

2020

UNT Youth Protection Program

PROGRAM MANAGER'S HANDBOOK

Procedures and guidelines for the planning and managing of programs, activities and events for non-UNT student youth under the age of 18.

UNT Youth Protection Program

INTRODUCTION

The Youth Protection Program (YPP) was established to facilitate and guide the University's efforts to provide a safe environment to our youth visitors. We are the primary point-of-contact for establishing and maintaining best practices to cultivate safe and healthy environments for the protection of youth participants on campus.

The Youth Protection Program (YPP) under the Division of Finance and Administration oversees the [04.025 Youth Protection Program](#) policy implementation and compliance across all colleges and divisions of the University. We work with colleges, departments and our community to ensure programming needs are met while fulfilling the University's legal obligation to provide a safe campus environment.

HOW WE HELP

1. We provide direction on best practices to create safe environments for non-student youth programs.
2. We assist colleges and departments with program planning to ensure they meet University requirements.
3. We facilitate Sexual Abuse and Molestation Awareness training to equip personnel with knowledge and tools to prevent abuse.
4. We coordinate annual background checks for youth programs' personnel to increase our University's abuse prevention efforts.
5. We monitor youth programs to ensure the safety of our young visitors.
6. We help support UNT youth programming on and off campus.

PROGRAM SCOPE

- Groups working with non-student youth under the age of 18.
- On and off campus activities involving youth under UNT personnel supervision.
- All faculty, personnel, students, and volunteers.

RESOURCES

This manual provides procedures and guidelines for program managers as they work through the planning of programs, activities, and events on and off campus.

*****The YPP Program Handbook is considered a living document and is subject to change as we continue to improve this as a resource for youth programs' personnel. The most current version of our Program Handbook will always be available on our website.***

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UNT Youth Protection Program

REQUIREMENTS FOR PROGRAM INVOLVING YOUTH

It is the job of the Youth Protection Program to ensure UNT managed, sponsored and 3rd party programs on UNT campus are maintaining compliance with the following:

1. UNT Policy – 04.025 – Youth Protection Program.
2. Annual Criminal Background Checks.
3. Texas Senate Bill (SB) 1414 (amended Texas Education Code, Section 51.976), requiring Sexual Abuse and Molestation Awareness Training within the 24 months prior to the program.

PROGRAM MANAGER RESPONSIBILITIES

Program managers for any activities involving non-UNT student youth are responsible for providing oversight and full administration of the program which include the following:

1. Register the program and activities in advance with the Youth Protection Program.
2. Ensure that any program/activity concerns and issues have been resolved with the assistance of YPP personnel, as appropriate, prior to program start date.
3. Certify that all program personnel are equipped and prepared to work with youth by:
 - a. Working with YPP to ensure all criminal background checks are completed on all program personnel prior to the program start date;
 - b. Working with YPP personnel to ensure that program personnel, including third parties, complete required sexual abuse and molestation awareness training prior to the program start date;
 - c. Ensure the established [Standards of Behavior Agreement](#) is distributed and followed by all program personnel;
4. Adhere to all reporting obligations.

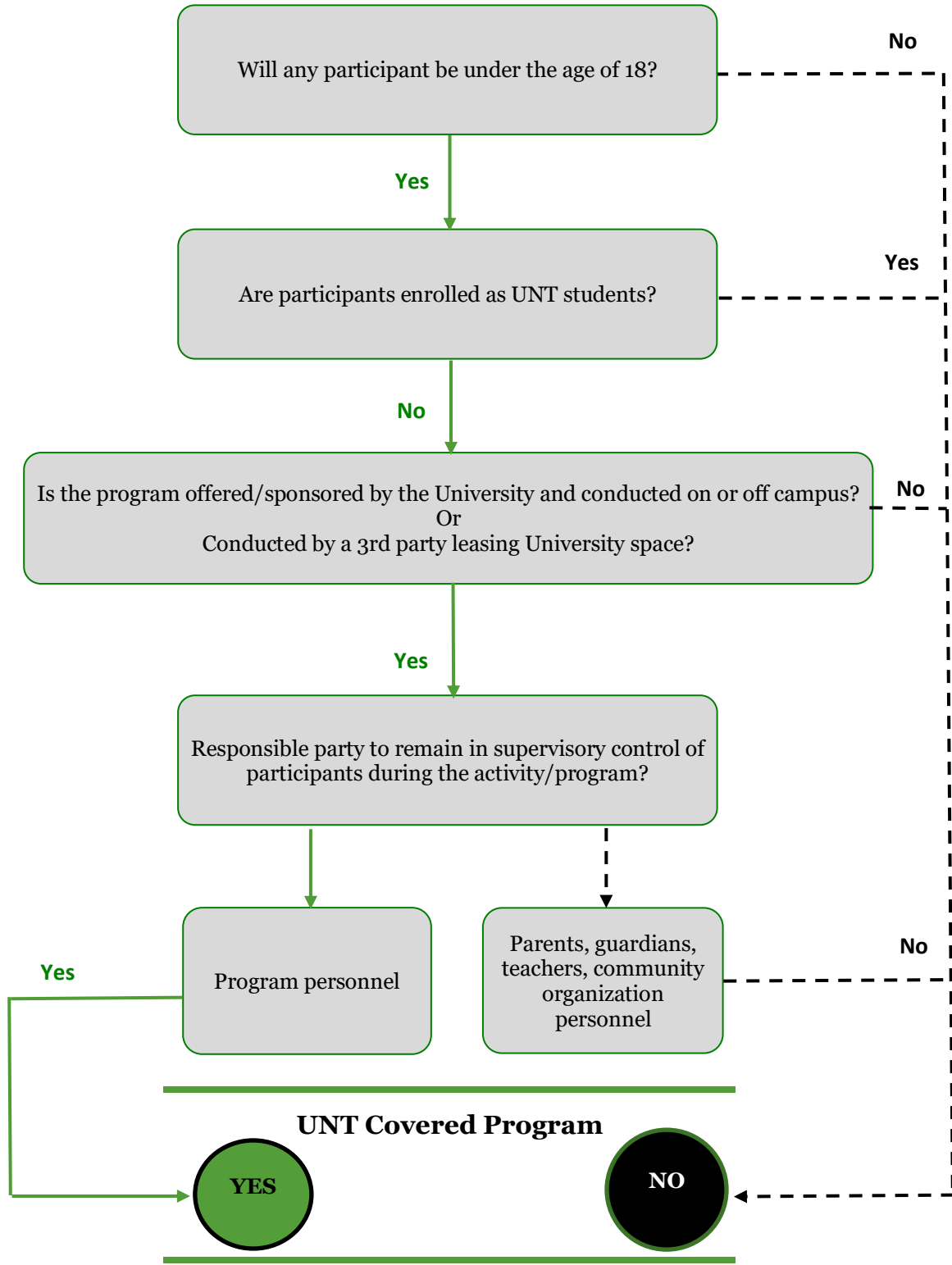
THIRD-PARTY PROGRAMS

Third-party programs including community organization, LLCs, etc., must meet the same requirements as the UNT sponsored programs and must submit the following information prior to the program start date:

1. Organizations, LLCs, and other third-party entities must validate completion of background checks and training.
 - UNT does not obligate third-parties to complete the background checks and training through UNT YPP. However, they are required to certify that all background checks, and approved training have been completed and program personnel have been cleared to work with youth.
2. Additional requirements:
 - General liability insurance with UNT named as additionally insured.
 - Facilities Use Agreements applicable to the specific location of their event must be approved in advance.
 - Program must be registered with YPP by submitting the online [Youth Program | Activity Registration form](#).

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UNT COVERED PROGRAM DEFINITION



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RECOMMENDED TIMELINE FOR PROGRAMS

2 TO 3 MONTHS BEFORE EVENT

1. Review [04.025 Youth Protection Program](#) policy.
2. Review [04.010 Reporting of Child Abuse and Neglect](#) policy.
3. Register program by completing the [Youth Program | Activity Registration form](#).
4. Program manager must submit [Background Check | Training Request for Youth Programs](#) form and include the anticipated list of program personnel to ensure background checks and sexual abuse and molestation awareness training needs are identified and completed in advance.
5. Program manager must provide billing information for background checks.
6. Program manager must provide anticipated program personnel to participant ratio.

1 MONTH BEFORE THE EVENT

1. YPP will provide program managers information on background check and training needs for the program based on program personnel roster submitted.
2. YPP will start background check reviews and communicate outcome to program manager. Individuals not meeting UNT background checks guidelines will not be allowed to participate in any youth programming.
3. YPP will provide program managers ongoing updates on individuals completing the Sexual Abuse and Molestation Awareness training.

1 TO 2 WEEKS BEFORE THE EVENT

1. Program manager must certify all applicable forms have been received from participant parents/guardians.
2. Program manager must confirm medical insurance coverage verification has been received from all participants or must purchase insurance for their program.
3. Program managers must confirm program personnel has completed orientation prior to the program start date to review and communicate understanding of the established [Standards of Behavior Agreement](#) for programs involving youth.
4. Program personnel must have been cleared to work with youth by the background checks and completed the Sexual Abuse and Molestation Awareness training prior to the start date.

3 DAYS BEFORE THE EVENT

1. Submit [Youth Program Verification](#) form. The final list of program personnel must be included.
2. YPP Staff completes State Reporting form as applicable (20 participants and 4 or more consecutive days).

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PROGRAM REGISTRATION

Colleges, departments, organizations and other third-parties are required to register all youth programming offered, sponsored and/or hosted at UNT by completing the [Youth Program | Activity Registration Form](#). YPP is responsible for contacting program managers when information is received to inquire about any additional details needed to help identify if any institutional requirements apply to their programs/activities.

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BACKGROUND CHECKS

Annual background checks are required for all members engaging in direct-contact with youth as part of any program involving youth. The Youth Protection Program facilitates the process for completing criminal background checks and timely review of all results to ensure all members are cleared prior to program start date.

Background check requests should be sent to YPP by submitting the online [Background Check | Training Request for Youth Programs](#) form. Please refer to [Standards for Programs Involving Youth](#) section on the Youth Protection Program website: <https://youth.unt.edu/> for more details on requesting background checks.

NOTE: These must be requested in advance to ensure timely reporting on all results.

Our background check provider performs the search based on information submitted by each individual. YPP personnel is responsible for obtaining adverse reports and coordinating resolution efforts, as appropriate. If an adverse result is not resolved, program personnel should be dismissed from the youth program, such action must be confirmed by program manager.

The following are exceptions that prohibit the prospective personnel member from participation in the program:

- Offenses Against the Person (Title 5),
- Offenses Against the Family (Title 6),
- Robbery (Chapter 29 of Title 7),
- Public Indecency (Chapter 43) or Stalking (§42.072 of Title 9),
- Criminal Solicitation of a Youth (Chapter 15.031 of Title 4),
- Failure to Stop or Report Aggravated Sexual Assault of Child (Chapter 38.17 of Title 8), or
- Any like offense under the law of the state of Texas, another state or under federal law.

Other adverse results not listed above could prohibit program personnel from working with a program. Adverse results such as a misdemeanor or felony within the past ten (10) years may disqualify participation with the program

The following are examples that may preclude prospective personnel:

- Making a Firearm Accessible to a Child (Chapter 46.13),
- Intoxication and Alcoholic Beverage Offenses (Chapter 49 of Title 10 of the Texas Penal Code),
- Any like offense under the law of another state or under federal law,
- Any other felony under the Texas Penal Code or any like offense under the law of another state or under federal law.

Program personnel are given a reasonable time, generally not less than five (5) business days to provide documentation or information establishing that the report is inaccurate.

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SEXUAL ABUSE AND MOLESTATION AWARENESS TRAINING

The State of Texas (Senate Bill (SB) 1414, amended Texas Education Code, Section 51.976) requires all personnel in a position involving contact with youth at a campus program for youth to successfully complete an approved training and examination program on sexual abuse and molestation awareness. This training must be completed every 24 months.

Managers are responsible for working with YPP staff to ensure that all program personnel have successfully completed the training course by achieving a score of 70% or higher on the course examination. It is recommended that each individual saves a copy of their Certificate of Completion.

Youth programs with 20 or more participants and lasting 4 consecutive days (or more) must submit compliance verification that each employee met State of Texas training requirement. YPP staff will coordinate and submit the program verification form to the State within the allotted time.

NOTE: The State of Texas does not maintain a report of this training and UNT cannot verify the validity of this training if presented with a certification from another institution; as such, the personnel member must complete their training through UNT. Additionally, UNT policy has been incorporated into this training for review and sign-off.

YPP oversees training compliance based on [04.025 Youth Protection Program](#) UNT policy by:

1. Ensuring all required participants take the training before a youth program begins.
2. Working with program managers to complete the state notification form.
3. Ensuring that notification is received by the State of Texas for programs of 20 or more participants lasting 4 days.

Training requests should be sent to YPP by submitting the online [Background Check | Training Request for Youth Programs](#) form. Please refer to [Standards for Programs involving Youth](#) section on the Youth Protection Program website: <https://youth.unt.edu/> for more details on requesting sexual abuse and molestation awareness training.

More information can be found by visiting the *Texas Health and Human Services* website, *Home Page- Campus Program for Youth* at - <https://www.dshs.texas.gov/cpm/>

Fees for Services

YPP Service	UNT Programs	Third Party Programs
Background Checks	\$ 10.00	\$18.00 + tax
Training	No fee	\$6.00

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FACILITIES USAGE AGREEMENT

The University of North Texas requires a Facilities Usage Agreement for all third-party youth programs. The Facilities Use Agreement must be completed in advance for the specific building(s) identified for the program. This will outline all requirements the third-party must abide by to hold their event on UNT property. The agreement must be signed by the program manager and applicable UNT representative. A copy of the agreement must be received by YPP 30 - 40 days prior to the program start date. Facilities usage agreements should be emailed to: YouthProtection@unt.edu

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PROGRAM INSURANCE

UNT requires the following insurance for all youth programs.

1. **Program Accidental Medical** – all program managers must confirm that all youth participants have medical insurance. Medical insurance is required on an excess basis to include coverage for program participants. If documentation to support medical coverage cannot be validated, the program manager must purchase accidental medical insurance for the group.
 - Insurance can be purchased through UNT Insurance and Claims team under Risk Management. YPP helps coordinate the purchase of accidental medical insurance coverage for programs when the need is identified.
 - An email must be sent to YouthProtection@unt.edu with the request. A complete list of program participants must be submitted no later than the first program day to ensure coverage is applied.
 - Medical insurance benefit: \$25,000 medical expense.
 - Insurance costs are subject to change from year to year. Programs should contact [Insurance and Claims](#) team at 940-565-2109.
 - Program should require participants to provide their primary insurance upon registration. With their primary, this line item policy should act as secondary coverage to their primary coverage in case of accident.

INSURANCE REQUIRMENTS FOR THIRD-PARTIES:

1. **Commercial General Liability** - The University of North Texas requires additional insurance for all third-party youth programs:
 - Third-party programs are required to provide waiver and verification of General Liability coverage, with UNT named as additionally insured.
 - Coverage amount should equal 1,000,000.00 per occurrence/\$2,000,000 aggregate.
 - No exclusions for Sexual Abuse or Molestation.
 - Certificate of Liability should be emailed to YouthProtection@unt.edu for verification prior to the program start date.
2. **Auto Liability**
 - \$1,000,000 per accident with combined single limit for bodily injury and property damage.
 - Include hired and non-owned
3. Waiver of Subrogation in favor of the University of North Texas System will need to be issued for commercial general liability, workers' compensation and automobile liability.
4. The University of North Texas System, its' Board of Regents, University of North Texas, its officers, employees, agents, and representatives shall be named as additional insured on the Commercial General Liability and Automobile Liability policies.

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PARTICIPANT WAIVERS

Program managers are required to certify that parents or legal guardians have submitted a signed release waiver for all program participants. Depending on the program, additional forms may apply:

- **Medical Information Form:** Program manager must ensure that each youth participant and his/her parent/legal guardian provides medical information and authorization for medical care. The form requests basic medical history information and authorizes UNT to obtain medical treatment for the participant when necessary.
- **Medicine dispense:** At the request of a parent/legal guardian, an authorization to administer medication to a youth participant when needed. Form must collect, at a minimum, the following information:
 - Youth/child's name and age, food/drug allergies, parent/legal guardian name and contact phone number, name of licensed prescriber and phone number, medication, dosage, instructions (route, frequency, duration, take with food, etc.), quantity received, special storage instructions.
- **Photo Release Form:** Program manager must ensure is completed by parent/legal guardian prior to the program start date. Form grants permission to the university to photograph their child and publish their photo for either printed or electronic material. No photos can be taken of any youth if a signed photo release form has not been received from the parent/legal guardian.

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PARTICIPANT-STAFF SUPERVISION RATIO

Programs must ensure adequate supervision based on the number and average age of participants, program activities, duration of the program and any accommodations that may apply. Programs must submit a proposed breakdown of participant-staff ratio to YouthProtection@unt.edu.

All overnight programs must specify curfews, rules pertaining to any visitors, and limitations of use of free time.

UNT approved ratio guidelines:

Participant Age	Number of Personnel	Overnight Participants	Day Only Participants
4-5 years	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

- If the program is not able to meet the participant-personnel ratio, the program manager must contact Youth Protection Program Director to further discuss any available options.
- Resolutions on exception requests will be approved/denied based on the program's ability to demonstrate the implementation of measures that will ensure safety and adequate supervision during the duration of all scheduled and unscheduled activities.
- Youth Protection Program Director should be contacted when programs/activities involve classroom and one-on-one settings as different participant-personnel ratio and procedures apply.

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OPERATIONAL REQUIREMENTS

PROGRAM MANAGEMENT

A program manager must be identified by all programs/activities involving youth. Managers should review all relevant policies and procedures, including but not limited to:

- [04.010 Reporting of Child Abuse and Neglect](#)
- [04.011 Smoke and Tobacco-Free Workplace and Campus](#)
- [04.025 Youth Protection Program](#)
- [Standards for Programs Involving Youth](#)
- [YPP Programming Resources](#)

Program managers are responsible for planning the care, supervision and schedule of activities for youth participants. In addition, managers must provide orientation training to all program personnel and volunteers to ensure guidelines and procedures are reviewed with all members. Orientation should cover, at a minimum, the following items:

- Check-in and check-out procedures
- Health and medical procedures
- Emergency procedures
- Reporting responsibilities
- Overnight program procedures (if applicable)

CHECK-IN AND CHECK-OUT PROCEDURES

Check-in and check-out procedures are a critical part of any planning process for programs involving youth. This is an opportunity to provide a clear understanding between participants, parents/legal guardians, and program personnel. All programs for youth are required to establish these procedures and distribute information to all program personnel and volunteers. At a minimum, procedures must outline the following:

- Check-in, check-out time and location for both.
- Assigned personnel to manage the check-in process of participants for the event/program.
- Prepare and maintain a participant roster.
- Program must establish procedures to ensure that youth participants are released to authorized adults when parent/legal guardian is not available to pick up the participant.
- Determine any modifications needed on location, time and personnel assignment for handling any late arrivals and early departures.

HEALTH AND MEDICAL PROCEDURES

The program manager is responsible for ensuring that medical information and release forms are collected for all participants. Program manager should establish procedures to maintain confidentiality of all information collected and should only be used as appropriate to ensure the health, safety, and well-being of the participants.

Program manager should consider providing guidance to all program personnel to address, at a minimum, the following items:

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- Obtain appropriate medical release and permission for treatment forms from participants.
- Parent/legal guardians must provide written request when medication administration is involved.
- Establish rules related to securing participants' medication, scheduling dispensation, refrigeration, or storage needs, and return of the medication to the participants or parents at the end of the program/activity.
- Parents of participants should be notified immediately of all medical-related incidents, as appropriate.

EMERGENCY PROCEDURES

Program must establish procedures to ensure proper response in case of emergency, procedures must include, but not limited to:

- Emergency contacts for program personnel must be established and made available to all personnel and volunteers during the program/activity.
- Inclement weather procedures should be communicated to program personnel – [Safety coordinator program](#) under [Risk Management Services](#) can assist with establishing emergency procedures and communication channels.
- Medical procedures and safety precautions – refer to [Emergency Guidelines](#), [Event Safety](#), [Fire Safety](#), under [Emergency Preparedness](#) for additional information and/or guidance on establishing medical procedures for your program.

REPORTING RESPONSIBILITIES

Program managers, all program personnel and volunteers must be aware of the obligation to report child abuse and neglect, safety concerns, incidents during events, etc. and should act accordingly. Additional resources can be found on the Youth Protection Program website, [Reporting Incidents](#) section.

Child Abuse and Neglect

Per our [04.010 Reporting of Child Abuse and Neglect](#) policy:

The University of North Texas (UNT) is committed to protecting children as vulnerable members of society and in fulfilling the institution's obligation to report suspected child abuse or neglect as required by Texas law.

An individual who has cause to believe that a child's physical or mental health or welfare has been or will be adversely affected by abuse and/or neglect by any person must immediately report his or her belief to:

- *Any local or state law enforcement agency, including campus law enforcement, especially in situations requiring an immediate response; or*
- *The Department of Family and Protective Services ("DFPS") or the agency designated by a court as responsible for the protection of children.*

A report must be made to DFPS if the suspected child abuse or neglect involves a person responsible for the care, custody or welfare of the child.

Incidents

All members of any program/activity for youth are responsible for the youth participants' safety and are required to protect them from harm at all times. In the event of any accident or injury threatening their well-being, program personnel must respond and report the incident.

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The following are the recommended actions to follow when responding to an incident:

- Ensure that program personnel intervene quickly in an effort to prevent or minimize harm.
- If the program purchased accidental medical group coverage, [Insurance and Claims](#) at 940-565-2109 should be contacted for instructions on how to file a claim.
- Evaluate the incident to make changes that will help prevent a future re-occurrence.
- Document all relevant details and submit an [Incident Report Form](#) as soon as possible.

OVERNIGHT PROGRAMS

Program manager and UNT sponsor, when applicable, are responsible for making appropriate dorms/rooms arrangements directly with UNT Department Housing. These must be made in advance.

Program manager must review and comply with all Housing policies and guidelines, these can be found in the [Housing Handbook](#) or by going directly to their website at: https://housing.unt.edu/housing_policies

Program manager should outline procedures to address overnight needs including supervision, curfew, quiet hours, overnight guests, overnight absences, appropriate behavior, access to emergency contact information, and emergency response.

Any participant or program personnel member whose actions are found to be detrimental to the welfare of others, campus facilities, or rules/regulations/policies of the Department of Housing, Department of Dining Services, or The University of North Texas may be asked to leave the campus and may also be subject to University actions.

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STANDARDS OF BEHAVIOR

Every program/activity for youth is expected to provide a safe and healthy environment for participants while promoting positive youth development as they engage in educational, recreational, and experiential activities on our campus. All program personnel are expected to conduct themselves in a responsible manner and adhere to the following:

- Treat all participants equitably without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law, and in compliance with UNT policy [16.004, Prohibition of Discrimination, Harassment, and Retaliation](#).
- Ensure the safety of each participant.
- Follow the direction and guidelines provide by the program manager at all times.
- Serve as a positive role model for participants.
- All interactions with youth must be part of the predetermined program schedule and activities.
- Do not meet with youth outside of established times or locations for program activities.
- Do not provide gifts to youth or their families independent of any items provided by the program.
- Do not engage in sexual or romantic contact of any kind, including physical, verbal, or electronic contact that can be perceived as sexual in nature, with youth.
- Refrain from sharing sensitive personal information about yourself.
- Limit physical contact with youth to purposes that are consistent with the program/activity's approved purpose and activities and that is for a clear educational, recreational, or experiential purpose, in the presence of other program personnel, and with the consent of the youth.
- Anyone who knows, suspects, or receives information indicating that a child or teen has been abused or neglected, or who has other concerns about the safety of children or teens MUST inform the program manager, YPP Director and follow [UNT 04.010 Reporting of Child Abuse and Neglect policy](#).
- Do not engage in any abusive conduct of any kind toward, or in the presence of, a youth, including, but not limited to, verbal abuse, striking, hitting, punching, poking, spanking, or restraining.
- UNT is a tobacco-free campus and policy [04.011 Smoke and Tobacco-Free Workplace and Campus](#) must be followed.
- Possession or use of any type of handguns must comply with [UNT 04.001 Carrying of Concealed Handguns on Campus](#) policy.
- Do not possess, sell, use, be under the influence of, or provide alcohol, tobacco, or illegal substances to youth.
- Do not provide medication to youth unless authorized by the program's medication management guidelines.
- Disclose any preexisting relationships with youth in the program/activity immediately to the program manager and YPP Director.
- If program personnel witness a violation of any of these rules, that person is expected to report the violation immediately. Incident must be reported to the program manager and YPP Director so that further action can be initiated if necessary.

Program manager is recommended to conduct a program orientation to personnel on program operating procedures, expectations, standards of behavior and responsibilities prior to the program start date. Program manager must verify that all program personnel are aware, have received a copy of the [Standards of Behavior Agreement](#).

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PROGRAM PROCEDURE AND POLICY EXCEPTIONS

Exceptions to the program policy and procedures must be discussed and approved by the Youth Protection Program Director.

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VIOLATIONS AND COMPLAINTS REPORTING

Any complaints and violations to the requirements outlined in this handbook should be reported to the Director of the Youth Protection Program at: Nadia.Guevara@unt.edu

The following are examples of situations that may need to be elevated to the AVP for Administration Services, the Chief Compliance Officer and/or Title IX Coordinator. Please note the following examples are not all-inclusive and other situations may be identified that will necessitate evaluation and internal/external communication.

- Improper behavior by youth program personnel.
- Improper behavior by youth program participant.
- Injuries to personnel or participants during a program.
- Continuous finding of program personnel working that have not been cleared via completed background check.
- Continuous finding of personnel working that have not taken the Sexual Abuse and Molestation Awareness training.

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ON-SITE PROGRAM REVIEW PROCEDURES

UNT Youth Protection Program is responsible for monitoring compliance of UNT sponsored programs and third-party programs with [UNT Policy 04.025 Youth Protection Program](#) and **Texas Senate Bill 1414**, Sexual Abuse and Molestation Awareness Training.

The Youth Protection Program conduct site-visits throughout the year to ensure safety precautions and environments are in place and part of programs and activities involving youth on our campus.

For questions on site-visits, please contact Director of Youth Protection Program at Nadia.Guevara@unt.edu or (940) 565-2813.

UNT Youth Protection Program

DEFINITIONS

1. **Direct Contact** – means, but is not limited to:
 - a. Care, custody, and/control of the non-student youth;
 - b. Frequent or sustained contact; or,
 - c. Interactions with the intent to develop a mentoring/educational relationship.
2. **Minor** – individual under the age of 18. This definition does not include UNT enrolled students under the age of 18.
3. **Youth** – individual under the age of 18. This definition does not include UNT enrolled students under the age of 18.
4. **Youth Program** – “Youth Program” means any event, operation, or venture held on University owned or controlled property or sponsored by the University intended to offer athletic, educational, recreational, or any other activity to youth during which parents or guardians are not expected to be responsible for the care, custody, or control of the youth. This includes, but is not limited to, athletics camps, educational camps, overnight camps, day camps, instructional programs, internships, workshops, community service programs, and outreach programs.
5. **Youth Program Manager** – means the University or third-party employee who is responsible for supervising or operating a youth program.
6. **Program Personnel** – “Youth Program Personnel” means faculty, employees, graduate students, student employees, students, interns, or volunteers who have direct contact with youth for the specific purpose of managing or providing oversight of a youth program.
7. **Third Party** – a person, group, or organization not an employee, student, or unit of UNT.