

## Conduct Guidelines

### **Faculty, staff, and volunteers interacting with minors shall follow the following conduct guidelines:**

*-You should not be alone with a minor in an enclosed, private, or isolated space.* If one-on-one interaction is required, meet in open, well-illuminated spaces or rooms with windows observable by other authorized adult or program staff members, unless the one-on-one interaction is expressly authorized by the program administrator or is being undertaken by a healthcare provider.

*-Do not meet with minors outside of established times for the program or activity.* Any exceptions (1) require the written permission of the minor's parent or guardian and (2) must include more than one authorized adult or program staff member.

*-Do not have individual minors come to your home or other private locations.* If you wish to request an exception, consult the Compliance Office in advance.

*-Do not provide gifts to minors or their families independent of items provided by the program.*

*-Do not touch minors in a manner that a reasonable person could interpret as inappropriate.* Touching should generally only be in the open and in response to the minor's needs, for a purpose that is consistent with the program's mission and culture, or for a clear educational, developmental, or health related purpose (i.e., treatment of an injury). Any resistance from the minor will be respected.

*-Do not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexual material with minors or assist in any way to provide access to such material to minors.* This prohibition does not extend to material that is shared for a purpose that is consistent with the program's mission and culture, or for a clear educational, developmental, or health related purpose. Do not use profanity, vulgarity, or harassing language around minors.

*-Do not engage--or allow minors to engage you in or about--romantic or sexual conversations, or related matters,* unless required in the role of resident assistants, counselors, or health care providers, and in those cases only as consistent with the proper duties of that role.

*-Do not communicate with minors through email, text messages, social networking websites, phone, Internet chat rooms, multiplayer online games, or other forms of social media at any time **except and unless there is an educational or programmatic purpose and the content of the communication is consistent with the mission of the program, the University, and this policy.***

*-Consistent with the University's policies regarding the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, do not use, possess, or be under the influence of alcohol or illegal drugs while on duty, or in the presence of minors involved in a program, or when responsible for a minor's welfare.*

*-Do not be impaired when responsible for a minor's welfare.*

*-Do not provide alcohol or illegal drugs to a minor.* Do not provide medication to a minor unless authorized by the program's medication management guidelines.

*-When transporting minors, at least two authorized adults or program staff members must be present in the vehicle.* If you wish to request an exception, consult the Compliance Office in advance. Avoid using personal vehicles if possible.

*-Photographing, videotaping, and all other recording of children is prohibited* unless consistent with the program or activity and advance written consent of the minor's parents or guardian is obtained, specifying the purposes of the recordings and how they will be used.