

Appendix A: Code of Conduct for Protection of Minors

Covered program staff must not engage in any behavior that could cause harm or be misinterpreted as possibly causing harm. Covered program staff will adhere to the provisions of this code of conduct at all times, specifically:

Covered program staff ***must not***:

- Have one-on-one contact with minors outside the presence of others.
- Meet with minors outside of established times for program activities.
- Have or consume tobacco, alcohol, or illegal drugs, including marijuana and its derivatives (synthetics, vapes, waxes, edibles, oils, etc.), in the presence of minors, or provide directly to or assist in obtaining such substances for minors.
- Have or use firearms or weapons of any kind while maintaining custody of care of minors.
- Have or use sexually explicit literature or other media of any kind.
- Engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material (or assist in any way to provide access to such material via any medium) with, around, or about minors.
- Provide gifts to individual minors.
- Inappropriately use cameras, audio or video equipment, or computers.
- Touch minors in a manner that a reasonable person could interpret as inappropriate.
- Engage in any abusive conduct of any kind toward, or in the presence of, a minor, including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining.
- Shower, bathe, or undress with or in the presence of minors.
- Invite individual minors to your home or any other non-program location. Any exceptions require prior written authorization by both the covered program director and a parent/legal guardian of the involved minor.
- Post photos of minors on social media without prior parental consent.
- Give out information about a minor such as housing location, to anyone (other than parents, legal guardian, applicable University staff, or law enforcement).
- Falsely represent themselves to another entity as a member of a University program or registered program activity outside of the scope of their role in such program and/or program activity.

Covered program staff ***must***:

- Maintain confidentiality of all minors.
- Establish and adhere to procedures for formal transition for custody of care.
- Complete background check and youth protection training requirements at least 72 hours prior to the start of the program and submit completion information to the sponsoring unit and/or Office of Youth Protection.
- Maintain care, guidance, control, or supervision of minors in covered programs while in their custody of care until custody has been transferred back to the parent or legal guardian.
- Commit to follow and abide by University, Local, and State protocols related to communicable diseases, i.e., COVID, which are in place to promote the health, safety, and well-being of program staff and youth participants.
- Report suspected child abuse or neglect to social services and the Office of Youth Protection as soon as possible but not longer than 24 hours after having reason to suspect an offense.
- Immediately notify their program and/or Office of Youth Protection of any non-compliance or concerning behavior of other program staff and/or minor participants.