

## Appendix B

### Interacting with Minors: Information for Supervising or Other Covered Adults participating in Programs/Activities involving Minors

If you are working with minors, you have a key role to play in maintaining their safety and well-being and in helping to make the activity in which they are participating a rewarding and enriching experience. The College adopted its Policy on Activities Relating to Minors to foster this goal and equally importantly to protect College faculty, students, staff and volunteers by developing a set of guidelines and procedures that promote sound, common-sense judgment, consistency and uniformity, transparency, and care with respect to interactions with minors.

Supervising and Other Covered Adults (as defined in the Policy) must observe the following common-sense “dos” and “don’ts.” They are meant to help the College community adhere to a core set of standards when working with minors including maintaining appropriate physical and emotional boundaries; treating all children fairly and consistently; and demonstrating respect for their overarching welfare.

#### Do:

- Listen to and interact with minors and provide appropriate praise and positive reinforcement.
- Maintain discipline and discourage inappropriate behavior by minors, consulting with supervisors as needed for help.
- Make every effort to avoid unnecessary one-on-one interactions with minors and interaction with minors in enclosed spaces or behind closed doors. If such interactions are necessary (such as tutoring, advising, private lessons or other academic support), it is best to hold such sessions in a public place; in a room where the interaction can be observed; or in room with the door left open and another staff member notified of the meeting. **Please note** that this does not mean you cannot take a child aside for a brief confidential discussion of a matter such as their behavior.
- Be aware of how your actions and intentions might be perceived and could be misinterpreted, keeping in mind that physical contact with children can be misconstrued not only by the recipient but also by others observing it and that different people have a different sense of personal space. For example, while some contact such as patting a child on the back or gently touching her/his arm to get attention may be appropriate, you should not touch a children against their will or engage in highly physical contact such as picking them up, giving them back rubs, or tickling or roughhousing.
- Again because actions can be misinterpreted, avoid initiating hugs and limit hugging if at all possible. If hugging cannot be avoided, use good judgment to limit the risk your actions will be misconstrued.
- Use discretion and consider the age of the child when communicating with her/him. This includes communicating with children in a manner that is consistent with your position as role model, including avoiding sharing information about your private life, discussing intimate matters with children such as relationships or sexual orientation, relating to minors as if they were peers, or taking on the role of “confidant.”

- Use good judgment when accompanying young children on a bathroom trip, including not going into the stall with a child. Best practice is to bring more than one child at a time to the bathroom, but if that is not possible, maintain an appropriate distance from the stall.
- Use good judgment when approaching or interacting with children via email or texting or on social networks, keeping in mind that it is generally good practice to avoid doing so at all outside of providing necessary information about the program. If you believe, however, that engaging in such interactions is necessary to advance academic, educational or other programmatic goals, then use common sense in doing so – for example, if possible, include another adult in the communication, make sure the educational or programmatic purpose of your communication is clear, and avoid ongoing interaction after the program is over.
- If you will be driving minors, familiarize yourself with relevant safety laws.
- Consult with supervisors, program/activity directors or colleagues if you feel uncertain about how to handle a situation.

**Don't:**

- Spend significant time alone with just one minor outside of a group setting.
- Engage in inappropriate touching (including striking or hitting a minor) or have any physical contact with a minor in private locations.
- Berate, intimidate, or belittle a child.
- Do special favors for a minor or otherwise engage in conduct that could be perceived as favoring one child over another.
- Give personal gifts. Whenever possible, also do not accept personal gifts. If rejecting a personal gift is not possible, be thoughtful about handling the situation – for example, if feasible consider sharing the gift with your colleagues or informing your supervisor.
- Provide alcohol, cigarettes or drugs to minors or use them in the presence of minors.
- Take pictures of children for personal use. If you have or are provided with pictures of children in your charge, do not distribute them, including on social networking sites.
- Use inappropriate language, tell risqué jokes, or make sexually suggestive comments (even if minors themselves are doing so).
- Make sexual materials available to minors.
- Date or become romantically or sexually involved with a minor.

**Scripps College Academy *Only*: Guidance for Residence Hall/Overnight Programs**

Do not be alone with a child in her or his room or in the staff member's room.

- Do not sleep in a child's room or allow a child to sleep in your room.
- Staff members are strongly discouraged from bringing visitors or guests to their rooms.
- Use discretion when changing your clothes around children by making every effort to change in an area away from children.
- Always have another staff member with you when you are supervising while children are showering, changing or using the bathroom.