

Implementation of Sexual Abuse and Child Molestation Awareness Training and Examination

STATEMENT

Designated individuals, whether employed, an independent contractor, or volunteer, or having an appointment in The University of Texas at Arlington (UT Arlington) financial system (DEFINE) or not, shall complete Sexual Abuse and Child Molestation Awareness training and examination. The training includes information and examination concerning warning signs of sexual abuse and child molestation.

Employees who violate this policy will be subject to applicable and appropriate disciplinary action, up to and including termination or dismissal.

If designated individuals who are not employees violate this policy, they may have their privileges extended to them by UT Arlington, revoked or suspended.

The Texas Department of State Health Services may also impose civil penalties and/or injunctive relief for persons violating the Act.

RATIONALE

A proactive Sexual Abuse and Child Molestation Awareness Training and Examination program maximizes adherence to SB 1414 and other applicable laws, rules, regulations and policies.

SCOPE

Designated individuals that have contact with minors (age 17 and younger) who are not enrolled students.

DEFINITIONS

A **Designated Individual** is any person whether employed, an independent contractor, or volunteer, or having an appointment in The University of Texas at Arlington (UT Arlington) financial system (DEFINE) or not, that has contact with a minor (age 17 or younger) and who is not an enrolled student and that is involved in a campus program for minors. Examples of designated individuals are but not limited to faculty, staff, student workers, volunteers and contracted employees.

A **Minor** is an individual age 17 or younger.

A **Campus Program for Minors** is any program that is operated by or on the campus of UT Arlington that offers recreational, athletic, religious, or educational activities to minors. **This does not include students enrolled at UT Arlington.**

RESPONSIBILITIES

University Compliance Services

- Administers the appropriate training program infrastructure, procedures and scheduling

Executive Compliance Committee (ECC)

- Oversees and directs the Sexual Abuse and Child Molestation Awareness training and examination program which includes determining the definition and/or scope of what constitutes a “campus program for minors” and “designated individuals” as permitted by law

Vice President for Human Resources and Designees

- Determines who meets the ECC’s definition of “designated individuals”
- Determines which programs meets the ECC’s definition of “campus programs for minors” that falls within the scope of this policy as permitted by law

Deans and Department Heads

- Provide the opportunity and direction to complete the training required by this policy. Responsible for enforcing this policy within their colleges and/or assigned departments

Summer Camp Directors

- Responsible for enforcing this policy for their summer camp employees

PROCEDURES

The Sexual Abuse and Child Molestation Awareness training includes information and examination concerning warning signs of sexual abuse and child molestation.

Designated Individuals will be required to complete the Sexual Abuse and Child Molestation Awareness training and examination.

The Program Director will need to complete and submit Form 7-10 no later than 10 business days prior to the start of the Campus Program so all Designated Individuals can be scheduled for the online Sexual Abuse and Child Molestation Awareness training and examination.

Designated Individuals must achieve a score of 70% or more correct on the examination. A Designated Individual will be allowed to repeat the course if necessary to achieve a passing score.

Upon successful completion of the course, the Designated Individual will receive a certificate of completion via email. The Program Director will also receive a copy.

Designated Individuals must complete the Sexual Abuse and Child Molestation Awareness training and examination every two years. If the Designated individual is a new employee they must complete the training within the first five days of employment.

The Program Director must file the "Campus Program for Minors Information Form" which is available on the Texas Department of State Health Services website (<http://www.dshs.state.tx.us/cpm/forms.shtm>) within five days of the start of the campus program.

Questions – Please contact University Compliance Services at 817-272-2080 or compliance@uta.edu