The University of Texas at Dallas ("University") policies and procedures are designed to ensure a safe, respectful, and inclusive environment for all University employees, students, and visitors. The University expects all individuals associated with University programs, activities, camps, and events for minors ("PACE for Minors") to adhere to these policies. This includes, but is not limited to, University-sanctioned programs, activities, camps, and events held on University premises or other locations. 

**Scope**

This policy applies to University employees, students, affiliates, volunteers, contractors, and visitors who are designated individuals as defined by this policy and to all PACE for Minors held on University premises, as well as University-sanctioned PACE for Minors held at other locations. 

This policy does not apply to (1) University academic programs in which the only minors participating are students enrolled at the University; (2) University or approved third-party events (e.g., fairs, festivals, athletic events, artistic events) that are open to the general public and people of all age groups, but at which children may be present or participate; (3) University or approved third-party programs or events at which children are expected to be accompanied and supervised at all times by their parent(s), legal guardian(s), teacher or official chaperone; (4) University programs or events in which the only minors who participate are University employees; or (5) research programs approved by the Institutional Review Board (IRB). 

**Purpose**

The primary purpose of this policy is to promote the safety of minors while participating in a PACE for Minors covered by the policy. In addition, the policy serves to protect University employees, students, contractors, volunteers, affiliates, and visitors from false allegations of abuse and supports compliance with federal and state law as well as University and UT System rules and regulations. 

**Definitions**

**Minor:** An individual under the age of 18 who is participating in a sanctioned PACE for Minors on University premises or another location. For purposes of this policy, this definition does not include University-enrolled students or employees under the age of 18. 

**PACE for Minors:** Any sanctioned program, activity, camp, or event held on University premises or another location in which individuals under the age of 18 participate. Exclusions are identified under Scope.
PACE for Minors Director/Coordinator: The person who owns, operates, or supervises a sanctioned PACE for Minors as defined by this policy.

Designated Individual(s): Any person involved with a PACE for Minors who works directly with participating minors. Examples of designated individuals include but are not limited to University employees, students, independent contractors, volunteers, affiliates, coaches, camp counselors and visitors.

Student Organization: A student group registered with the UT Dallas Student Organization Center.

Programs for Minors Official: The University employee responsible for compliance oversight of any sanctioned PACE for Minors.

External Third-Party Group: A group that is not under the organizational umbrella of the University and operates a sanctioned PACE for Minors on University property through a contractual agreement.

Requirements

Each PACE for Minors must comply with all terms, conditions, regulations and laws of the University, UT System, and federal, state and local governments. In addition to the following requirements, the Programs for Minors Official may require additional documentation depending on the type of program, related activities and level of risk involved.

- **Registration/Application** – All PACE for Minors must be registered with the Programs for Minors Official. Those who fail to register their PACE for Minors may be denied permission to continue operation at UT Dallas. PACE for Minors applications shall be submitted to the Director of Programs for Minors in accordance with the guidelines and procedures set forth by that office. The PACE for Minors director/coordinator will be responsible for submitting the application and all appropriate documentation, including but not limited to the following:
  - Communication Plan that includes established protocols for contacting minor participants' parents/legal guardians in the event of an emergency,
  - Emergency Plan which addresses release and indemnification, fire safety and severe weather protocols, how medical emergencies will be handled and a protocol for responding to a minor not present and accounted for,
  - Supervision Plan which addresses staff-to-participant ratios and procedures for pick-up and drop-off of participants.

- **Insurance Coverage** – As stipulated by the Programs for Minors Official, each PACE for Minors must provide evidence of insurance coverage appropriate for the type of program.

- **Criminal Background Check (CBC)** – PACE for Minors directors/coordinators must ensure all designated individuals who will work with participants during the program undergo a CBC conducted each year of the program. The CBC must be conducted in accordance with UTS 124 Policy, Criminal Background Checks, and UTDBP3000 Policy, Criminal Background Checks. The CBC results must be considered satisfactory according to policy standards and be completed prior to the start of the PACE for Minors. External third-party PACE for Minors must provide documentation that a CBC was completed and that the results of the CBC performed satisfactorily meets or exceeds the standards as set forth in UTS124 and UTDBP3000 for all designated individuals affiliated with their PACE for Minors prior to the start date of the program.

- **Campus Program for Minors Training** – Prior to the start of any PACE for Minors, PACE directors/coordinators must ensure all designated individuals complete a campus program for minors training program and examination approved by the Texas Department of State Health Services. Individuals must complete the training every two years.

- **Code of Conduct** – All designated individuals, University employees, students, parents/legal guardians, independent contractors, volunteers, affiliates, and visitors are expected to model appropriate professional behavior at all times in their interactions with or in the presence of minors.

- **Incident Reporting** – All emergencies or suspected crimes should be reported immediately by calling 911, followed by a report to the Programs for Minors Official. All non-emergency incidents must also be reported.
to the Programs for Minors Official in accordance with the procedures established by that office.

Contacts

Programs for Minors Official
UTD Police
Environmental Health & Safety
Residential Camp & Conference Services
Office of Institutional Equity & Compliance (Title IX)

Related Information

Texas Education Code, Chapter 51, Section 51.976
Texas Administrative Code, Title 25, Part 1, Chapter 265, Subchapter N, Rule § 265.403
Texas Department of State Health Services
UT System Policy UTS124 Criminal Background Check
UT Dallas Policy UTDPB3000 Criminal Background Check
UT Dallas Volunteers Policy (in development)
UT Dallas Risk Insurance for Camps and Clinics Involving Minors UTDBP3012
UT Dallas Minors in Laboratories Policy (in development)

Policy History

- Issued: 2016-06-02
- Revised: 2017-03-09
- Revised: 2018-09-26

Policy Links

- Permalink for this policy: http://policy.utdallas.edu/utdsp5015
- Link to PDF version: http://policy.utdallas.edu/pdf/utdsp5015
- Link to printable version: http://policy.utdallas.edu/print/utdsp5015