

## CWRU Youth Program Best Practices

CWRU faculty and staff members should not behave in a way that could cause harm or be misinterpreted. It is expected that they will adhere to the following conduct best practices:

- Do not be alone with a single minor. 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 health care provider.
- Do not meet with minors outside of established times for the program or activity. Any exceptions require written parental authorization and must include more than one authorized adult or program staff member. Do not invite individual minors to your home or other private locations.
- 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 should be respected.
- Do not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material with minors or assist in any way to provide access to such material to minors. Do not use profanity, vulgarity, or harassing language.
- Do not engage--or allow minors to engage you in--romantic or sexual conversations, or related matters, unless required in the role of resident advisors, 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 and the University.

- 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 provide medication to a minor unless authorized by the program's medication management guidelines. Do not provide alcohol or illegal drugs to a minor.
- When transporting minors, more than one authorized adult or program staff member must be present in the vehicle, except when multiple minors will be in the vehicle at all times through the transportation. Avoid using personal vehicles if possible.
- Photographing, videotaping, and all other image-capturing 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 location, times, and purposes of the record.