

<p>WASHINGTON ADVENTIST UNIVERSITY Department of Public Safety</p> <p>The Protection of Minors Policy</p>	<p>Applicability: All University Departments</p>		
	<p>Issue Date 7-21-2013</p>	<p>Pages Number 1 to 4</p>	<p>Review 8-9-2017</p>
	<p>Code of Conduct for Interaction with Minors</p>		

I. Applicability

- a. Washington Adventist University (WAU) is committed to the safety and protection of children.
- b. This Code of Conduct for Interaction with Minors (Code of Conduct) applies to all WAU faculty, staff, volunteers, students, personnel, and any other individual(s) who interact with children or young people in a direct and/or unsupervised capacity whether on the WAU campus, facilities, in a WAU program, or in association with a WAU youth camp or a third-party youth camp.
- c. This Code of Conduct also applies to employees and volunteers from external groups that interact with children or young people in a direct and/or unsupervised capacity in WAU facilities, at WAU youth camps or at third-party youth camps.

II. Requirements

All individuals to whom this Code of Conduct applies must follow the below regulations:

- a. Maintain the highest standards of personal behavior at all times when interacting with minors.
- b. Never be alone with children and/or youth at WAU activities and /or camps without another adult being notified or being present.
- c. Maintain discipline, discourage inappropriate behavior by minors, and consult with supervisors if help is needed with misbehaving youth.
- d. Be aware of how others might perceive and/or misinterpret your actions and intentions.
- e. Consult with other adult supervisors or colleagues when uncertain about a situation.
- f. Advise all youths and minors to utilize buddy systems and pursue safety in numbers when another adult is not available to help.

- i. For example, a child who needs to use a bathroom during a group activity should be accompanied by another child of the same sex.
- g. Maintain appropriate physical boundaries at all times and have physical contact with youths and minors only when necessary and only in ways that are appropriate, public, and non-sexual.
- h. Comply with the mandatory reporting regulations of the State of Maryland.
 - i. The failure to report suspected child abuse to civil authorities violates Maryland law.
- i. Cooperate fully in any investigation of abuse of children and/or youth.
- j. Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- k. Use positive reinforcement rather than criticism or comparison when working with children and/or youth.

III. Prohibitions:

All individuals to whom this Code of Conduct applies must follow the below regulations:

- a. Do not 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, and another adult should be notified.
- b. Never touch or speak to a child and/or youth in a sexual or other inappropriate manner.
- c. Never make sexual materials in any form available to minors or assist them in any way in gaining access to such materials.
- d. Never inflict any physical or emotional abuse such as striking, spanking, shaking, slapping, humiliating, ridiculing, threatening, or degrading minors.
- e. Do not take photos or videos of a minor with cell phones or cameras, especially in showers, restrooms or other areas where privacy is expected.
- f. Never smoke or use tobacco products, or possess, or be under the influence of alcohol or illegal drugs at any time while working with minors.
- g. Do not provide alcohol or illegal drugs to any minor. Adults shall not provide prescription or over-the counter medication to any minor unless specifically authorized in writing by the parent or legal guardian as being required for the minor's care or the minor's emergency treatment.

- h. Never provide transportation to a child unless doing so is an acknowledged component of a program that the WAU Camp Director or Sponsor or other program director is aware of.
 - i. Note youths and minors may be transported by the WAU Department of Safety and Security in WAU vehicles and via ambulance as needed.
- i. Do not accept or give gifts to children or youth without the knowledge of their parent(s) or guardian(s).
- j. Do not have any direct electronic and/or social media contact with minors, unless it is related to the program and another adult is included in the communication. Do not engage in private communications with children via text messaging, email, Facebook, Twitter or similar forms of electronic or social media.
- k. Do not have outside visits with children for activities such as babysitting or home visits.
- l. Do not use profanity in the presence of minors at any time.
- m. Never enter a facility in use by a minor such as a bathroom, locker room, residence hall room (if applicable), or similar area without another adult present, consistent with the policy of avoiding one-on-one contact with minors.
- n. Do not sleep in the same accommodations with a minor, unless you are a parent or guardian of the minor.
- o. Never engage in abusive conduct of any kind toward, or in the presence of, a minor.
- p. Do not hit, physically assault, or inappropriately touch minors; do not use language, make suggestions, or offer advice which is inappropriate, offensive or abusive; do not behave in a manner that is sexually provocative; act in ways intended to shame, humiliate, belittle or degrade minors; or otherwise perpetrate any form of emotional abuse.

IV. Acknowledgment:

- a. All individuals to whom this Code of Conduct applies must agree to strictly follow the rules and guidelines contained herein as a condition of providing services to the minors participating in WAU programs and programs that use WAU facilities.
- b. All individuals to whom this Code of Conduct applies understand that as a person working with and/or providing services to minors under the auspices of WAU or

through use of WAU facilities are subject to a criminal history background check and may be subject to a sexual offender background check.

- c. A signature below confirms that this Code of Conduct has been read in its entirety and is understood. As a person working with minors, the signor agrees to follow all standards set forth herein. It is understood that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in disciplinary action up to and including removal from WAU, termination of employment, cancellation of a contract with WAU, and/or criminal and/or civil penalties.

Name (print): _____ Signature/Date: _____