



Standards to Protect Children and Prevent Abusive Conduct with Minors

East Texas Baptist University expects its faculty, staff, students, and third-parties (i.e., volunteers, contractors, consultants, and camp partners) to exhibit exemplary behavior at all times. This is even more important when interacting with Minors (enrolled or non-enrolled) who are using ETBU facilities or involved with on- or off-campus ETBU programs and activities. The information listed below denotes some specific expectations to govern behavior for faculty, staff, students, and third-parties as we strive to accomplish our Christ-centered mission together.

General Safety:

Two Adults Protocol: It is highly recommended that at least two adults who have had the appropriate background and criminal record checks be with Minors at any given time. **No one-on-one contact with minors is permitted outside of the presence of others.** When there is only one (1) minor present, ETBU requires there be a minimum of two (2) designated individuals in attendance. With the approval of ETBU Administration, this requirement may be met through video monitoring of one-on-one interactions, or other approaches where the second designated individual has near constant visibility and access. An example of this would be assigning a designated individual to continuously monitor several one-on-one music lessons in rooms that have windows. This rule includes but is not limited to, all transportation to/from activities and accompanying a Minor to the bathroom.

Open and Well-Illuminated Spaces: Programs and activities involving Minors on or off campus should be held, where feasible, in open and well-illuminated areas that are easy to access and monitor. Abuse typically occurs in locations that are more private and out of sight such as locker rooms, bathrooms, shower areas, dormitory rooms, and classroom spaces after hours. Consequently, the greater the visibility in a particular area, the lower the risk of abuse.

Additional Standards of Conduct:

1. Minors will be treated with respect at all times.
2. Minors will be treated fairly regardless of race, sex, age, or religion.
3. Faculty, staff, students, and third-parties will ensure that Christ-like conduct and

language is displayed at all times, especially when in the presence of Minors.

4. Faculty, staff, students, and third-parties are prohibited from having outside contact with Minors in which the relationship is initiated through an ETBU program unless approved by East Texas Baptist University administration or the contact falls within the normal scope and responsibilities of the ETBU-assigned role of the faculty member, staff member, student, or third-party member.
5. Faculty, staff, students, and third-parties will not discuss sexual encounters with or around Minors or in any way involve Minors in their personal problems or issues.
6. Faculty, staff, students, and third-parties will not date or become emotionally/romantically/sexually involved with Minors.
7. Faculty, staff, students, and third-parties will not use or be under the influence of alcohol or illegal drugs in the presence of Minors.
8. Faculty, staff, students, and third-parties will not shower, bathe, or undress with or in the presence of Minors.
9. Faculty, staff, students, and third-parties will not engage in conduct that could be classified as sexual harassment or have sexually oriented materials, including printed or internet pornography, in the presence of Minors.
10. Faculty, staff, students, and third-parties will not have "secrets" with Minors.
11. Faculty, staff, students, and third-parties will respect personal boundaries, and will not touch a Minor in any manner that a reasonable person would deem inappropriate including, but not limited to, lifting and/or carrying Minors and allowing small Minors to sit in one's lap.
12. Faculty, staff, students, and third-parties will dress in appropriate attire.
13. Faculty, staff, students, and third-parties will not engage in inappropriate electronic communication with Minors including, but not limited to, messaging individual Minors through text or social media platforms and interaction with Minors on apps such as Snapchat, Facebook, Instagram, etc.
14. Faculty, staff, students, and third-parties shall not abuse Minors in anyway including, but not limited to, the following:

Physical abuse: hitting, spanking, shaking, slapping, restraints

Verbal abuse: degrading, threatening, cursing, yelling

Sexual abuse: inappropriate touching, exposing oneself, sexually oriented conversations

Mental abuse: shaming, humiliation, cruelty

Neglect: withholding food, water, shelter

Cyber abuse: online behavior which is reasonably likely to have a seriously threatening, intimidating, harassing, or humiliating effect

Or any other abusive means not listed above.

15. Program participants are prohibited from engaging in the following:

- Hazing (Texas Hazing Law – TEC Section 37.152)
- Bullying
- Derogatory name-calling
- Games that involve sexual connotation or conduct (e.g. “Truth or Dare”, “Spin the Bottle”)
- Ridicule or humiliation

16. Faculty, staff, students, and third-parties will report concerns or complaints about other faculty, staff, students, third-parties and Minors to the Program Director, other appropriate ETBU Administrators, and state and local authorities as required by law.

Reporting Suspicious or Inappropriate Behaviors Involving Adults and Minors (That Do Not Rise to the Level of Suspected Abuse)

In the event that an ETBU faculty, staff, student, or third-party adult observes any suspicious or inappropriate behaviors by another adult, it is the individual’s personal responsibility to immediately report their observations.

Examples of suspicious or inappropriate behaviors involving adults and minors include, but are not limited to, violation of the ETBU Standards to Protect Children and Prevent Abuse or a program’s protection of minors or abuse prevention policies, seeking private time or one-on-one time with minors, buying gifts for individual minors, making suggestive comments to minors, and/or picking favorites.

All reports of suspicious or inappropriate behavior with minors will be taken seriously. ETBU’s procedures will be carefully followed to ensure that the rights of all those involved are protected.

Guidelines for Individuals in Response to Suspicious or Inappropriate Behavior

- Interrupt the behavior.
- Report the behavior to a supervisor or administrator. If the report is about a supervisor or administrator, contact the next level of management.
- Document the report but do not investigate.
- Keep reporting until the appropriate action is taken.

In the event that a supervisor or administrator receives a report of suspicious or inappropriate behaviors or policy violations involving a faculty or staff member, student, third-party member or another adult, the supervisor or administrator is instructed to report to the appropriate divisional Vice President (VP).

If at any point in gathering information about a report of suspicious or inappropriate behavior, a concern arises about possible abuse, contact the state authorities, file a report, and follow the procedures below.

Individual: _____

Reporting Suspected Abuse of a Minor

Members of the East Texas Baptist University community who obtain knowledge of suspected child abuse or neglect are legally required to report it immediately to the appropriate authorities. Texas' disclosure laws apply to all individuals, including health care professionals, chaplain staff, and counselors. Section 261.101 of the Texas Family Code mandates that anyone who suspects child abuse or neglect must report it immediately. The report may be made to (1) any local or state law enforcement agency; or (2) the Department of Family and Protective Services.

When making a report, a reporter should provide the following information, if known:

- names of the child and his parents or responsible caregiver(s)
- child's age and gender
- nature and extent of injury, maltreatment or neglect
- approximate date and time the injury, maltreatment or neglect occurred
- the circumstances in which the injuries, maltreatment or neglect became known to the reporter
- previous injury, maltreatment or neglect of the child or siblings
- name of the person suspected to have caused the injury, maltreatment or neglect
- any action taken to treat or help the child any other information the reporter believes would be helpful

Texas' definitions of "abuse" and "neglect" are defined very broadly and include most threats to a child's physical or mental health or welfare. Texas law does not require reporting injuries resulting from an accident or reasonable discipline by a parent or guardian that does not expose the child to a substantial risk of harm. Texas law specifies that anyone who "suspects" child abuse or neglect report it immediately to either (1) a local or state law enforcement agency; or (2) Texas' Department of Family and Protective Services. It is not sufficient to report the incident to another ETBU employee, such as a head coach, dean, or supervisor.

This policy requires immediate and direct notice to the following:

The Appropriate ETBU Divisional Vice President

Vice President for Academic Affairs/Provost
Dr. Tommy Sanders
903.923.2075

Vice President for Communication & Strategic Initiatives
Mrs. Sara Braun
903.923.2136

Senior Vice President for Campus Life
Mr. Ryan Erwin
903.923.2319

Vice President for Advancement & Administrative Affairs
Dr. Scott Bryant
903.923.2069

Vice President for Enrollment
Dr. Jeremy Johnston
903.923.2010

Individual: _____

Acting Vice President for Financial
Affairs/CFO
Mrs. Joanna Hammond
903.923.2051

Vice President for Human Resources
Mrs. Tara Bachtel
903.923.2119

ETBU Title IX Coordinator
903.923.2119
titleix@etbu.edu

and

Texas' Department of Family and Protective Services
(800) 252-5400
www.txabusehotline.org

Failure to make a report is a crime in Texas, punishable by up to one year in prison and a fine of up to \$4,000. Texas law protects a person acting in good faith who makes a report of child abuse or neglect which does not arise from their own conduct.

In addition to reporting to state authorities, all faculty members, staff members, students, and third-party members are required to report any suspected or known abuse, neglect or exploitation of minors perpetrated by another adult directly to their divisional Vice President and the ETBU Title IX Coordinator so that immediate and proper steps may be taken to ensure the safety of victim(s) and others who may be at risk.

Additional Guidelines for Individuals in Response to Incidents or Allegations of Abuse

- If you witness abuse, interrupt the behavior immediately.
- If abuse is disclosed to you, assure the individual disclosing that he or she was correct to inform you.
- Protect the alleged victim from intimidation, retaliation, or further abuse.
- Be sure to document the incident, disclosure, or circumstances causing your suspicion of abuse.
- It is not your job to investigate the incident, but it IS your job to immediately report the incident to your divisional Vice President and the ETBU Title IX Coordinator.
- Cooperate fully and truthfully with any investigation. The investigation of a complaint of child abuse by a person currently or previously affiliated with East Texas Baptist University will be kept as confidential as the circumstances of an individual case allow so that the right to privacy and reputation of both the child and the accused are protected. When appropriate, ETBU will ensure that the child's parents or guardians and the accused person receive appropriate and timely information about any relevant actions taken by ETBU.

Individual: _____

Additional Guidelines for Supervisors and Administrators in Response to Incidents or Allegations of Abuse

Determine the immediate needs of the victim. ETBU personnel will take the reasonable steps necessary to prevent any further harm to the child, pending notification of Texas Department of Family and Protective Services and investigation of the report. The safety and well-being of the child is the key consideration when deciding what interim safety measure(s) to initiate.

Reporting Minor-to-Minor Sexual Abuse and Sexualized Behaviors

The thought that one minor may sexually abuse another minor does not occur to many people. Unfortunately, abuse between peers has increased significantly in the past few years. Minor-to-minor sexual activity and sexualized behaviors often remain unreported in organizations because personnel are not comfortable documenting these situations, or may not know how.

Most serious incidents of minor-to-minor abuse are preceded by more subtle incidents such as name-calling, taunting or roughhousing. Interrupting these interactions early and establishing and communicating standards of conduct can keep the working or learning environment safe.

If a faculty or staff member, student, or third-party member observes a minor exhibit sexualized behavior or suspects minor-to-minor sexual abuse, the observing individual is instructed to do the following:

- Interrupt the behavior and separate the minors.
- Do not investigate.
- Report the behavior to the appropriate divisional Vice President and to the ETBU Title IX Coordinator at titleix@etbu.edu or 903-923-2119.
- Document your report with factual information

In the event that a supervisor or administrator receives a report of a minor's sexualized behavior or minor-to-minor sexual activity, the supervisor should do the following:

- Determine the appropriate divisional Vice President to conduct an internal review of the incident.
- Notify the parents / guardians of all minors involved.
- Notify the authorities if required by state reporting mandates.
- Document the incident and the University's response.
- Develop a written corrective action or follow-up plan in response to the incident.

Individual: _____



Acknowledgment of Standards to Protect and Prevent Abuse

I have received a copy and voluntarily read and agree to comply with East Texas Baptist University's Standards to Protect Children and Prevent Abuse.

Name _____

Department/Major: _____

Are you an ETBU student with a service hours requirement?

____ Yes or ____ No

Signature _____

Date _____