives ▪ Hand Slapping ▪ Hand Shakes ▪ Fist Bumps ▪ Side Hugs ▪ Shoulder to Shoulder Hugs ▪ Pats on the shoulder, back, or arm ▪ Maintaining proper personal space	▪ Full-frontal hugs ▪ Kissing ▪ Lap Sitting ▪ Wrestling/Horseplay ▪ Tickling and Lingering touch ▪ Squeezes ▪ Piggy Back Rides ▪ Clinging to the leg of another youth ▪ Giving or receiving a massage to or from another youth ▪ Touching the bottom, chest, or genital areas ▪ Hitting, spanking, and shaking ▪ Purposefully entering a changing area, shower, or bathroom stall that another youth is actively using ▪ Purposefully exposing oneself to another camper ▪ Gift giving ▪ Sharing of explicit materials in person or through electronic means ▪ Any behavior a camper communicates that makes them feel uncomfortable or unsafe

*Appropriate Youth to Youth Verbal Interactions**	*Inappropriate Youth to Youth Verbal Interactions*
▪ Discussion and collaboration on camp/program activities ▪ Respectful communication ▪ Encouragement ▪ Praise ▪ Appropriate jokes	▪ Sexually oriented conversations, such as discussing sexual encounters or sexual jokes ▪ Staring at or commenting on the body of another camper ▪ Use of profanity or cursing ▪ Name Calling ▪ Degrading comments related to a camper's sex, race, ethnicity, and religion ▪ Secrets ▪ Favors ▪ Threats ▪ Shaming ▪ Belittling

CAMP COMMUNICATION

During and after the program has ended, campers may choose to connect with designated individuals via their personal social media accounts. It is the policy of the YPP that designated individuals do not communicate with campers via social media during or 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, and personal social media accounts. Do not "friend," "follow," "connect," etc., campers on social networking sites or communicate via internet chat rooms; gaming platforms; video game chatting; do not send personal emails or text messages; do not share personal or intimate information with campers. All social media accounts must be set to private while employed by the program. This is for your protection as well as the campers.

*Appropriate Electronic Communication**	*Inappropriate Electronic Communication*
▪ Sending and replying to emails from campers ONLY when copying other designated individuals and/or the camp director ▪ Communicating through "organization group pages" on Facebook or other approved public forums ▪ "Private" profiles for staff and volunteers that campers cannot access ▪ Only texting campers via the approved YPP texting app	▪ 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 ▪ Texting or calling campers on their personal device outside of the YPP texting app. ▪ Messaging campers via Microsoft Teams, Slack or any other instant messaging program

**Produced by Praesidium Guardian Inc.*

YPP MEDIA POLICY

Camp directors and designated individuals are not allowed to take pictures or videos on their personal cell phones, cameras, or smart glasses. If any pictures or videos are taken, a programmatic cell phone or camera must be used.

- Photographs and videos can only be posted to the program's social media pages.
- Camp directors and designated individuals are not permitted to post photos or videos of campers on their personal social media accounts.
- Smart glasses are not permitted at all.

If a parent does not sign a media release form, campers are not permitted to have photos or videos taken of them. Please check with the camp director.

Dating App Usage Protocol

While it is understood that dating apps may be used in your personal life, the use of dating apps during camp hours is strictly prohibited.

The use of dating apps, whether browsing, messaging, or having them active in the background, is not appropriate during program hours or while on-site. This includes times when you are supervising minors, on-call, or participating in any program-related activities.

To help maintain a safe and professional environment for campers, all dating apps must be turned off and location services disabled for the duration of your involvement with the program.

Violations of this policy may result in disciplinary action and/or removal from the program.

Camper Safety

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



- 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 camp director of any safety concerns.
- Maintain a visual view of the campers at all times.
- Campers should use the buddy system when going to the restroom or en route to camp activities.
- Notify the camp director immediately if campers are in possession of alcohol/drugs/weapons.
- Review fire alarm and evacuation procedures with campers on your floor when staying in a dormitory or off-campus housing.
- Report all injuries to the camp director immediately.

Swim Policy

To prioritize the health and safety of our campers during extended travel trips, it is imperative that we strictly prohibit swimming. This policy has been put in place as a precautionary measure to mitigate potential risks associated with water-related activities, such as drowning or waterborne illnesses, that may arise during such excursions. We believe that adhering to this rule is essential to ensure the well-being of our campers and to guarantee a secure and enjoyable experience. Swimming is only allowed at Recreation Sports.

Medical Information Procedures

The camp director or designated individual is responsible for collecting medical forms for all campers. Medical information is confidential and only for use by camp staff. Parents must be notified of all medical-related situations.

The following forms must be on file for all campers:

- Notice of HIPAA Privacy Practices

- YPP Medical Treatment Authorization
- Release and Indemnification Agreement

Medical Emergency Procedures

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

- Call 911 to summon emergency personnel.
- Notify the parent/legal guardian or the emergency contact.
- The camp director must accompany the camper to the hospital and remain with the camper until the parent/legal guardian arrives. A second designated individual must accompany the camp director to the hospital to ensure the rule of three is followed.
- Call the YPP Director and report the medical emergency per the YPP Incident Report procedures.
- Prepare an incident report (https://youthprotectionprogram.utexas.edu/directors/incident-report-form/) no later than 12 hours following the medical emergency to submit to the YPP director.

Program Emergency Plan

Camp directors must discuss and practice the program emergency plan with all designated individuals. In addition to this plan, camp directors must ensure that designated individuals:

- escort the campers out of the building and proceed to a safe area designated by the camp emergency plan; and
- remain with their assigned camp group and take attendance immediately.

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

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

Transportation Guidelines

Training Requirements

All Designated Individuals who drive on Official University Business must observe all applicable laws and have a valid driver's license issued in the state where they permanently reside that is not currently suspended or revoked. Designated Individuals who seek to drive University-owned vehicles for official University business must complete the university-approved training course every 36 months. For 12- and 15-passenger vans, drivers must attend van-specific training, including behind-the-wheel, on-the-road training. Information regarding 12 and 15-passenger van training can be located here: https://parking.utexas.edu/fleet/vans

Personal Vehicle Transport

Designated Individuals are never permitted to transport a camper in their personal vehicle. In the case of a dire medical emergency, Designated Individuals must call 911 so the camper(s) can be transported by medical personnel.

NUMBER OF PASSENGERS

Whenever programs are transporting campers to, during, and from a programmatic event, designated individuals must ensure the number of passengers in the vehicle does not exceed the designated capacity of the vehicle.

SUPERVISION RATIOS

YPP supervision ratios must be maintained when campers are being transported. Required supervision ratios can be found here: Supervision Ratio | Youth Protection Program (utexas.edu). Even if the YPP Supervision Ratio requires only one staff member, an additional Designated Individual must be present in the vehicle who is responsible for monitoring while the other Designated Individual operates the vehicle. A Designated Individual is not permitted, at any time, to be alone with a camper in a car or other vehicle.

TRIP ITINERARY

Programs must have a trip itinerary when transporting campers to, during, and from a programmatic event. The trip itinerary must include the following information:

- Destinations, activities, addresses, telephone numbers, schedule, check-in time, and an inclement weather plan;
- For an extended trip-travel program, you must identify hospitals along the route in case of emergency (with address and contact information). Plan rest stops for restroom use. Identify all possible evacuation routes and emergency pick-up locations.

While the YPP Office understands unforeseen events and unexpected circumstances may occur, any changes to the itinerary before or during the program must be communicated to the YPP Director and the camp director within 60 minutes. The new itinerary must be uploaded to the YPP Compliance Registration System immediately. Changes include location, time, or activity changes. The YPP Office must know where your program is at all times.

VEHICLE SAFETY CHECK

Designated Individuals must complete a safety check on the following items before transporting campers and complete the '*Youth Protection Program Vehicle Checklist'* when driving campers in a rented vehicle or 12-15 passenger vans during a program. The checklist must be used daily when transporting campers in rented vehicles. The checklist does *not* apply if using chartered buses or rented vehicles not used to transport campers. The vehicle checklist can be found on the YPP website:

First Aid Kit + Emergency Flares: Ensure these are present in the vehicle
Lights: All turn signals, brake lights, headlights, and hazard lights must be operational
Windshield: Must provide a full, unobstructed view for the driver
Horn: Must be in proper working condition and loud enough to hear from a distance of at least 200 feet
Foot Brake: Must be at least 1-inch clearance between the pedal and the floorboard when the pedal is depressed.
Emergency brake: The driver must be able to locate and ensure the emergency brake is in proper working condition
Mirrors: Adjust the rearview and side mirrors (2) accordingly to your field of view. Mirrors must be secure, unbroken, and provide clear visibility
Tires: Check the tread on each tire, making sure they are free from anything that could

prevent safety. Ensure each tire has an adequate amount of air.

SEATBELTS

Designated Individuals must ensure that all seatbelts work properly and lock correctly before transporting campers. If seatbelts are available in the vehicle (regardless of vehicle type), they should be worn at all times. It is up to the designated individuals to ensure that campers wear their seat belts and do not share seat belts. The driver and other program staff must always wear a seat belt if one is provided. Designated Individuals should report broken/non-functioning seat belts to make appropriate repairs.

USE OF ELECTRONICS

The designated individual operating the vehicle cannot use any form of electronics while driving (laptop, computer, cell phone, tablet, earbuds/headphones). If the driver needs to use an electronic device during the trip, they will pull over to a safe location and park the vehicle. Campers who would like to listen to music or consume other media are highly encouraged to use headphones with their device so as not to distract the driver with excess noise.

ACCOUNTING FOR CAMPERS

Designated individuals will have a roster of campers traveling in the vehicle in their possession. At the start of each trip, at every stop along the way, and any time before pulling out and leaving, coming or going, program staff will take a headcount of persons in the vehicle, including the driver, and match that to the starting count. Further, program staff will perform a roll call and match all names with the starting roster.

LOADING AND UNLOADING

Designated individuals will load and unload in areas free from vehicular traffic unless in the case of an emergency. The vehicle should be in park with the emergency brake on and the motor turned off. Loading and unloading will occur in an orderly manner, following directions from program staff. Campers should be directed where to assemble after unloading and kept under the supervision of designated individuals at all times.

MONITORING

Designated individuals may not require or allow campers to stand on a bus or passenger van in motion. Additionally, misbehaving campers (i.e., bullying, standing, inappropriate touching, vulgar language or other forms of expression, screaming, horseplay, etc.) will not be tolerated. Designated individuals will remember that quality monitoring and supervision during travel times, especially with the allowance of cell phones and camper access to social media, is critical to lowering the risk of peer-to-peer abuse. If possible, designated individuals will sit among campers in the vehicle.

Designated individuals who are not operating the vehicle are allowed and encouraged to scan and monitor campers in any vehicle operated by or contracted for operation by the University. If monitoring a vehicle requires designated individuals to stand and walk the length of a vehicle, program staff will remain three points of contact with the bus (i.e., two feet, one hand) to stabilize themselves.

Reporting Vehicle Accidents

In the event of an automobile accident, designated individuals will immediately (with consideration of safety) report any accidents in which vehicles operated by or contracted for operation by The University of Texas. In the case of a major accident, call 911 to receive an emergency response. Designated individuals must follow section 9 of the University of Texas at Austin's UTS 157 Automobile Insurance Coverage for Officers and Employees and General Requirements for the Use of Vehicles policy.

> *a) While at the accident scene, University drivers shall attempt to obtain as much information as possible, including the license plate number of any vehicles at the scene and insurance information from the other parties involved in the accident. The university driver shall provide this information to their Institution's fleet contact as soon as possible.*
>
> *b) University drivers should advise other parties involved in the accident that the accident will be reported to the University's insurance company, which will contact the claimant. University drivers should not make any representations regarding insurance coverage or admit fault to other parties involved in the accident because the insurance adjuster will determine the coverage available under the insurance policy and assess liability.*

The camp director will call the YPP Director immediately at (512) 471-0594 or (832) 425-6251 and give a detailed explanation of the incident. The camp director will complete the YPP Incident Report Form via the YPP compliance registration system within 12 hours of the incident.

Field Trip Procedure

When on a field trip with campers, 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 before departing, when everyone is in the vehicle, several times once you have arrived, before returning to the vehicle, and once campers are in the vehicle for the return trip.

Missing/Lost Camper Procedure

Designated individuals are responsible for knowing the location of campers at all times, both on-site and off, for the duration of the program.

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

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

- Call UTPD: The camp director will contact the police and wait for them to arrive.

- Contact Parents: The camp director will contact parents to apprise them of the situation.
- Contact the YPP Director
- Camp 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.

CONTACT NUMBERS

Contact	*Phone*	*Email*
Youth Protection Program Director	512-471-0594	ypp@utexas.edu
Associate Vice President and Title IX Coordinator	512-232-7055	titleIX@austin.utexas.edu
University of Texas Police Department (UTPD)	512-471-4441	

REFERENCES

Johnson, K. (2019). Preventing peer-to-peer abuse: Supervision as a line of defense. *Camping Magazine, 92*(5), 40–43.

American Camp Association (ACA) Transportation Safety Policies and Procedures Sample

American Camp Association (ACA) Vehicle and Transportation Policies Sample https://www.acacamps.org/resource-library/accreditation-standards/transportation-standards-resources

The University of Texas at Austin Jackson School of Geosciences GeoFORCE Youth Transportation Guidelines

UT Parking and Transportation Website: https://parking.utexas.edu/fleet/vans

UTS 157 Automobile Insurance Coverage for Officers and Employees and General Requirements for the Use of Vehicles: https://www.utsystem.edu/sites/policy-library/policies/uts-157-automobile-insurance-coverage-officers-and-employees-and-general-requirements-use-of-vehicles

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DESIGNATED INDIVIDUAL EXPECTATION FORM

Date: _____

Program Name: _____

By signing this document, I agree that I have read and completely understand the responsibilities, policies and procedures outlined in the Designated Individual Guidebook, the Youth Protection Program Policy. I further understand that I am a mandated reporter under Texas State Law, and I am prohibited from carrying a concealed handgun. I agree to follow/adhere to all rules and expectations while performing my duties as a designated individual for The University of Texas at Austin Youth Protection Program. Failure to follow/adhere to all policies, procedures, rules and expectations will result in disciplinary action, including, but not limited to, immediate separation from the camp/program and/or termination from my position as a Designated Individual.

_____

Designated Individual Name (Please Print)

_____

Designated Individual Signature

Upon signing, provide this page to the camp director.

The Youth Protection Guidebook should be kept by designated individuals for reference throughout the duration of the program.