

## AUTHORIZED ADULT OR PROGRAM STAFF CODE OF CONDUCT

Authorized adults or program staff should be positive role models for children and teens and act in a caring, honest, respectful and responsible manner that is consistent with the mission of the university. Authorized adults or program staff are required to comply with all applicable laws and university policy.

Authorized adults or program staff working in programs involving children/teens must follow these expectations to avoid conduct that could cause harm or be misinterpreted:

- Do not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material with children/teens or assist in any way to provide access to such material to children/teens.
- Do not engage or allow children/teens to engage you in romantic or sexual conversations, or related matters, unless required in the role of resident advisors, counselors, or health care providers.
- Do not touch children/teens in a manner that a reasonable person could interpret as inappropriate. Touching should generally only be in the open and in response to the child's/teen'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 child/teen should be respected.
- Do not use profanity, vulgarity, or harassing language that would violate [SPG 201.89-1](#), Discrimination or Harassment.
- Do not be alone with a single child/teen. 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, 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 children/teens outside of established times for program activities. Any exceptions require written parental authorization and must include more than one authorized adult or program staff.
- Do not invite individual children/teens to your home or other private locations. Any exceptions require authorization by the program administrator and written authorization by a parent/guardian.
- Do not provide gifts to children/teens or their families independent of items provided by the program.
- Do not engage or communicate with children/teens 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. Should communication be necessary, include a third person.
- Do not engage in any abusive conduct of any kind toward, or in the presence of, a child/teen, including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a child/teen or other child/teen from harm, all incidents must be documented and disclosed to the program administrator and the child/teen's parent/guardian.
- Do not use, possess or be under the influence of alcohol or illegal drugs while on duty, or in the presence of children/teens involved in a program, or when responsible for a child's/teen's welfare.
- Do not provide alcohol or illegal drugs to a child/teen.
- When transporting children/teens, more than one authorized adult or program staff from the program must be present in the vehicle, except when multiple children/teens will be in the vehicle at all times through the transportation. Avoid using personal vehicles if possible and comply with the program's transportation guidelines.
- Do not provide medication to a child/teen unless authorized by the program's medication management guidelines.
- Possession of or use of any type of weapon or explosive device is prohibited unless authorized in advance by campus law enforcement.

