

PVAMU Working with Minors

> Training and Behavioral Expectations

Prairie View A&M University is committed to providing a safe environment for minors who participate in campus programs and activities. This includes the protection of minors from abuse or neglect, including sexual abuse, and requires prompt and effective response to suspicions of or observations of abuse or neglect.

Creating a positive environment that promotes the health, wellness, safety, and security of youth is of utmost importance to the University. It is the expectation of PVAMU that outside programs using campus facilities will abide by this same philosophy. As such, all adults working with minors must abide by established behavioral expectations. This document outlines both acceptable and unacceptable interactions with minors.

Program Registration

All programs serving minors must be reviewed by the Office of Academic Engagement and Student Success at least 15 business days before the program takes place. In addition, such programs must follow the University Administrative Procedure, Programs for Minors (24.01.06.P0.01). There are different requirements for PVAMU-sponsored programs held by outside organizations in PVAMU facilities. To register a camp or program serving youth, send an e-mail to jcclayton@pvamu.edu.

Training

All adults must adhere to the behavioral expectations established by PVAMU. This document outlines those practices. All adults authorized to interact with minors should review this handout prior to the event. All camp/enrichment program employees or volunteers interacting with minors must complete the TAMU System-approved Child Protection Training every two (2) years with a passing score of 100%.

Rule of Three

PVAMU recommends those working with youth not be alone with a minor before, during, or after an event. The "rule of three" calls for two responsible adults to be present at all times. We recommend that at no time should an adult and minor be alone in a private area not readily observable by others. Programs and camps for minor's employees and volunteers should observe the "rule of three" at all times.

Mandatory Reporting

It is mandatory, according to Texas state law and TAMU System regulation that adults report suspected child abuse or neglect to authorities. Immediately report the incident to PVAMU or local law enforcement. If it is an ongoing emergency, dial 911.

To Report Child Abuse or Neglect

Texas Department of Family and Protective Services:
1-800-252-5400.

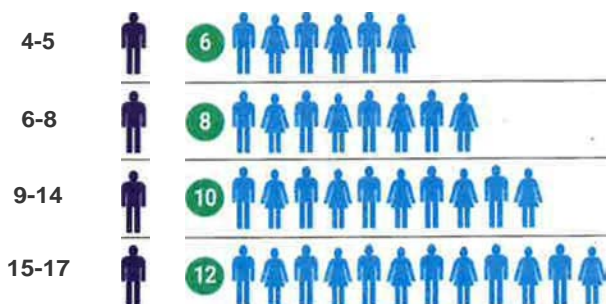
For Questions and Concerns, please contact the Office of Academic Engagement & Student Success

Programs for Minors Coordinator: **936-261-5914.**

Jamila C. Clayton jcclayton@pvamu.edu

SUPERVISION OF MINORS

AGE ADULT # OF MINORS



These are recommended adult-to-participant ratios for youth activities. The Office of Academic Engagement & Student Success may approve or require changes to these Groups with multiple ages-supervision number requirements are determined by the youngest members of the group.

DO

- » Maintain the highest standards of personal behavior when interacting with youth.
- » Follow the "rule of three"-have two adults present at all times when interacting with a minor.
- » Conduct necessary one-on-one interactions with minors in a public area readily observable by others.
- » Have another adult present when you are working with a minor in an unsupervised setting.
- » Listen to minors. Provide praise and positive reinforcement
- » Treat all minors in a group consistently and fairly, with respect and dignity.
- » Be friendly with minors within the context of the formal program or activity, while observing appropriate boundaries.
- » Maintain discipline. Challenge minors if they engage in inappropriate behavior, including inappropriate touch or language.
- » Keep a check-in/check-out record log during your camp and know who is authorized to pick up a child and bar others from doing so.
- » Consult with other adult supervisors or colleagues when you feel uncertain about a situation .
- » Enjoy the opportunity to serve as a role model, teacher, and guide to minors.

DON'T

- » Spend significant time alone with one minor away from the group or interact with minors in private.
- » Engage in inappropriate touching or have any physical contact with a minor in private locations.
- » Use inappropriate language, tell risqué jokes, or make sexually suggestive comments around minors, even if minors themselves are doing so.
- » Drive any minors in your private vehicle without written parental permission.
- » Give personal gifts to, or do special favors for, a minor or do things that may be seen as favoring one minor over others.
- » Engage in rough or suggestive games, including horseplay.
- » Strike or hit a minor. Don't use corporal punishment or other punishment involving physical pain, discomfort, or humiliation.
- » Share information with minors about your private life or have social contact outside of program activities. This includes texting, e-mail, social networking websites, or other forms of social media.
- » Date or become romantically or sexually involved with a minor. Don't show pornography to minors or involve minors in pornographic activities .
- » Provide alcohol, drugs, or tobacco to minors or use them around minors.
- » Relate to minors as if they are peers, conduct private correspondence, or take on the role of "confidant."
- » Tell a child "this is just between the two of us," or otherwise encourage a child to keep secrets from parents or guardians.
- » Shower, bathe, or undress with a minor.



Office of Academic Engagement & Student Success, Programs for Minors Coordinator, Jamila C. Clayton

Office: 936-261-5914 • Fax: 936-261-1136 jjclayton@pvamu.edu