



The University of Texas at San Antonio™

YOUTH PROTECTION PROGRAM  
Designated Individuals Guidebook



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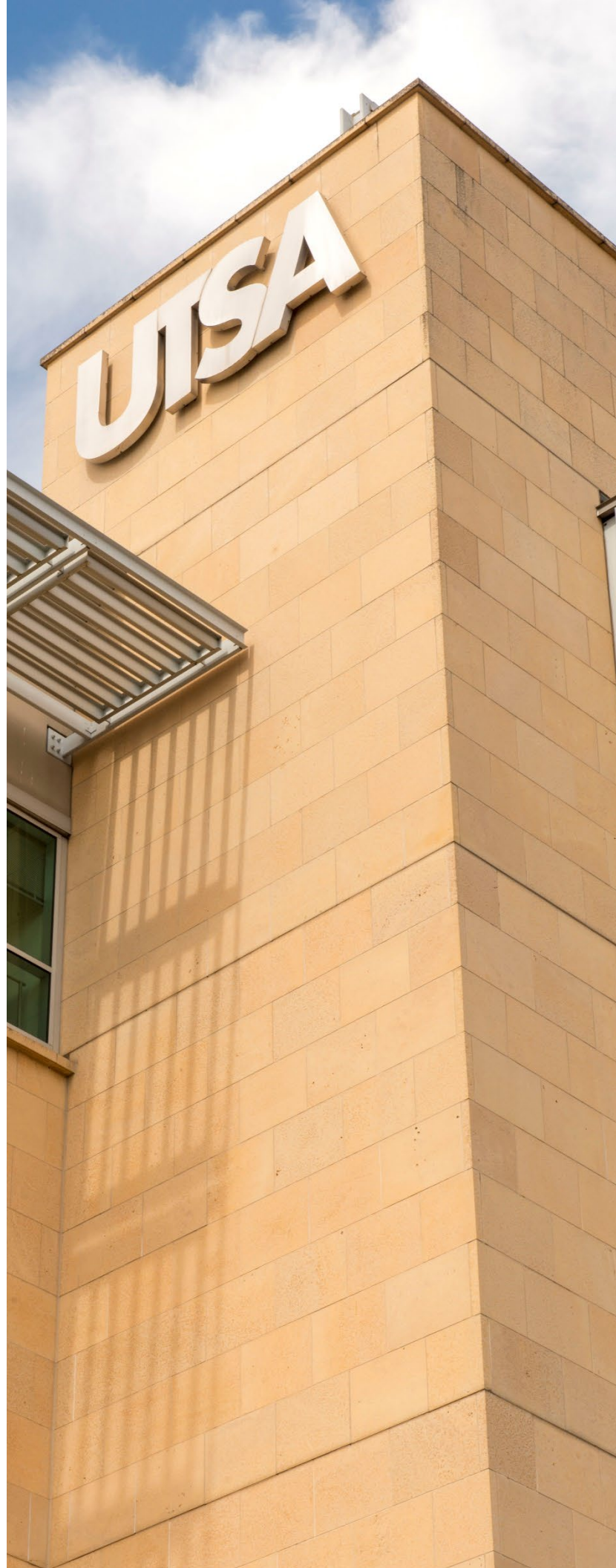
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## INTRODUCTION TO THE YOUTH PROTECTION PROGRAM

### INTRODUCTION

The University of Texas at San Antonio (UTSA) annually hosts camps and programs for minors 18 and younger. Along with your efforts, diligence, and enthusiasm, the Youth Protection Program (YPP) creates a safe and enjoyable camp experience for minors. This YPP Guide will familiarize you with your role as a designated individual, and the responsibilities and expectations that accompany this position.

### YOUTH PROTECTION PROGRAM MISSION

The UTSA - Youth Protection Program is committed to ensuring the safety of minors. This includes those participating in camps or programs on university premises or participating in those programs sponsored or supported by the university.

### DEFINITIONS

**Youth Participant:** A minor (under age 18) who is attending a campus program for minors (program or programs) on university premises or attending a program sponsored by the university. This definition does not include university students who are under the age of 18.

**Campus Program for Minors (Program or Programs):** Any program or camp held on university premises that offers recreational, athletic, religious, or educational activities to minors, or one that is university sponsored. This excludes programs for university-enrolled students under the age of 18.

**Camp/Program Director:** The university college, school, unit, or department employee who owns, operates, or supervises a campus program for minors (program or programs), regardless of profit.

**Designated Individual(s):** Any person involved in a campus program for minors (program or programs), who has contact with a minor. This includes programs held on campus or one which is sponsored by the university. Examples of designated individuals include but are not limited to faculty, staff, student workers, volunteers (affiliated workers), and contracted employees.

**Affiliated Workers:** Individuals who work for the university outside of traditional employment. Some university affiliate positions are paid, and others are unpaid volunteers. Some may have an affiliated worker position in addition to another position at the university. They may be individuals who need access to university services such as the ID center or parking privileges.

**Unsupervised Access:** Means either of these situations which are prohibited:

- an individual has access to a minor and there is no other designated individual present
- or, a designated individual is alone with a minor.

**Youth Protection Program Coordinator:** The university employee responsible for the oversight of any camp or program involving minors held on university property or sponsored by the university.

## **IDENTIFYING AND REPORTING ABUSE**

### **ABUSE AND NEGLECT**

What is Abuse?

- Abuse includes: (1) mental, emotional, physical, or sexual injury to a child, or (2) failure to prevent such injury.

What is Neglect?

- Neglect of a child includes: (1) failure to provide a child with food, clothing, shelter and/or medical care; and/or (2) leaving a child in a situation that places them at risk of harm.

What are the types of abuse?

- Physical Abuse: When a parent or caregiver is responsible for any non-accidental physical injury to a child.

<b>Signs of Physical Abuse*</b>	
<b>PHYSICAL</b>	<b>BEHAVIORAL</b>
<ul style="list-style-type: none"> <li>▪ Visible and severe injuries</li> <li>▪ Distinctive shape</li> <li>▪ Bruises, burns or scalds, bite marks, scarring, fractures or broken bones</li> <li>▪ Frequency, timing, and history of injuries (frequent, after weekends, vacations, school absences)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Aggression toward peers, pets, other animals</li> <li>▪ Appears afraid of parents or other adults</li> <li>▪ Fear, withdrawal, depression, anxiety, nightmares, insomnia</li> <li>▪ Immaturity, acting out, emotional, and behavior extremes</li> <li>▪ Self-destructive behavior or attitudes</li> </ul>

*\*As defined by the Texas Department of Family and Protective Services*

- Sexual Abuse - occurs when an adult uses a child for sexual purposes or involves a child in sexual acts. Additionally, it occurs when an older or more powerful child using another child for sexual gratification or excitement.

<b>Signs of Sexual Abuse*</b>	
<b>PHYSICAL</b>	<b>BEHAVIORAL</b>
<ul style="list-style-type: none"> <li>▪ Difficulty sitting, walking, bowel problems</li> <li>▪ Torn, stained, bloody undergarments</li> <li>▪ Bleeding, bruises, pain, swelling, itching of genital area</li> <li>▪ Any sexually transmitted disease or related symptoms</li> </ul>	<ul style="list-style-type: none"> <li>▪ Withdrawn, depressed, anxious, aggression</li> <li>▪ Eating disorders, preoccupation with body</li> <li>▪ Poor peer relationships, poor self- image, poor self-care, lack of confidence</li> <li>▪ Sexual acting out, excessive masturbation, sexual behavior or knowledge that is advanced or unusual</li> <li>▪ Reports sexual abuse</li> </ul>

*\*As defined by the Texas Department of Family and Protective Services*

- Emotional Abuse - a parent or caregiver harms a child's mental and social development or causes severe emotional harm. While a single incident may be abuse, frequently emotional abuse is a pattern of behavior that causes damage over time.

Signs of Emotional Abuse*	
PHYSICAL	BEHAVIORAL
<ul style="list-style-type: none"> <li>▪ Developmental delays</li> <li>▪ Wetting bed, pants</li> <li>▪ Speech disorders</li> <li>▪ Health Problems (ulcers, skin disorders, obesity and weight fluctuation)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Overly compliant or defensive</li> <li>▪ Extremely emotional, aggressive, withdrawn, anxieties, phobias, sleep disorders</li> <li>▪ Destructive or anti-social behaviors (violence, cruelty, vandalism, stealing, cheating, lying)</li> <li>▪ Inappropriate behavior for age (Too Adult, Too Infantile)</li> <li>▪ Suicidal thoughts and behaviors</li> </ul>

*\*As defined by the Texas Department of Family and Protective Services*

- Neglect - when a parent or caregiver does not give the care, supervision, affection and support required for a child's health, safety and well-being.

Signs of Neglect*
<ul style="list-style-type: none"> <li>▪ Often hungry, stockpiles or seeks food</li> <li>▪ May show signs of malnutrition</li> <li>▪ Very low body weight/height for age</li> <li>▪ Often tired, sleepy, listless</li> <li>▪ Hygiene problems, body odor</li> <li>▪ Untreated medical and dental problems</li> </ul>

*\*As defined by the Texas Department of Family and Protective Services*

### **HOW TO RESPOND WHEN A MINOR DISCLOSES ABUSE\***

As a designated individual, a minor may confide that a family member, teacher, coach or a peer, has abused him or her. If this happens, the following steps need to be taken:

- **Listen:** Stay calm and let the minor speak. Do not pry, but you can ask a few questions that will help you understand what occurred.
- **Reassure:** The minor may be scared, angry, confused and crying. You can reassure them with a few simple comments like:
  - "I know how hard this is to talk about."
  - "You are very brave for bringing this out."
  - "Don't worry, you are doing the right thing by letting someone know."
  - "This isn't your fault. You've done nothing wrong."
  - "I'm very sorry this has happened to you."
- **Protect** – Make sure the minor is safe. Do not let the accused person have any further contact with the minor. Reassure the minor you will do everything to keep him or her safe. Let them know you must share what he or she has told you with others who can help.

- **Report** – Write down as much detail and as quickly as you can everything the minor has shared with you, using their actual words, not your interpretation. Report suspected abuse to the police, DFPS, the camp director, and the youth protection program coordinator.

*\*Produced by Praesidium Guardian Inc.*

## **MANDATED REPORTER/MANDATORY REPORTING**

A mandated reporter is an individual who is obligated by law to report reasonable suspicions of abuse. Texas law requires anyone with knowledge of suspected child abuse or neglect must report it immediately to the appropriate authorities. This mandatory reporting requirement applies to all camp directors and designated individuals.

If you suspect a child is being [abused or neglected](#), you are required to report it to the Department of Family and Protective Services (DFPS). Reports can be made at any time to DFPS by phone at 1-800-252-5400 or online at [Texas Abuse Hotline](http://www.txabusehotline.org) (www.txabusehotline.org). The hotline and website are available 24 hours a day, seven (7) days a week. The university's policy prohibits retaliation against good faith reporting of suspected abuse or neglect.

In addition to notifying DFPS and/or law enforcement, the university also requires that designated individuals report any suspected abuse or neglect of minors on university property to the Director of Equal Opportunity Services and Title IX coordinator (phone: 210-458-4120/email: [EOS.Office@utsa.edu](mailto:EOS.Office@utsa.edu)) or file a report at this [link](#).

[HOP 9.24 Sexual Harassment and Sexual Misconduct](#)

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***IN THE EVENT OF AN EMERGENCY OR IF YOU WITNESS A  
CRIME IN PROGRESS, IMMEDIATELY CALL 911.***

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## **JEANNE CLERY ACT /CAMPUS SECURITY AUTHORITY**



The [Jeanne Clery Act](#) is a consumer protection law that passed in 1990. It requires all colleges and universities who receive federal funding to share information about their efforts to improve campus safety and inform the public of crime on or around campus. This information is publicly accessible through the university's annual security report.

Campus Security Authority (CSA) is a term used by the Clery Act to indicate someone who collects crime reports. Per the Clery Act, the following members of the community are required to be CSAs:

- Employees of the campus police department or campus security department
- Any individual who has responsibility for campus security (for example, kiosk guards, event security, or student escorts)
- An official who has significant responsibility for student and campus activities including, but not limited to, student housing, student discipline, and campus judicial proceedings

At the university, camp directors are deemed campus security authorities (CSA). As a CSA the camp directors are required by the Jeanne Clery Act to report to The University of Texas at San Antonio Police Department (UTSAPD) any suspected sexual assault or other crime that occurs on campus, on property

immediately adjacent to the university, or on non-campus property or buildings owned or controlled by the university.

Please refer to the following Handbook of Operating Procedure (HOP) Policy for additional information:

[HOP 4.33 Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics ACT and Campus Fire Safety Right to Know Reporting](#)

## **CAMP RULES**

### **BACKGROUND CHECK AND TRAINING**

Individuals who work directly with participating minors are designated individuals. All designated individuals (including UTSA faculty, staff, and students) are required to complete a criminal background check annually and complete an approved State of Texas child protection training course every two (2) years.

### **HARASSMENT POLICY**

In order to have a productive and caring work environment, any form of harassment is prohibited. Harassment of designated individuals by other designated individuals or camp directors is a form of unlawful discriminatory behavior and is not permitted. The following types of harassment are prohibited including, but not limited to, harassment of a sexual, religious, racial or ethnic nature, or retaliation against someone who has made a complaint of harassment. All designated individuals and camp directors are expected to maintain a workplace free from unlawful discrimination and harassment.

If you believe you have been subjected to harassment of any kind, you are encouraged to report it to the camp director or the YPP coordinator. The camp director must report an allegation of sexual harassment to the associate vice president and Title IX coordinator or designee.

A university community member who in good faith suspects or has knowledge of a material violation of law or university policy has a professional obligation and is expected to report suspected violations. A university community member who reports in good faith actual or suspected violations of law or university policy will be protected from retaliation.

Please refer to the following Handbook of Operating Procedures (HOP) Policies:

[HOP 9.01 Nondiscrimination](#)

[HOP 9.24 Sexual Harassment and Sexual Misconduct](#)

### **ALCOHOL, SUBSTANCE ABUSE AND TOBACCO POLICY**

The university hosts multiple programs for minors, as such, the university is legally, morally and ethically responsible for the health, safety, and well-being of the campers. Camp directors and designated individuals have a unique responsibility to the campers, their parents, and the university. Camp directors and designated individuals are required to react quickly, safely and appropriately at all times and especially in an emergency. Camp directors or designated individuals are required to act in a manner that will protect the campers' safety, physical and emotional well-being.

- Designated individuals may not possess or use alcohol or drugs on or around the university owned/leased property.
- Designated individuals may not return to the university campus intoxicated or under the influence of drugs.
- The Youth Protection Program has **zero-tolerance** for drugs and alcohol.



The university is committed to a drug-free workplace. Camp directors or designated individuals suspected of possessing, selling, or distributing drugs will be reported to the University of Texas at San Antonio Police Department (UTSAPD).

The university prohibits the use of all forms of tobacco products on the university campus. In order to adhere to university policy, designated individuals must refrain from smoking during the program session.

Please refer to the following HOP Policies:

[HOP 9.16 Use of Alcoholic Beverages](#)

[HOP 9.18 Drugs and Alcohol](#)

[HOP 9.36 Tobacco, Smoke, and Vape Free Campus](#)

### **LICENSE TO CARRY**

Government Code § 411.2031 (Commonly known as SB 11) entitles those who hold Licenses to Carry (“LTC”), as defined by Texas law, to carry handguns, concealed, both on the grounds and in buildings of public institutions of higher education. Government Code § 411.2031 authorizes the president of a university to enact reasonable rules and regulations regarding the concealed carry of handguns on campus, so long as the rules do not generally prohibit or have the effect of generally prohibiting license holders from carrying concealed handguns on campus. The President has established rules to specifically address youth programs at the University.

The purpose of the Youth Protection Program (YPP) is to protect minors in their university- sponsored activities and interactions involving members of The University of Texas at San Antonio community. Pursuant to Government Code § 411.2031 (the SB 11, “Campus Carry Law”), the YPP Policy prohibits the carrying of a concealed handgun by any person involved in a University of Texas at San Antonio camp/program for minors. As a condition of their child’s participation in a camps/programs parents and guardians who are visiting or transporting a participating minor to and from camps/programs at The University of Texas at San Antonio are prohibited from carrying a concealed handgun.

“PURSUANT TO SECTION 30.06, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN”

Please see the [UTSA Campus Carry](http://www.utsa.edu/campuscarry/) (www.utsa.edu/campuscarry/) website for more information.

### **DESIGNATED INDIVIDUAL RESPONSIBILITIES**

Responsibilities of a designated individual include, but are not limited to:

- Ensuring the safety of each camper.
- Following the instructions of the camp director and executing or implementing the program’s supervision and instruction plan.
- Creating a memorable experience by providing:
  - instruction that is appropriate for each camper’s age and ability
  - encouragement that enables each camper to increase the confidence needed to acquire new skills.
- Serving as a role model for campers in your care.
- Monitoring the behavior of campers to ensure they adhere to the program’s code of conduct/rules.
- Enforcing the rules and immediately communicate any issues that occur to the camp director.

## **DESIGNATED INDIVIDUAL PROHIBITED CONDUCT**

Designated individuals must not engage in behaviors that could cause harm or be misconstrued as possibly causing harm. Prohibited conduct for designated individuals includes, but is not limited to:

- No one-on-one contact with minors is permitted outside the presence of others.
- Do not meet with minors outside of established times for program activities.
- Do not touch minors in a manner that a reasonable person could interpret as inappropriate.
- Do not engage in any abusive conduct of any kind toward, or in the presence of, a minor, including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining.
- Do not shower, bathe, or undress with or in the presence of minors.
- Do not use, possess, or be under the influence of alcohol or illegal drugs while working a campus program for minors.
- Do not be alone in a vehicle with a minor at any time.
- Do not have direct electronic contact with minors without another designated individual included in the communication.
- Do not make sexual materials in any form available to minors participating in programs or activities or assist them in any way in gaining access to such materials.

<b>Appropriate Physical Interactions*</b>	<b>Inappropriate Physical Interactions</b>
<ul style="list-style-type: none"> <li>• Side hugs or shoulder-to-shoulder hugs</li> <li>• Pats on the shoulder or back</li> <li>• Handshakes</li> <li>• High-fives and hand slapping</li> <li>• Verbal praise</li> <li>• Pats on the head (when culturally appropriate)</li> <li>• Holding hands (with young children in escorting situations)</li> </ul>	<ul style="list-style-type: none"> <li>• Full-frontal hugs</li> <li>• Kisses</li> <li>• Lap sitting, Wrestling, Piggyback rides, Tickling</li> <li>• Allowing a youth to cling to a designated individual's leg</li> <li>• Touching bottom, chest, or genital areas</li> <li>• Massaging of any kind given by or to a youth</li> <li>• Compliments relating to physique or body development</li> </ul>

*\*Produced by Praesidium Guardian Inc.*

<b>Appropriate Verbal Interactions*</b>	<b>Inappropriate Verbal Interactions</b>
<ul style="list-style-type: none"> <li>• Positive reinforcement</li> <li>• Appropriate jokes</li> <li>• Encouragement</li> <li>• Praise</li> </ul>	<ul style="list-style-type: none"> <li>• Name calling</li> <li>• Discussing sexual encounters, off-color or sexual jokes</li> <li>• Secrets, Cursing, Shaming, or Belittling</li> <li>• Derogatory remarks</li> <li>• Harsh language that may frighten, threaten, or humiliate youths</li> <li>• Derogatory remarks about the youth or their family</li> </ul>

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## **CAMPER BEHAVIOR MANAGEMENT**

There are occasions when it may be necessary for the designated individual(s) to address behavior issues with campers while they are participating in a program.

When a camper's behavior creates a risk for the physical health and safety of another child, himself/herself, or the designated individuals, adhere to the following procedures will be followed:

- Discipline is an important part of the designated individual's duties.
  - Be fair. All rules are the same for everyone.
- Give a verbal warning.
  - Explain to the camper(s) why behavior is inappropriate.
  - Give the camper(s) time to refocus and/or redirect their behavior.
- Do not admonish the entire group.
  - Direct instructions to individuals by name.
- It is the designated individual's responsibility to be a mediator in disagreements between campers.
  - Use quiet authority. Do not yell or use abusive language. No physical contact.
- Let campers know their boundaries.
  - Do not assume the campers know what is expected.
  - Read over and reiterate code of conduct with campers upon arrival to ensure the expectations and rules are understood from the beginning. Explain to campers if code of conduct is not adhered to it will result in dismissal from the camp.
- Always be present.
  - Lack of supervision is a major cause of accidents and problems between the campers.

A designated individual may discipline a camper as listed above. The following types of discipline are prohibited:

- |                        |                         |
|------------------------|-------------------------|
| ▪ Corporal punishment  | ▪ Shaking               |
| ▪ Hitting              | ▪ Intimidating a camper |
| ▪ Touching or Grabbing | ▪ Verbal abuse          |

**Failure to abide by the above rules will result in immediate dismissal.**

## **BULLYING**

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. Minors attending camp are susceptible to potential bullying situations. To prevent and target bullying tactics, designated individuals and camp directors must create a positive and caring environment.

Creating positive relationships is one of the keys to preventing bullying. Bullying is less likely to occur during a program if campers and designated individuals feel closely connected and responsible for one another. When campers develop positive relationships, they feel comfortable voicing their concerns and seeking help when bullying incidents occur. When designated individuals observe behaviors that may eventually lead to bullying, they should intervene immediately. If an incident is ignored, it has the propensity to escalate quickly.

<b>Signs a youth participant/camper is being bullied</b>	<b>Signs a youth participant/camper is a bully</b>
<ul style="list-style-type: none"><li>• Unexplainable injuries</li><li>• Lost or destroyed clothing, books, electronics or jewelry</li><li>• Frequent head or stomach aches</li><li>• Eating habit changes</li><li>• Difficulty sleeping or nightmares</li><li>• Avoidance of social situations</li><li>• Feelings of helplessness or decrease self-esteem</li><li>• Self-destructive behaviors (e.g. self-harming or suicidal thoughts)</li></ul>	<ul style="list-style-type: none"><li>• Positive attitude toward violence and the use of violent means</li><li>• Dominate and subdue other campers and get their own way</li><li>• Impulsive, aggressive, easily angered</li><li>• Lack of empathy</li><li>• Defiance and aggression toward adults</li><li>• Involved in physical or verbal fights</li><li>• Unexplained extra money or new belongings</li><li>• Doesn't accept responsibility for their actions</li></ul>

Designated individuals should reiterate the following to youth participants/campers:

- Bullying is not acceptable and will not be tolerated.
- If a bully bothers you, ask a designated individual or camp director for help.
- Report bullying when you see and hear about it. Telling is not tattling.

Designated individuals should also be aware of minor-to-minor harassment. This includes harassment over text messages, email, or social media.

## **OVERNIGHT CAMP SUPERVISION**

Designated individuals staying overnight with minors should follow overnight procedures given by the camp director. At a minimum, the following guidelines should be enforced:

- A designated individual from the same camp should always accompany minor participants when outside of their assigned living quarters/dormitory. Minors are not allowed to explore the campus without a designated individual being present.
- Do not allow minors of the opposite gender or from other camps to have unsupervised visits in their living quarters/dormitory.
- Take attendance each morning, periodically throughout the day and before lights out.
- Remind minors to be respectful of others and to keep noise levels to a minimum while in their rooms and in hallways. Ensure minors are always maintaining reasonable noise levels.



All designated individuals for overnight camps should be familiar with emergency exits in case evacuation is called for. Always refer to the approved camp emergency plan or first aid and be sure to perform any necessary lock-in procedures for lights out. At all times of the night ensure minors are maintaining reasonable noise levels.

## POST CAMP COMMUNICATION

After the program has ended, campers may choose to connect with designated individuals via their personal social media accounts. It is the policy of the YPP that designated individuals do not communicate with campers after the program has concluded. If a camper would like to stay in touch, please have them direct their communication to the program or the program’s social media accounts.



This communication includes, but is not limited to email, text messaging, telephone, personal social media accounts. Do not “friend,” “follow,” etc. campers on social networking sites or communicate via internet chat rooms; do not send personal emails or text messages; do not share personal or intimate information with campers. All social media accounts must be set to private while employed by the program. This is for your protection as well as the campers.

<b>Appropriate Electronic Communication*</b> 	<b>Inappropriate Electronic Communication</b> 
<ul style="list-style-type: none"> <li>▪ Sending and replying to emails and text messages from campers ONLY when copying other designated individuals and/or the camp director</li> <li>▪ Communicating through “organization group pages” on Facebook or other approved public forums</li> <li>▪ “Private” social media profiles for staff and volunteers which campers cannot access</li> </ul>	<ul style="list-style-type: none"> <li>▪ Harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating comments</li> <li>▪ Sexually oriented conversations</li> <li>▪ Private messages between designated individuals and campers</li> <li>▪ Posting inappropriate comments on pictures</li> <li>▪ “Friending” or “Following” campers on social networking sites</li> </ul>

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## CAMPER SAFETY

The university is committed to making every effort to keep campers safe while on our campus. In order to promote a safe environment for campers, designated individuals should:

- Think safety first and foremost. If an activity appears dangerous, discontinue immediately.
- Be aware of your surroundings.
- Periodically scan the area for questionable situations/people.
- Call UTSAPD or 911 if an unknown person or vehicle is loitering or regularly passing by.
- Notify the camp director of any safety concerns.
- Always maintain a visual view of the campers.
- Campers should use the buddy system when going to the restroom or in route to camp activities.

- Notify camp director immediately if campers are in possession of alcohol/drugs/weapons.
- When staying in a dormitory or off campus housing, review fire alarm and evacuation procedures with campers on your floor.
- Report all injuries to the camp director immediately.

## **MEDICAL INFORMATION PROCEDURES**

The camp director or designated individual is responsible for collecting medical forms for all campers. Medical information is confidential and only for use by camp staff. It is imperative that parents are notified of all medical-related situations.

The following forms must be on file for all campers:

- Notice of HIPAA Privacy Practices
- Medical Consent Form
- Express Assumption of Risk/Release and Indemnification Agreement
- Pre-Activity Clearance Physical Examination: Physician Authorization (Athletic Camps)

## **MEDICAL EMERGENCY PROCEDURES**

In the event of an emergency involving an injury or acute illness, the camp director must follow the risk reduction measures listed below:

- Call 911 to summon emergency personnel.
- Notify the parent/legal guardian or the emergency contact.
- A designated individual must accompany the camper to the hospital and remain until the parent/legal guardian arrives.
- Complete a Youth Protection Incident Report form no later than 24 hours following the medical emergency to submit to the camp director and YPP coordinator.

## **CAMP EMERGENCY PLAN**

Camp directors must discuss the camp emergency plan with all designated individuals. In addition to this plan, camp directors must ensure that designated individuals:

- Escort the campers out of the building and proceed to a safe area designated by the camp emergency plan
- Remain with their assigned camp group and take attendance immediately.

If all campers and staff are accounted for, the camp director will maintain order and follow the instructions of emergency personnel.

If a camper or designated individual are missing when attendance is taken, immediately notify the emergency personnel and follow their instructions.

## **FIELD TRIP PROCEDURE**

When on a field trip with campers, designated individuals should adhere to the following directives:

- Complete an initial count of all campers.
- Divide campers into small groups and use the buddy system.
- Take attendance prior to departing, immediately when everyone is in the vehicle, several times once you have arrived, prior to returning to the vehicle, and once campers are in the vehicle for the return trip.



## **MISSING/LOST CAMPER PROCEDURE**

Designated individuals are responsible for knowing the location of campers at all times, both onsite and off for the duration of the program.

- Designated individuals must account for their campers at all times: Regularly check attendance, specifically when campers are in transition.
- Immediately notify the camp director if a camper is unaccounted for.
- Camp director and designated individuals will immediately search the area where the camper was last seen.

If the camper is not located after the aforementioned steps have been completed:

- Call UTSAPD: Camp director will contact the police and wait for them to arrive.
- Contact Parents: Camp director will contact parents to apprise them of the situation.
- Contact the YPP Coordinator.
- Camp directors are to direct designated individuals to continue the search until police arrive.

When the police arrive, they will assume command to locate the missing camper.

## **CONTACT INFORMATION**

<b>Contact</b>	<b>Phone</b>	<b>Email</b>
Youth Protection Program Coordinator	210-458-4152	<a href="mailto:angela.paz@utsa.edu">angela.paz@utsa.edu</a>
Youth Protection Program Manager	210-458-4153	<a href="mailto:amanda.swaney@utsa.edu">amanda.swaney@utsa.edu</a>
Title IX Coordinator and Director of Equal Opportunity Services	210-458-4120	<a href="mailto:suzanne.patrick@utsa.edu">suzanne.patrick@utsa.edu</a>
University of Texas at San Antonio Police Department (UTSAPD)	210-458-4242	<a href="mailto:UTSAPolice@utsa.edu">UTSAPolice@utsa.edu</a>

**PROGRAM INFORMATION**



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**DESIGNATED INDIVIDUAL EXPECTATION FORM**

Date: \_\_\_\_\_

Program Name: \_\_\_\_\_

By signing this document, I agree that:

- I have read and completely understand the responsibilities, policies and procedures outlined in the Designated Individual Guidebook, the Youth Protection Program Policy.
- I further understand that I am a mandated reporter under Texas State Law, and I am prohibited from carrying a concealed handgun.
- I agree to follow/adhere to all rules and expectations while performing my duties as a designated individual for The University of Texas at San Antonio Youth Protection Program.

Failure to follow/adhere to all policies, procedures, rules and expectations will result in disciplinary action, including, but not limited to, immediate separation from the camp/program and/or termination from my position as a Designated Individual.

\_\_\_\_\_  
Designated Individual Name (Please Print)

\_\_\_\_\_  
Designated Individual Signature

*Upon signing, provide this page to the camp director. The Youth Protection Guidebook should be kept by designated individuals for reference throughout the duration of the program.*