

Protocol for the Protection of Children Participating in Program for Children on Campus

- Conduct federal criminal and National Sex Offender Registry background checks on all faculty, staff, students, and unaffiliated individuals who will be working with children.
- Complete the [Notice of Program with Participation of Children template](#), indicate all personnel who will be working with children, and indicate that all such personnel have passed background checks and have reviewed training material.
- Know the reporting requirements for persons who suspect that a child participating in a program for children is being abused or neglected.
- Review Dos and Don'ts with all supervising personnel

Behavioral standards

Please use these “Dos and Don'ts” guidelines to train all supervising personnel as an acknowledgement and a condition for providing services to minors.

Do

- Maintain a high standard of personal behavior when interacting with minors.
- Treat minors consistently, fairly, and with consideration, respect, and dignity; listen and interact with minors and provide positive reinforcement.
- Be friendly but maintain appropriate physical boundaries and only touch minors when necessary and only in ways that are appropriate, public, and non-sexual; be aware of how others might perceive or misinterpret your actions or intentions.
- Maintain discipline and discourage inappropriate behavior by minors.
- Consult with adult supervisors when uncertain about a situation or need help with misbehaving minors.
- Comply with mandatory reporting regulations and cooperate fully in any investigation of abuse of minors.

Don't

- Be alone with a minor. If one-on-one interaction is necessary, the interaction must take place in an area visible to others to ensure there is no opportunity for privacy.
- Enter a facility in use by a minor, such as a bathroom, locker room, residence hall room, or similar area, without another adult present; utilize the buddy system where minors of the same sex accompany each other.
- Sleep in the same accommodations with a minor, unless you are a parent or guardian of the minor.
- Engage in communications with minors via email, texting, Facebook, Twitter, or similar forms of electronic or social media unless it is related to the program and another adult is included in the communication.
- Have contact with a minor outside of the program (e.g., babysitting, home visits).

- Provide transportation to a minor participating in the program who is not your own unless doing so is an acknowledged component of a program—minors may be transported by Public Safety in university vehicles and via ambulance.
- Smoke, use tobacco products, possess or be under the influence of alcohol, marijuana, or illegal drugs at any time while working with minors; provide alcohol, marijuana, or illegal drugs to any minor.
- Provide prescription or over-the-counter medication to any minor unless specifically authorized in writing by the parent/guardian as being required for the minor’s care or the minor’s emergency treatment.
- Make sexual materials in any form available to minors or assist them in any way in gaining access to such materials; behave in a manner that is sexually provocative.
- Give gifts to minors independent of gifts provided by the program.
- Take photos or videos of a minor with personal cell phones or cameras where privacy is expected (showers, restrooms).
- Engage in abusive conduct; hit, physically assault, or inappropriately touch minors; use language or provide inappropriate, profane, offensive, or abusive comments; shame, belittle, or degrade minors or perpetrate any form of emotional abuse.
- Leave Children unattended while participating in the Program.

Assess the risk of the minor activities

- Identify supervisor/program leaders for the program
- Identify any required skills and physical requirements
- Identify any safety equipment and training requirements. Confer with Environmental Health & Safety on laboratory safety training requirements, e.g., blood-borne pathogens, hazardous chemicals.
- e.g., UCD Minors in Laboratories and Animal Facilities Policy

Identify all training requirements for minors

- Safety training based on risk assessment
- HIPAA, FERPA
- Sexual harassment, non-discrimination, and standards of conduct
- Alcohol, drug use, and smoking in the workplace
- Confidentiality and computer use guidelines
- Emergency response requirements
- Other university and campus policies, procedures, and guidelines applicable to the services to be performed

Program considerations: work in partnership with parents/guardians

- Understanding of emergency protocols (medical emergencies, missing minors)



- Contact information for the program supervisor, public safety, point person, and information on how to initiate a complaint or concern
- Method to provide information on major developments occurring in the program
- Provide program schedules, activities, and understanding of who is responsible for transportation, free time oversight; whether parent/guardian will accompany the minor