

Process for Protection of Minors Training and Tracking – SMU Policy 9.31

A. Responsibilities of the SMU Office of Risk Management (ORM)

1. Manage and track training for non-SMU persons who will be on the SMU campus in the capacity of a Camp/Conference/Program Operator, or staff member or volunteer of a third-party entity conducting a Camp, Conference or Program on the SMU campus.
2. Copies of the State of Texas Reporting Form sent to ORM will be stored in a main database, showing Form, Date Form Received, Camp/Conference/Program Title, Date of the Camp/Conference/Program, and the Camp/Conference/Program Operator's employees' and volunteers' names and contact information, with an additional copy of the Form provided to the Office of Conference Services.
3. The Associate Vice President and Chief Risk Officer will review the database regularly for SMU and stakeholders within the university to ensure compliance with both Texas law and SMU Policy 9.31.
4. If ORM does not receive confirmation that the Camp/Conference/Program Operator has provided proper documentation of completed training by all Camp/Conference/Program employees and volunteers *at least 2 business days prior* to the camp/program opening, the Camp/Conference/ Program Operator will confer with the SMU Offices of Conference Services and ORM, and if warranted, the camp may be canceled by the SMU, in its sole discretion.

B. Responsibilities of a "Camp" "Conference" or "Program Operator"

Section 51.976(a)(6) defines "Program Operator" as a person who owns, operates, or supervises a campus program for minors, regardless of profit. The SMU Office of Conference Services refers to these persons as a "Conference Organizer." For purposes of this document, and SMU Policy 9.31, the terms "Camp Operator" "Conference Operator" and "Program Operator" have the same meaning and role.

Camp/Conference/Program Operators holding any camp, conference, program, or event at SMU shall:

1. Complete the State of Texas Department of State Health Services Campus Program for Minors Training Completion Form (Form) at least 2 business days prior to the start of the camp.
2. Upon completion of the Form, the Camp/Conference/Program Operator shall forward the Form to the Texas Department of State Health Services. SMU requires copies of the form also be provided to the SMU Office of Risk Management and the SMU Office of Conference Services *at least 2 business days prior* to the start of the first day of camp pursuant to item A.4., above and include individual certificates as backup.
3. For Camp/Conference/Program Operators with an SMU-ID: If an SMU employee who is also a Camp/Conference/Program Operator, or will be an employee or volunteer at an SMU Camp, Conference, or Program, and has completed the required training in the past two years through either the SMU DCAC Training, or another State-approved vendor (found here: <http://www.dshs.texas.gov/cpm/training.shtm>), the SMU Employee/Camp/Conference/Program Operator must provide a certificate of completion to the Office of Risk Management from that program.
4. For Camp/Conference/Program Operators with an SMU-ID: If an SMU employee who is also a Camp/Conference/Program Operator, or will be an employee or volunteer at an SMU Camp, Conference, or Program, and has **not** completed the required training within two years of the start of the first day of camp, he or she must contact the SMU Office of Human Resources at DevelopU@smu.edu, providing his/her name and SMU ID number, to request training access. Failure to maintain compliance with SMU's required training may result in not being allowed to conduct a Camp, Conference, or Program as a Camp/Conference/Program Operator, or, may prohibit an SMU employee from working or volunteering at an SMU Camp, Conference, or Program.

5. All Other Camp/Conference/Program Operators without an SMU ID: If the Camp/Conference/Program Operator determines that there are Camp, Conference, or Program employees and/or volunteers who have not successfully completed a state approved training program within two years of the start of the first day of the camp, the Camp/Conference/Program Operator must request access to the Dallas Children’s Advocacy Center (DCAC) Training Program for each of untrained employees or volunteers through ORM by sending an email request to: riskmanagement@smu.edu. The subject line for this request should include “Camp/Conference/Program-Protection of Minors Training.” The request should include:
 - Name of Camp/Conference/Program
 - Name of Camp/Conference/Program Operator
 - An excel file showing individual fields for the first name, last name, and valid email of those who must take the training. ORM can send provide a template if needed.
 - Dates of Camp/Conference/Program
6. For untrained Camp/Conference/Program operator employees in Section 5 above, who are non-SMU employees, ORM will enter the email addresses of each untrained non-SMU employee or volunteer into the DCAC online system. This system will then generate an email with a link, which provides access to set up an account with DCAC. Each untrained employee or volunteer must complete the *Recognizing and Reporting Child Abuse Training* and pass the test according to state requirements.
7. Upon successful completion, the training program generates a Certificate of Completion, which may be saved or printed and which is available via the DCAC system following completion. Trainees should provide their completion certificate to the Camp/Conference/Program Operator for inclusion on the State of Texas Reporting Form. The form and individual certificates for ALL Camp/Conference/Program Operators, employees and volunteers must be submitted as noted in sections A.4 and B.2 above.
8. The Director for the Office of Conference Services will identify Camp/Conference/Program operators who must comply with this procedure and facilitate the collection of names, and forms for camps, conferences and programs that they contract with. This information will be submitted to the ORM in a timely manner in order for the Camp/Conference/Program operators to meet the requirements of this procedure.
9. Form submittal contact information is:
 - a. Office of Risk Management: Associate Director for Risk Management
 - i. riskmanagement@smu.edu
 - ii. Subject Title of “DCAC Form for “Program Name” and dates.
 - iii. Phone: 214-768-2083
 - b. Office of Conference Services: Director for Risk Management
 - i. jdbriker@smu.edu
 - ii. Subject Title “DCAC for “Program Name” and dates
 - iii. Phone: 214-768- 2617

C. Responsibilities of SMU Faculty, Staff, and Student Employees

1. All SMU faculty, staff and student employees are required, upon employment, to successfully complete an approved training program on sexual abuse and child molestation. Recertification is required every two years. SMU offers the Dallas Children’s Advocacy Center (DCAC) *Recognizing and Reporting Child Abuse* training, through Lawroom LMS, defined as the internal SMU training program.
2. All SMU employees have a continuing obligation to maintain satisfactory completion of a training program approved by the State of Texas within the two years prior to the start date of any Program or Camp, and no later than the 5th day of employment (whether paid or volunteer) of any individual by an SMU campus Program, Conference or Camp for minors. A list of SMU employees who have completed the training will be maintained in the SMU Office of Human Resources.

D. Responsibilities of Kelly Temporary Employees assigned to work at SMU

1. All Kelly Services employees are required to successfully complete the DCAC Recognizing and Reporting Child Abuse training assigned to them on their first day of employment at SMU.
2. Training completion is tracked by Kelly Services and monitored on a regular basis by the SMU Office of Human Resources.