



PRAIRIE VIEW
A&M UNIVERSITY

CAMPS & PROGRAMS FOR MINORS

FROM A RISK MANAGEMENT PERSPECTIVE

December 2015

Camps and Programs for Minors

- The overall goal of camp administration is to provide a safe and secure environment for all of our camp and program for minor participants, as well as ensure protections for our employees.
- Your assistance/adherence to stated requirements is critical to goal achievement.



Camps and Programs for Minors

- Texas A&M University System Regulation 24.01.06 (<http://policies.tamus.edu/24-01-06.pdf>)
 - Programs for minors sponsored and operated by members of The Texas A&M University System and third-party programs using member facilities must follow this regulation.



Camps and Programs for Minors

- Camps and Programs for Minors (defined):
 - Activities/events that are sponsored and operated by A&M System members or third parties using member property/facilities where full supervisory duties of the minor(s) are the member or third party's responsibility and that are held for more than two consecutive days with the same group of minors without an overnight stay or that involve overnight stays.



Camps and Programs for Minors

- Prairie View A&M University Contacts:
 - Dr. Cynthia A. Carter
Associate Vice President for Business Services
A. I. Thomas Building, Suite 116
Phone: 936-261-2154
Email Address: cacarter@pvamu.edu
 - Ms. Thelma (Karen) Charleston
Space Management Assistant
Harrington Science Building, Room 102B
Phone: 936-261-1751
Email Address: tkcharleston@pvamu.edu
 - Ms. Paula Sandles
Executive Assistant to the Senior Vice President for Business Affairs
A. I. Thomas Building, Suite 116
Phone: 936-261-2152
Email Address: pgsandles@pvamu.edu



Camps and Programs for Minors

- Risk Assessment Matrix for Use with Programs for Minors
 - <http://assets.system.tamus.edu/files/safety/pdf/SystemRiskAssessmentMatrix.pdf>
 - This tool is helpful when evaluating a new concept for a camp or program for minors, and if it is in the best interest of the institution. The matrix should be completed and submitted to Dr. Carter who will review and submit it to System Risk Management for review/assessment.



Camps and Programs for Minors

- Camp Administration/Responsibilities:
 - Review and authorize all camps and programs for minors.
 - Review and Approve/Disapprove the assignment of employees/volunteers at a camp or program for minors, based on the results of the required background checks.
 - Criminal Conviction and Sex Offender Background Checks
 - Both are required for all individuals who will be working (either in a paid or volunteer capacity) the camp or program for minors.
 - » Performed by the Office of Human Resources through an approved vendor.
 - » Processes are in place to approve/disapprove the employment or assignment of employees or volunteers to the camp or program for minors based on findings.



Camps and Programs for Minors

- Child Protection Training (Two-Year Requirement):
 - Ensure that all individuals working in a camp or program for minors have successfully completed required child protection training through TrainTraq prior to interacting with minors. NEW employee training must be completed within the first five (5) days of employment.
 - Maintain evidence of completion of child protection training in the camp files for the same time period.
- Ensure that all minor participants in the camp or program for minors are covered under System approved insurance.
- Submit a training roster to TX DSHS when a camp or program for minors has 20 or more attendees and also lasts all or part of four (4) days.



Camps and Programs for Minors

– Third-Party Camps and Programs for Minors:

- Ensure the third-party insurance meets or exceeds System Office of Risk Management insurance requirements.
- Ensure the third-party camps and programs for minors are able to demonstrate they comply with the TX DSHS's child protection training course requirements through an approved vendor, and that training is conducted prior to interacting with minors.
- Maintain third-party training certifications in the camp and program for minors files for two years, for each camp or program conducted.



Camps and Programs for Minors

- Other Safeguards/Requirements:
 - One-on-One communication (outside of official communications of the camp or programs for minors) is prohibited between minors and counselors/camp coordinators. This includes social media.
 - The University must:
 - Make available to all camp and programs for minors participants the process to follow to report suspected abuse and/or molestation of minors.



Camps and Programs for Minors

- Have processes in place for the security and distribution of a minor's medication.
- Have processes in place for retaining and safeguarding personal health information.
- Conduct a risk assessment for all camps and programs for minors.
- Prepare and retain duty descriptions for every position involved in each camp and program for minors.
- Ensure an adequate ratio of counselors to minors for both day and night portions of camps and programs for minors.



Camps and Programs for Minors

- Meet requirements and standards for meeting the needs of minors with special needs.
- Purchase special event insurance for each camp or program for minors (to be paid by the camp).
 - Requires completion of The Texas A&M University System Camp/Retreat/Field Trip/Event Application



Adobe Acrobat
Document

- » This form is used to secure insurance for all camps and programs for minors.
- » Camp coordinators should provide the account number to be used to pay for the insurance coverage.
- » Completed application should be submitted to Dr. Carter for review and processing.



Camps and Programs for Minors

- Other Required Documentation for All Camps and Programs for Minors:
 - Waiver, Indemnification and Medical Treatment Authorization Form
 - <http://www.tamus.edu/legal/wp-content/uploads/sites/26/2015/05/Waiver-Indemnification-and-Medical-Treatment-Authorization-Form.pdf> (as of 5/7/2015)
 - This form is NOT to be modified.
 - Any forms received that vary from the System-approved form will be returned to the camp coordinator, with instructions to complete the approved form.



Camps and Programs for Minors

- All correct forms must be on file and approved prior to the camp or program for minors event taking place. Failure to provide the correct forms or submittal of incomplete forms may result in cancellation of the camp or program for minors. Exceptions will be granted on a case-by-case basis and will not be the norm.
- All completed/original forms must remain on file in Campus Planning, which currently serves as the main repository for all camp and program for minors files.



Camps and Programs for Minors

– Third-Party Camps or Programs for Minors Contract

- http://assets.system.tamus.edu/files/safety/doc/TAMUS_Third_Party_Minors_Camp_Contract_041015.docx
- Only required for Third-Party Camp or Program for Minors Providers
- Should be reviewed and executed in accordance with Prairie View A&M University's Delegation of Authority for Contract Administration.



Camps and Programs for Minors

– DSHS Training Roster Form

- <http://www.dshs.state.tx.us/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=8589961818>
- Required to be submitted to DSHS when the camp or program for minors is conducted for all or part of at least four (4) days and has 20 or more participants.



Questions

