



Code of Conduct

STANDARDS FOR INTERACTING WITH YOUTH

As CPP employees and volunteers, it is our duty to safeguard the youth in our care. The following code of conduct describes the minimum expectations that we hold for youth program personnel who interact with youth in a University youth program. “Youth” refers to any individual under the age of 18 years old. “Youth Program Personnel” or “Authorized Personnel” includes any full-time or part-time employee of CPP or its auxiliary organizations working in any youth program run or sponsored by CPP or its auxiliary organizations; or any student, student assistant or volunteer working in any youth program administered or sponsored by CPP or its auxiliary organizations. “Parent” refers to both parents and legal guardians. **(NOTE: Youth Program Administrator/Director, please customize with your youth program’s information before submitting or forwarding to your program staff.)**

Included:

1. University Standards for Interacting with Youth
2. _____ Specific expectations
3. How to Report Violations of the Standards
4. How to Report Suspected Child Abuse or Neglect
5. Confirmation of Understanding

1. UNIVERSITY STANDARDS FOR INTERACTING WITH YOUTH

GENERAL CONTACT: IN PERSON, ONLINE, VERBAL, PHYSICAL

Expectations

- Adhere to the ratio requirements outlined in the *CSU Managing Risk in Youth Programs Resource Guide*. A minimum of two Youth Program Personnel must be present throughout the program, regardless of total participant count and activity.
- Limit physical contact to only purposes that are consistent with the program’s mission and/or for a clear educational, developmental, or health related purpose, in the presence of another staff member, and with the consent of the youth.
- Use program-sponsored e-mail, phone and social media accounts for communication when there is an essential educational or programmatic reason to do so.
- Disclose any pre-existing relationships with youth in the youth program immediately to the program lead. Abide by these standards while affiliated with the youth program, despite any pre-existing personal relationships.
- Keep cellphones and other personal electronic devices put away while working in the program.

Discouraged or Prohibited

Note: Discouraged behaviors are indicated by use of the word “avoid.” All other behaviors are prohibited.

- Avoid being alone with a single youth where you cannot be observed by program staff or other adults.
- Do not act in a manner that can be perceived as physical or verbal abuse.
- Do not discipline youth by use of physical punishment or by failing to provide the necessities of care.
- Do not engage in purposeful communication or contact including in-person meetings, phone or other electronic communication including social networking, with youth outside of sanctioned program activities.
- Avoid texting and other forms of electronic one-on-one communication between a single staff person and a youth.



EQUITABLE TREATMENT

Expectation

- Treat all youth equitably, i.e., fairly and consistently, regardless of their actions or behavior, sex, gender, sexual orientation, race, color, religion, culture, place of birth, age, class, ability, health, citizenship, language, or other identities.

Prohibited

- Do not discriminate against a youth based on their sex, gender, sexual orientation, race, color, religion, culture, place of birth, age, class, ability, health, citizenship, language, or other identities. Any violation of the University Anti-Discrimination Policy will not be tolerated.
- Do not give personal gifts to youth or their parents, e.g., any item intended to give a youth and/or parent special attention that is not given to others.

BEHAVIORAL CONDUCT

Expectation

- Provide a professional work environment that is free from physical, psychological, written, or verbal intimidation, harassment, or abuse.

Prohibited

- Do not engage in violence of any kind.
- Do not speak to others in a way that is coercive, threatening, intimidating, derogatory, or demeaning.
- Do not engage in bullying of any kind (physical, verbal, or cyber-bullying).
- Do not engage in conduct that threatens or endangers the health or safety of any youth or any person within or related to the University community.
- Do not bring cameras, imaging and other digital recording devices, including smart phones, tablets and mobile devices, in showers, restrooms, locker rooms and any other areas where privacy is expected by youth.
- Do not use personal cell phones or other personal electronic devices to photograph and videotape participants who are minors.

SEXUAL MISCONDUCT

Expectation

- Understand and respect the physical and personal boundaries set by youth.

Prohibited

- Do not engage in sexual contact of any kind (including any verbal or physical contact that can be perceived as sexual in nature.)
- Do not date or become romantically involved with youth.
- Do not discuss your own or a youth's sex life or sexual activities.
- Do not share sexually explicit material with youth
- Do not engage in disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward any youth or member of the University community.
- Sexual harassment, sexual abuse, and other sexually inappropriate conduct will not be tolerated.



SAFETY

Expectations

- The safety of youth must be your primary concern above all others.
- Complete training on youth protection and mandated reporting that is required by the *CSU Managing Risk in Youth Programs Resource Guide*.
- Report any concerns for suspected abuse or neglect of a youth to authorities per CSU and CPP policy requirements.
- Notify CPP representatives per policy requirements of any violations of these standards for interacting with youth.
- Follow all CPP transportation procedures for transporting youth.

Prohibited

- Do not possess, sell, distribute, use, or be under the influence of alcohol, marijuana, tobacco or illegal drugs while engaged in program activities or on site.
- Do not bring or carry a weapon into the program.
- Do not engage in any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of youth, members of the University community, or property within the University community.
- Do not transport youth in a personal vehicle.

TREATMENT OF UNIVERSITY PROPERTY

Expectations

- Respect University facilities, equipment, and other property.
- Receive prior authorization to use University facilities, equipment, or other property.
- Return all University property and equipment in the condition it was received.

Prohibited

- Do not remove University property from campus without proper authorization.
- Theft of University property or services, or misappropriation of University resources will not be tolerated.
- Do not misuse or damage University property.
- Unauthorized destruction, or damage to University property or other property in the University community will not be tolerated.

TREATMENT OF PERSONAL PROPERTY

Expectation

- Respect the personal property of others.

Prohibited

- Do not take or use someone else's personal property without their permission.
- Theft of property, regardless of owner will not be tolerated.
- Do not destroy or damage someone else's personal property.



EDUCATING YOUTH

Youth should be informed in an age-appropriate manner of their right to set their own physical limits for personal safety. They should be encouraged to tell an adult if someone is abusing them, or if they are in a situation or observe something that makes them feel uncomfortable.

CONSEQUENCES OF VIOLATING UNIVERSITY STANDARDS

CPP and _____ take these matters seriously. In the case of suspected abuse or neglect of a youth or violations of the Standards for Interacting with Youth, CPP and _____ will adhere to existing policies and procedures for corrective action. Actions taken will first and foremost consider the need to ensure the safety of youth participating in the program.

2. _____-specific Expectations (if any)

Some youth programs may identify additional expectations or program personnel that are necessary to ensure safe interactions with youth.

_____:

- Has Identified program-specific expectations. See attached.
- Has not identified any program-specific expectation.

3. HOW TO REPORT VIOLATIONS OF THE STANDARDS FOR INTERACTING WITH YOUTH

Authorized Personnel of youth programs are required to report violations of the Standards for Interacting with Youth.

If you believe a Cal Poly Pomona staff member or volunteer involved in a CPP youth program has violated the Standards for Interacting with Youth you must notify Human Resources at 415-338-1872 within 48 hours.

Information to provide when you call:

- 1) Information about the behaviors of concern including any concerns for safety or well-being of youth.
- 2) Information about the persons involved and date, time, location of the event(s).
- 3) Information about the youth program.

If you believe the staff member has violated the Standards in a way that raises concerns for abuse or neglect, you must first contact either Child Protective Services or law enforcement (see below for contact information).

If you are unsure about whether someone's behavior is a violation of the standards, you can consult with your supervisor, or contact the Office of Risk Management with your concerns and guidance will be provided.

4. HOW TO REPORT SUSPECTED CHILD ABUSE OR NEGLECT

All CPP employees and volunteers are required to report suspected child abuse or neglect to the authorities, as outlined below.



If you have reasonable cause to believe that a youth has experienced abuse or neglect, or if a youth has disclosed abuse or neglect to you, you are required report that abuse to the proper authorities within 48 hours.

Failure to do so is a violation of _____ Standards for Interacting with Youth and CPP policy. Those who are required by law to report suspected child abuse or neglect and who fail to do so may be charged with a gross misdemeanor and/or subject to disciplinary action, up to and including dismissal.

Personnel who become aware of suspected child abuse or neglect must:

Immediately, or as soon as practically possible, contact by phone one of the following:

- A police or sheriff's department (including campus police but not including a school district police or security department);
 - If an emergency, dial 911. Otherwise, call University Police Department.
- A county probation department (if designated by the county to receive mandated reports); or,
- The county welfare department (Child Protected Services or CPS)

Information to provide when you call:

- 1) Information about the youth, e.g., name, age, contact information and name of parent/guardian(s).
- 2) Information about the person suspected of committing the abuse or neglect.
- 3) The nature and extent of the abuse or neglect, including location and description of the incident.
- 4) Any knowledge of previous incidences.

You do not need to have all of the above information when you call to make a report, but the more accurate information you can provide, the better equipped the office will be to assess the child's risk.

If you are unsure about whether a report is required, you may use Child Protective Services (CPS) as a sounding board to help determine whether a report should be made and to whom.

For cases involving abuse or neglect occurring in an CPP program or on CPP property, contact your supervisor immediately after making your report to CPS or law enforcement, and contact the University Police Department. Describe what occurred and who was involved, and any details regarding your conversation with CPS or law enforcement.

_____ will adhere to existing policies and procedures for corrective action regarding the employee or volunteer, including suspension or termination from _____ employment or volunteer status.

Confidentiality of information related to abuse is crucial and should be limited to the immediate supervisor, any authorities called, and designated CPP internal reporting recipient(s).

5. CONFIRMATION OF UNDERSTANDING

I have read the _____ Standards for Interacting with Youth and I agree to abide by the standards as stated.



I UNDERSTAND VIOLATIONS OF _____ STANDARDS FOR INTERACTING WITH YOUTH MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL (SEPARATION OF EMPLOYMENT OR SUSPENSION OF VOLUNTEER DUTIES). I ACKNOWLEDGE I AM AWARE OF MY RESPONSIBILITIES AND I HAVE RECEIVED A COPY OF THE STANDARDS FOR INTERACTING WITH YOUTH.

Print Name _____

Program Name _____

Signature _____

Date _____