

Conduct for Authorized Adults

This outlines the expectations for authorized adults participating in programs covered by SLCC's Protection of Minors from Abuse Policy. Program Directors may identify additional program-specific expectations.

Definitions

Authorized Adult: an SLCC employee or volunteer who is at least 18 years of age and approved to supervise or interact with minors.

Minor: a person under the age of 18.

One-on-One Interaction: a personal, unsupervised interaction between any authorized adult and a minor participant without at least one (1) other authorized adult, parent, or legal guardian present.

Code of Conduct for Authorized Adults

This code of conduct helps foster a safe, respectful, and nurturing environment for minors. It provides authorized adults with clear guidelines for setting boundaries and maintaining appropriate behavior with minors, while also preventing situations that could be misinterpreted or harmful involving authorized adults.

While participating in programs covered by SLCC's Protection of Minors from Abuse Policy, authorized adults are required to comply with the following expectations.

Core Principles

- 1. Safety First:** Always prioritize the physical and emotional safety of minors. Authorized Adults have the responsibility to:
 - a. ensure the safety of minors in their program;
 - b. successfully complete required training to ensure safe and effective program operations; and
 - c. maintain recommended supervision ratios.
- 2. Transparency:** Ensure all interactions with minors are observable and interruptible. This means that the interaction must be able to be seen by another individual, preferably another adult (observable), and someone must be able to stop the interaction easily (interruptible). For example:

- a. A one-on-one interaction in a busy public hallway is both observable and interruptible because anyone in the hallway can see the interaction and could interject.
 - b. A one-on-one interaction in a closed office with a glass door is observable by people in the area but is not easily interruptible because the door is shut.
 - c. A one-on-one text message interaction is neither observable nor interruptible because it does not include a third party, such as a parent or legal guardian.
3. **Boundaries:** Maintain clear, professional boundaries in all communications and physical interactions.
- a. Set clear and consistent limits with all minors, being mindful of their age and developmental level.
 - b. Be respectful and professional in all interactions with minors using appropriate language, maintaining consistent expectations, and avoiding favoritism.

Behavioral Expectations

1. **No One-on-One Interactions:** Avoid being alone with a minor. If you find yourself in this situation, ask another authorized adult to join you, or move the conversation to a public location or common area where you can talk privately, but others can observe and interrupt.
2. **Rule of Three:** Always include at least one other adult or minor in interactions. For electronic communications, always include at least one other adult.
3. **No Private Communications:** Only use college email, phone, or social media accounts to communicate with minors. Remember to follow the rule of three when communicating with a minor.
4. **No Inappropriate Physical Contact:** Physical contact should be limited, appropriate, and only with consent when necessary (e.g., treating an injury). Some examples of appropriate (when consent is given) and inappropriate physical interactions are outlined below.

Appropriate physical interactions (with consent)	Inappropriate physical interactions
<ul style="list-style-type: none"> • Hugging from the side • Patting on the shoulder or upper back • Shaking hands • High-fives and “fist (or elbow) bumps” • Holding hands (with young children in escorting situations) 	<ul style="list-style-type: none"> • Hugging with full body contact • Kisses • Lap sitting • Wrestling • Carrying or piggyback rides • Tickling • Massages

Appropriate physical interactions (with consent)	Inappropriate physical interactions
	<ul style="list-style-type: none"> • Touching the bottom, waist, chest, or genital areas • Any physical expressions of affection • Sexual contact of any kind • Staring at a minor’s body

5. **No Sexual Content or Behavior:** Do not engage in sexual conversations, jokes, or share explicit material. Maintaining appropriate verbal interactions between adults and minors is as crucial as maintaining appropriate physical boundaries. Some examples of appropriate and inappropriate verbal interactions with minors are outlined below.

Appropriate verbal interactions	Inappropriate verbal interactions
<ul style="list-style-type: none"> • Praise (e.g., “well done!” or “keep up the good work!”) • Encouragement (e.g., “you can do it!”) • Asking general questions about a minor’s day or weekend • Using language that is supportive and positive • Age-appropriate conversations 	<ul style="list-style-type: none"> • Calling someone names • Adults discussing details of their personal relationships with a minor • Asking a minor to keep a secret • Cursing • Discriminatory or sexual jokes • Shaming or belittling someone • Harsh language that may frighten, threaten, or humiliate • Negative remarks about a minor or their family • Commenting on or complimenting a person’s body or body development • Showing special attention to one child

6. **Treat All Minors and Families Equally:** If giving a gift to a minor, the gift should come from the program or college and be given to all minors in the program. Do not give special attention, gifts, or rewards to an individual minor or their family. This could be viewed as grooming – a method used by offenders to manipulate a young person (and their family) to build trust and gain access to a child.

7. **No Abuse or Harassment:** Do not act in any way that could be perceived as abusive, threatening, or humiliating. This includes, but is not limited to, hitting, kicking, slapping, shaking, restraining, degrading, threatening, and withholding basic needs (e.g., water during physical activities), among other actions.

8. **Respect Privacy:** Do not post images or personal information of minors through any personal channels. Images or personal information of minors can only be posted on institutional channels with parental consent.
9. **No Substance Use:** Do not use or be under the influence of alcohol or drugs while responsible for minors.
10. **No Solo Transportation:** Following the rule of three, do not transport minors alone. In the case of an emergency, an exception may be made. However, you must ensure that you are following your program's emergency procedures.

Reporting and Accountability

1. **Mandated Reporting:** Utah State Law requires any person who has reason to believe that a child has been subjected to abuse or neglect to immediately notify the nearest office of Child and Family Services, a peace officer, or a law enforcement agency.
 - a. Abuse, neglect, or dependency of a child can be physical, emotional, or sexual.
 - b. Authorized adults are considered mandatory reporters.
 - c. Division of Child and Family Services Hotline: 1-855-323-3237
2. **Consequences for Violations:** Breaches of this Code of Conduct for Authorized Adults may result in removal from programs and further disciplinary action.