

# APPENDIX

## GUIDELINES FOR INTERACTING WITH MINORS

While participating in a Covered Program, all University Community Members, contractors and volunteers who interact with minors are responsible for understanding and complying with the following guidelines.

1. Be Aware. University Community Members must be aware of their responsibilities that accompany their interactions with minors, including their responsibilities under this policy.
2. Be Mindful of Boundaries. When interacting with minors, University Community Members should be aware of the vulnerability of minors and themselves in such interactions, and be particularly aware of the importance of maintaining appropriate physical, emotional, and sexual boundaries in such interactions. University Community Members must not engage in any covert or overt sexual behaviors with minors, including seductive speech, gestures, depictions, or physical contact that exploits, abuses, or harasses.
3. Physical Contact. Physical contact with minors can be misconstrued both by the recipient and by those who observe it, and shall occur only when physical contact is nonsexual and otherwise appropriate, and never in private. University Community Members must, before touching a minor, be aware of how physical touch can be perceived or received, and show prudent discretion in determining whether physical contact would be an appropriate expression of greeting, care, concern, instruction, or celebration. Acceptable forms of physical contact with a minor generally include high fives, handshakes, fist bumps, pats on the back or shoulder, and side hugs. Types of physical contact to be avoided includes but is not limited to, tickling, rough-housing, wrestling, piggyback rides, any type of massage, and any form of unwanted touching or affection.
4. Discipline. Although at times limit-setting with minors may be necessary for safety reasons, University Community Members are prohibited at all times from physically disciplining a minor, *e.g.*, spanking or hitting. Similarly, speech, gestures, or other behaviors that are bullying, demeaning, belittling, hurtful, or meant to embarrass or that make gratuitous reference to the minor's physical development or appearance are never appropriate are unacceptable.

5. Avoid being Alone with a Minor. Being alone with a minor should be avoided, but if necessary, one-on-one interactions with a minor should be held in a public area, in a room where the interaction can be (or is being) observed, or in a room with the door left open. In addition, appropriate advance notification of the one-on-one meeting to a supervisor, another University Community Member and/or the minor's parent or guardian should be considered; or at the same time as the interaction; or soon thereafter as reasonably possible. Regardless of timing, the notification is required and shall be made.
6. Drug and Alcohol Use and Other Prohibited Items. When interacting with minors, the possession and/or use of illegal drugs and the use of tobacco products or alcohol is prohibited. University Community Members are prohibited from providing a minor with alcohol, drugs, tobacco products, inappropriate videos, pornography, or other such items.
7. Gifts. University Community Members should not accept personal gifts from or give personal gifts to minors without the knowledge of (and notice to) their parents or guardians and a supervisor or another University Community Member.
8. Communicating with Minors. Communication with minors should only occur for the purpose of conducting University business or otherwise furthering the Covered Program-related objectives. The key safety concept is transparency. The following steps will reduce the risk of private or otherwise inappropriate communication:
  - a. Communication that is outside the role of the professional or volunteer relationship, e.g., teacher, coach, host, is prohibited. As such, communications directly with minors before or after hours and any and all communications outside the Covered Program are discouraged. Faculty, staff, and volunteers who use any form of electronic communications, including social media and text messaging, to communicate with minors may only do so for authorized activities involving University business and, to the extent possible, should use a University address or site. Before any communications are sent, the Covered Program shall inform the minor's parent or guardian which adults may communicate through the use of such electronic tools directly with the minors. The preferred approach is to include the parent/guardian or another University-affiliated adult in electronic communications with a minor. If private communication best serves the minor's needs, a copy of the exchange should be retained.
  - b. University Community Members shall not seek out and/or "friend" minors on social media platforms such as Facebook, Instagram, Twitter, etc. Likewise, University Community Members shall not accept "friend" or other requests from minors on social media platforms. This restriction may be lifted after the Covered Program end date.

- c. Never take or use photographs, videos/films, or other recordings of a minor without the prior written consent of the minor's parent or guardian.