Camps and Programs for Minors

Information Packet

April 2015
Texas A&M Health Science Center (HSC) considers the safety and well-being of children participating in camps and/or enrichment programs to be the highest priority of all University affiliated camps or enrichment programs. Departments, organizations, and/or academic units that sponsor events involving children must consider the full impact of all activities conducted during the course of a program and must appreciate the responsibilities of the sponsoring unit in taking appropriate measures to reduce or eliminate the potential for exposure of participants to reasonably foreseeable hazards.

All camps and programs for minors that fall under the definition outlined below would be subject to the following HSC Guideline 24.01.06.Z0.01–Camps and Programs for Minors.

Camps and Programs for Minors - programs for minors that are sponsored and operated by members or third parties using member property/facilities and that are held for more than two consecutive day without an overnight stay or that involve overnight stays where full supervisory duties of the minor(s) is the member or third party’s responsibility. This responsibility includes providing supervision, instruction and/or recreation where the children are apart from their parent(s)/legal guardian(s).

All camps must be approved by the HSC Risk Management office after a risk assessment has been completed. A risk assessment form has been designed for use by program sponsors to assess risk associated with various activities that involve minors. This tool cannot encompass all of the possible scenarios for activities and risks. Therefore, sponsoring units are called upon to exercise due diligence in designing program activities in such a way as to reflect safety considerations for all participants.

Camp sponsors are encouraged to obtain assistance from Risk Management Office (RM) and Environmental Health and Safety (EHS) as necessary to address questions regarding the design of safe program activities.

**HSC Risk Management**
(979) 436-9250
hs-camps@tamhsc.edu
Risk Management Website

**Environmental Health and Safety**
(979) 436-0547
ehs@tamhsc.edu
EHS Website Link
TAMHSC Camps and Programs for Minors (CMP)

General Information

All camps and programs for minors that are sponsored and operated by the HSC or third parties using HSC property or facilities and that are held for more than two (2) consecutive days without an overnight stay or that involve overnight stays where full supervisory duties of the minor(s) is the responsibility of the HSC or the third party are subject to the following HSC Guideline 24.01.06.20.01. This responsibility includes providing supervision, instruction and/or recreation where the children are apart from their parent(s)/legal guardian.

All camps must be approved by HSC Risk Management Office after a risk assessment has been completed. Approval will be given only after the department has authorized the activity, appointed a camp/program director and has submitted all necessary forms to HSC Risk Management Office. All paperwork must be received **45 days prior to the camp or program**.

The department sponsoring or coordinating the camp or program must designate a camp director who will serve as the point of contact for that particular camp or program.

- The camp director must submit a criminal background check for all employees and volunteers of the camp or program to the HSC Risk Management Office. This applies to ALL employees and volunteers of both sponsored and third party camps and programs for minors.
- The camp director must develop procedures for managing the distribution and security of medications for camps and programs for minors.
- The camp director must develop procedures on the retention and security of camp and program for minors’ private personal health information.
- The camp director must establish guidelines for handling minors with special needs.
- The camp director must establish and document job duty descriptions for each position involved in the operation of camps and programs for minors.
- The camp director must publish the minor/counselor ratio for day and overnight camps and programs for minors.
- The camp director must ensure that **NO** communication, including social media, between minors and counselors outside the official communications of the camp and program for minors occurs.
- The camp director must request general liability and accident medical coverage through the System Risk Management camp insurance program or request a review from HSC Risk Management to validate insurance provided by third party camps to meet System Risk Management standards.
- Any person, including employees and volunteers of sponsored and/or third party camps which utilize HSC facilities must report physical or mental abuse immediately to local law enforcement and notify the camp director and HSC Risk Management Office.
CPM Application Process

Each program director is responsible for the completion of the CPM application and risk assessment form and must be submitted along with copies of the itinerary, brochure, and camps spreadsheet to HSC Risk Management at least 45 days prior to the start date of the event. This timeline is to ensure completion of the extensive review and approval process as well as the acquisition of insurance for your program.

- **CPM Application** (to be submitted to HSC Risk Management for further review/approval)
- **Risk Assessment Form** (to be used by program sponsors to assess risk associated with various activities that involve minors)
- **TDSHS CPM Form** (to be submitted to HSC Risk Management for further distribution to TDSHS.)
  This form is to be used to report sexual abuse and child molestation training and examination information to TDSHS. Standard requirement is to have the form submitted at a minimum of five days prior to the start of the camp.

At the end of each program, each camp director will be responsible to submit a final list of participants/counselors (be sure to include your total number of camp participants for billing purposes).

General Release and Consent Waiver Information

**Waiver, Indemnification and Medical Treatment Authorization & Consent Form (PDF)** Please fill in the "Indemnity Clause" section with information about the activities during your camp or enrichment program, and possible injuries or damages that could be sustained by participants.

Each blank space on the waiver must be completed with your program's information. The first two spaces should be filled in with your program name and Sponsoring Department. The third blank, under the Indemnity Clause, should be filled in with a brief list of potential risks that the program participants will be exposed to during program activities. Fill in this blank with potential risks such as physical injury or death will not be sufficient; more specific risks need to be communicated in this space. It is also recommended that you think beyond just the physical risks. Consider including emotional risks that the participant may be exposed to or experience as well.

**IMPORTANT!** Make sure the language that is bolded, underlined, and italicized remains that way in the releases distributed to your Program participants. Also, the font on the waiver should be at least 10-
point font to be sufficient (even if the waiver is part of a brochure). Do not make changes to this form other than inserting the name of your camp/program where indicated.

This Waiver must be signed by each Program participant and his/her parent or guardian and returned to the Program Staff before the camp begins. We cannot accept other waivers – this waiver must be used for ALL camps/programs as this waiver has been recently approved by the Office of the General Counsel.

**Criminal Background Checks (to be conducted every year)**

Each camp or program director is responsible for the completion and submission of the Criminal Background Check form for all camp staff and volunteers to HSC Risk Management. Criminal conviction and sex offender background checks must be conducted on all individuals hired or assigned to an employee or volunteer position involving contact with minors at a camp or program for minors.

Individuals who have been convicted of a sexual offense are not eligible to serve in an employment or volunteer capacity for TAMHSC-affiliated camps or enrichment programs in positions responsible for the direct or indirect supervision of campers or program participants, or which may allow for unsupervised access to, or interaction with, campers or program participants.

HSC Risk Management and Human Resources will review the findings and approve or disapprove the employment or assignment of an employee or volunteer.

- [HSC Criminal Background Check Form for Camp Staff and Volunteer](#)
- [Local Sex Offender Registry Check](#)

**September 1, 2012:**

The following criminal convictions/deferred adjudications **automatically** disqualify a person from being a camp/enrichment program employee or volunteer: (a) Felony or misdemeanor under Texas Penal Code Title 5, Chapter 22 (Assaultive Offenses); Title 6, Chapter 25 (Offenses Against the Family); Title 7, Chapter 29 (Robbery); Title 9, Chapter 43 (Public Indecency) or § 42.072 (Stalking); Title 4 § 15.031 (Criminal Solicitation of a Minor); Title 8 § 38.17 (Failure to Stop or Report Aggravated Sexual Assault of Child), or any like offense under the law of another state or under federal law; and (b) Felony or misdemeanor under the Texas Health and Safety Code Chapter 481 (Texas Controlled Substances Act).

The following criminal convictions/deferred adjudications **may disqualify** a person from being a camp/enrichment program employee or volunteer: (a) Misdemeanor or felony committed within the past ten years under Texas Penal Code § 46.13 (Making a Firearm Accessible to a Child) or Title 10, Chapter 49 (Intoxication and Alcoholic Beverage Offenses), or any like offense under the law of another state or under federal law; or (b) Any other felony under the Texas Penal Code or any like offense under the law of another state or under federal law.
Should a criminal conviction and/or sex offender background check return an offense potentially disqualifying a person from being employed or assigned as a CPM employee or volunteer, HSC Risk Management will contact the CPM Sponsor to discuss results and develop a recommendation. The recommendation will be forwarded to the Office of General Counsel (OGC) for legal review. OGC shall provide a written legal sufficiency review of the recommended approval or rejection of the employment or assignment of the person as a CPM employee or volunteer.

### Counselor to Participant Ratio

Each camp/program director should review the camper/adult supervisor ratio for their camp or enrichment program. The recommended adult to child ratio is ten campers for one adult. Depending on the scheduled activities of a camp or enrichment program, it may be appropriate to reduce the number of campers assigned to each adult supervisor. Adult supervisors should be provided emergency procedures and contact information. Director should ensure that supervisors are briefed on expectations for camper safety and supervision. Overnight camps should make appropriate arrangements for adult supervision in housing facilities. Recommended counselor to participant ratio is as follows:

**Overnight Camps and Programs for Minors:**
- One staff member for every five campers ages 4 and 5
- One staff member for every six campers ages 6 to 8
- One staff member for every eight campers ages 9 to 14
- One staff member for every 10 campers ages 15 to 17

**Day Camps and Programs for Minors:**
- One staff member for every six campers ages 4 and 5
- One staff member for every eight campers ages 6 to 8
- One staff member for every 10 campers ages 9 to 14
- One staff member for every 12 campers ages 15 to 17

### Child Protection Training Course – *(to be completed every two years)*

All camp counselors/volunteers/staff are required to complete a Child Protection Training Course offered by the A&M System prior to being employed by or a volunteer for a HSC CPM.
This training is required of individuals (employees or volunteers) who will have direct, unsupervised contact with children who participate in HSC camps & programs for minors. This would not include individuals who have incidental contact with children in the course of performing their job duties.

The one hour training will cover a great deal of useful information, including:

- Definitions of the various forms of abuse
- Signs and effects of abuse and molestation
- Sexual offender behavior patterns and strategies
- Steps for reporting known/suspected/reported abuse
- Strategies for providing a safe environment for kids on campus.

Individuals with direct, unsupervised contact are most likely to be in a position to utilize this knowledge because of the potential for trusting relationships forming with the kids, one-on-one interactions, etc. That said, departments are encouraged to also identify those staff/volunteers that would benefit from the information presented in the training and require them to complete the training as part of departmental expectations. Departments/facilities may host programs that do not technically fit the Camp/Program for Minors definition, but staff could be in a position to utilize the information and get a child the help/protection they need.

As a reminder, you will need to complete the [TDSHS CPM Form](#) and return it to HSC Risk Management for further handling. HSC Risk Management is responsible for submission to Texas Department of State Health Services. Standard requirement is to have the form submitted a minimum of five days prior to the start of the program.

---

**Child Protection Training Online Course Information**

**- Which Child Protection Training Should I Take?**

**Camps & Programs for Minors Employees**

These are individuals that are being paid for their work with a Camp or Program for Minors through Texas A&M University. You will take Option 1: TrainTraq.

**Camps & Programs for Minors Volunteers**

Volunteers are individuals who will be helping with Texas A&M System-sponsored camps or programs for minors, but who are not on payroll through Texas A&M University. You will take Option 2: External Gateway.

**- How do I access Child Protection Training?**

**Option 1: TrainTraq for Camps and Programs for Minors Employees**

There are two ways an employee can access training:
A. Manual assignments
Training can be manually assigned to employees in TrainTraq by someone with one of the TrainTraq processor roles. The benefit of manual assignments is that the course assignment shows up on the "Home" tab when an employee logs in and it isn't necessary to conduct a course search. HR connect also sends an e-mail to the employee notifying them of the assignment and states the due date. Please contact hsc-camps@tamhsc.edu for additional information regarding manual assignments.

B. Course search
The following describes the steps to find the training in TrainTraq:

2. Click TrainTraq in the SSO Menu.
3. Click the Course Catalog tab in the top left of the menu.
4. Search for the course by typing “Child” in the Course Name field or by typing the course number (2111652) in the Course Number field.
5. Click Search.
7. Click Start Course.
8. Click Confirm
9. Upon successfully completing the course, you will need to print your Proof of Completion
10. Employees in TrainTraq have all of their completions recorded on a transcript which includes the employee’s name, the title of the course, date of completion and score. It can be downloaded as a PDF.
11. Return the proof of completion to your Camp or Program for Minors Director.

Option 2: External Gateway for Camps & Programs for Minors Volunteers
The external gateway is intended for Camps and Programs for Minors volunteers only. These are individuals who are not paid and are considered volunteers for the Camp or Program for Minors. To access the gateway, an individual needs two things: a working e-mail address and the External Gateway password. Camp Sponsors ONLY, please email hsc-camps@tamhsc.edu to get the password.

Instructions to access the gateway:

2. Type in your e-mail address and the password. The gateway will send the completion certificate to this email address.
3. Click Submit.
4. Find the desired course. In this case, Child Protection Training (course no. 2111652).
5. Click Start.
6. You will be required to enter your name, employer and the “How did you hear about this course?” fields. It is very important to ensure you enter your first and last name because that is what will appear on the completion certificate. You can also enter in your work address, city, state, and phone number, but those are not required in order to view the course. Please include the name of the Camp or Program for Minors you are taking the training for as well. This will assist System Training if they ever need to search for your proof of completion. If you fill out those fields, they will appear on the completion certificate as well.

7. Click Save.

8. Click Start Course.

9. Upon successfully completing the course, an e-mail will be sent to the e-mail address that was used to login to the gateway. The e-mail will contain a link to the completion certificate. When you click the link, you’ll have the option to download the certificate as a PDF.

10. Return proof to CPM Director.

**-How Do I Obtain a Proof of Completion?**

**Camps and Programs for Minors Employees**

Employees in TrainTraq have all of their completions recorded on a transcript which includes the employee’s name, the title of the course, date of completion and score. It can be downloaded as a PDF. Instructions on how to access and print out your transcript in TrainTraq can be found at http://apps3.system.tamus.edu/Help/TrainTraq/employees/accessing-and-reading-your-transcript/

**Camps and Programs for Minors Volunteers**

Volunteers are individuals who will be helping with A&M System Member-sponsored programs for minors, but who are not on payroll at the time they take the training. Volunteers that access the external gateway are sent an e-mail notification to the e-mail address they used to login. The email contains a link where the affiliate will be able to download a printable PDF.

**Reporting Child Abuse**

Did you know that State law requires “any person having cause to believe that a child’s physical or mental health or welfare has been adversely effected by abuse or neglect to immediately make a report” to law enforcement? The law also provides immunity for those who make a “good faith” report since we are not responsible for verifying whether suspected or alleged abuse has actually occurred. This means that all of us have a legal responsibility to report abuse – whether it is witnessed, known, reported, alleged, suspected, etc.

If you witness, suspect, or receive a report of child abuse regardless of when the abuse occurred:

- Remove the child from immediate harm (if the abuse is presently occurring)
- Call 9-1-1 to report the abuse to local law enforcement
- Report the situation to your supervisor (unless they are the source of the abuse or neglect)
Supervisors are then to file an online report with the Texas Department of Family Protective Services at http://www.txabusehotline.org/Login/Default.aspx.

### Insurance Coverage and Claim Filing Information

Each sponsored program is required to participate in the System Camp Insurance Program. This plan provides excess accident medical coverage for all participants and counselors and general liability coverage for your program. For more details, please refer to the [CPM Insurance Program Summary](#).

<table>
<thead>
<tr>
<th></th>
<th>Coverage Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident Medical Coverage</td>
<td>$25,000 EXCESS Medical Expenses</td>
</tr>
<tr>
<td>General Liability Coverage</td>
<td>$1,000,000 per occurrence $2,000,000 aggregate</td>
</tr>
</tbody>
</table>

#### 2014-2015 Insurance Rates

<table>
<thead>
<tr>
<th></th>
<th>Day</th>
<th>Overnight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident Medical Coverage</td>
<td>$0.08</td>
<td>$0.28</td>
</tr>
<tr>
<td>General Liability Coverage</td>
<td>$0.14</td>
<td>$0.29</td>
</tr>
</tbody>
</table>

**IMPORTANT!**

How to file an [Insurance Claim form](#) under the accident medical policy? A claim form must be submitted to the insurance carrier within 90 days of the date of the incident/accident. Medical expenses must be incurred within 60 days after the date of the accident. Program Sponsor is responsible for the completion of Part A and then submitted to the injured participants’ parent/guardian. It is the responsibility of the parent/guardian to submit the fully completed claim form along with the additional required documentation to the insurance carrier. For further guidance, please refer to the [claim filing guide for accident medical coverage](#).

### Incident Reporting Procedures

All camp sponsors must notify HSC Risk Management of any incident or accident involving a CPM participant. An [incident report](#) should be completed and forwarded to hsc-camps@tamhsc.edu within 48 hours of the incident.

Incidents and accidents can involve minor to major physical injuries of participants and/or counselors, behavioral issues among participants, counselors, or visitors, hospital/doctor visits, or medication disbursement. Significant incidents should be reported by telephone to HSC Risk Management via email at HSC-Camps@tamhsc.edu or 979-436-9250, once immediate necessary measures have been taken.
Billing Process

At the end of each program, each camp director will be responsible to submit a final list of participants/counselors (be sure to include your total number of camp participants for billing purposes).

This will be used to generate the billing for your program’s portion of the insurance premium. This charge will automatically be deducted by HSC Finance & Administration from the designated account indicated on the CPM application.

Document Retention

- **Background Check Documentation** – HR will maintain the documentation for two (2) years.

- **Liability Waivers** – Sponsor will maintain the documentation for three (3) years after the camp date - Should an incident/accident be reported for the participant, retention may be longer if advised by Risk Management.

Third Party Camp Requirements

A contract shall be established between TAMHSC sponsoring departments and the Third Party camp;

- All contracts MUST be processed through the Contracts Administration. Review of the contract must be completed by Contracts Administration before the application can receive approval. In the interest of expediting the camp application, a copy of the contract submitted to Contract Administration should be included with the camp application.

- Third Party Camps are required to submit a current Certificate of Insurance (CI) with the camp application. The Certificate of Insurance (CI) should list Texas A&M Health Science Center as "additional insured" during the period that the Third Party camp activities are held at Texas A&M Health Science Center.

  In an instance where a CI has not been renewed or updated at the time the camp application is submitted, the Third Party Camp should attach a note that the CI will be forwarded as soon as the insurance is purchased or renewed. Third Party camps are advised that an application will not be processed through Risk Management until a valid proof of insurance is provided.

Insurance requirements include:

- **General Liability**

  $1,000,000.00 minimum with additional coverage required if more than the Third Party camp and TAMHSC are insured on the policy.
Accident Medical

$25,000.00 for ALL camps (excess or primary).

**IMPORTANT!** As stated above, the insurance certificate must list Texas A&M Health Science Center as additional insured.

---

**Definitions**

**Abuse** – includes the following acts or omissions by a person:

(a) mental or emotional injury to a child that results in an observable and material impairment in the child's growth, development or psychological functioning;

(b) causing or permitting the child to be in a situation in which the child sustains a mental or emotional injury that results in an observable and material impairment in the child's growth, development or psychological functioning;

(c) physical injury that results in substantial harm to the child or the genuine threat of substantial harm from physical injury to the child, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline by a parent, guardian or managing or possessory conservator that does not expose the child to a substantial risk of harm;

(d) failure to make a reasonable effort to prevent an action by another person that results in physical injury that results in substantial harm to the child;

(e) sexual conduct harmful to a child's mental, emotional or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of a young child or children under Section 21.02, Penal Code, indecency with a child under Section 21.11, Penal Code, sexual assault under Section 22.011, Penal Code, or aggravated sexual assault under Section 22.021, Penal Code;

(f) failure to make a reasonable effort to prevent sexual conduct harmful to a child;

(g) compelling or encouraging the child to engage in sexual conduct as defined by Section 43.01, Penal Code, including conduct that constitutes an offense of trafficking of persons under Section 20A.02(a)(7) or (8), Penal Code, prostitution under Section 43.02(a)(2), Penal Code, or compelling prostitution under Section 43.05(a)(2), Penal Code;

(h) causing, permitting, encouraging, engaging in or allowing the photographing, filming or depicting of the child if the person knew or should have known that the resulting photograph, film or depiction of the child is obscene as defined by Section 43.21, Penal Code, or pornographic;

(i) the current use by a person of a controlled substance as defined by Chapter 481, Health and Safety Code, in a manner or to the extent that the use results in physical, mental or emotional injury to a child;
(j) causing, expressly permitting or encouraging a child to use a controlled substance as defined by Chapter 481, Health and Safety Code;

(k) causing, permitting, encouraging, engaging in or allowing a sexual performance by a child as defined by Section 43.25, Penal Code; or

(l) knowingly causing, permitting, encouraging, engaging in or allowing a child to be trafficked in a manner punishable as an offense under Section 20A.02(a)(5), (6), (7) or (8), Penal Code, or the failure to make a reasonable effort to prevent a child from being trafficked in a manner punishable as an offense under any of those sections.

Camps and Programs for Minors – programs for minors that are sponsored and operated by members or third parties using member property/facilities and that are held for more than two consecutive day without an overnight stay or that involve overnight stays where full supervisory duties of the minor(s) is the member or third party’s responsibility. This responsibility includes providing supervision, instruction and/or recreation where the children are apart from their parent(s)/legal guardian(s).

Contact With Minor(s) – in the context of an employment or volunteer position described in this regulation, interaction with minors that is direct and reasonably anticipated. The term does not include interaction that is merely incidental.

Counselor – an employee or volunteer of a camp and program for minors who is 18 years of age or older and is responsible for the immediate supervision of minors.

Designated Camp Director – a person who is responsible for the development and management of a camp and program for minors to include human resource, financial, marketing and strategic operations.

Incidents and Accidents- Incidents and accidents can involve minor to major physical injuries of participants and/or counselors, behavioral issues among participants, counselors, or visitors, hospital/doctor visits, or medication disbursement.

Minor – a child, under 18, who is attending a camp and program for minors on a day-care or boarding basis.

Neglect includes:

(a) the leaving of a child in a situation where the child would be exposed to a substantial risk of physical or mental harm, without arranging for necessary care for the child and the demonstration of an intent not to return by a parent, guardian or managing or possessory conservator of the child;

(b) the following acts or omissions by a person:
(1) placing a child in or failing to remove a child from a situation that a reasonable person would realize requires judgment or actions beyond the child's level of maturity, physical condition or mental abilities and that results in bodily injury or a substantial risk of immediate harm to the child;

(2) failing to seek, obtain or follow through with medical care for a child, with the failure resulting in or presenting a substantial risk of death, disfigurement or bodily injury or with the failure resulting in an observable and material impairment to the growth, development or functioning of the child;

(3) the failure to provide a child with food, clothing or shelter necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services had been offered and refused;

(4) placing a child in or failing to remove the child from a situation in which the child would be exposed to a substantial risk of sexual conduct harmful to the child; or

(5) placing a child in or failing to remove the child from a situation in which the child would be exposed to acts or omissions that constitute abuse under “Abuse” definitions (e), (f), (g), (h) or (k) committed against another child; or (c) the failure by the person responsible for a child's care, custody or welfare to permit the child to return to the child's home without arranging for the necessary care for the child after the child has been absent from the home for any reason, including having been in residential placement or having run away.

Forms and Resources

All individual forms can be found on the Risk Management Forms and Resources page.