Appendix A

Best Practices for Interacting with Minors

Members of the university community participating in programs or activities involving minors should observe the following “dos” and “don’ts” in order to maintain a safe and positive experience. When interacting with minors:

**DO:**

- Maintain the highest standards of professional behavior at all times.
- Act as a positive role model for minors and behave in a caring, respectful and responsible manner.
- Be friendly and supportive within the context of the program or activity while maintaining appropriate boundaries.
- Whenever possible, have another adult present. If a one-on-one interaction is required, try to meet in an open room or area observable by other adults.
- Always treat all minors in a group consistently and fairly, and with respect and dignity.
- Maintain discipline and discourage inappropriate behavior by minors, consulting with supervisors or colleagues if you need help with misbehaving minors.
- Be aware of how your actions and intentions might be perceived and could be misinterpreted.
- Consult with other supervisors or colleagues when you feel uncertain about a situation.
- Obtain permission from a parent or guardian before taking photographs or videos of minors and then only to meet the objectives of the specific program or activity.

**DO NOT:**

- Spend significant time alone with one minor away from the group or conduct private interactions with minors in enclosed spaces or behind closed doors.
- Conduct private correspondence with minors or invite minors to your home unless it is a part of the program or activity.
- Engage in any abusive or offensive conduct of any kind towards or in the presence of a minor, including but not limited to striking, spanking, poking, or restraining.
- Behave in a manner that is intended to shame, humiliate, belittle, or degrade minors, or engage in any other form of emotional abuse.
- Engage in inappropriate touching or unauthorized physical contact with a
minor.

- Use inappropriate language, tell sexual jokes, or make sexually suggestive comments around minors, even if minors themselves are doing so.
- Provide sexual materials to minors or assist minors in any way in obtaining such materials.
- Provide alcohol or drugs to minors or use alcohol or drugs in the presence of minors.
- Take photographs or videos of minors with a personal camera or cell phone.

Appendix B [Signs of Child Abuse and Neglect]