

ALL PROGRAMS

Read and Understand
Minors Policy



- **Permission/Waiver Form**
 - Permission/Waiver Form (Appendix A of Minors Policy)
- **Emergency Notification**
- **Annual Screening and Background Checks, Including Non-ACU Groups**
- **Adequate Supervision**
- **Program Rules**
 - Specific rules must be included (found within Minors Policy (IV)(B)(5))
- **Inform Parents and Participants of the procedures and rules**
 - Handbook, FAQs, handouts, etc.
- **Evidence of Compliance for Non-ACU Groups**
 - Evidence of compliance with the Minors Policy and other applicable policies/procedures

PROGRAMS LASTING MORE THAN ONE DAY OR OVERNIGHT

- **List of Participants and Staff**
- **Drop Off and Pick Up**
 - Location, rules, procedures, etc.
- **Medical Treatment Authorization and Emergency Care**
 - Maintain Medical Treatment Authorization Form (Appendix B of Minors Policy)
- **Medications**
 - Review Minors Policy section (IV)(C)(4) for the rules and procedures for medication use by minors
- **Supervision**
 - For overnight programs, review Minors Policy (IV)(C)(5)
- **Develop Housing Rules**
 - Curfew
 - Restriction of in-room visitation
 - Compliance with security measures and procedures as specified by Residence Life and ACU Police
- **General Training**
 - Conduct Requirements
 - Emergency Response
 - Incident reporting

PROGRAMS LASTING FOR ALL OR PART OF AT LEAST FOUR DAYS

- **State Required Training**
 - Staff of the program must successfully complete a State-approved training and examination program on sexual abuse and child molestation within the previous two years.
 - Must complete and submit form provided by the department of State Health Services to:

PHSCPS@dhs.texas.gov

FAX: (512) 834-6707

For more information, please direct your questions to:

Office of Institutional Compliance & Risk Management
risk@acu.edu

Or

Office of General Counsel
ogc@acu.edu

