



GUIDELINES FOR APPROPRIATE CONDUCT BETWEEN ADULTS AND MINORS

All employee and/or volunteer have the duty to prevent harm towards minors in our care. The following are behavior guidelines for staff while working with minors. The purpose of these guidelines is to provide a safe environment for both staff and minors, these guidelines emphasize the responsibility that staff, volunteers, parents, and minors each have in ensuring a safe and successful program.

BEST PRACTICES FOR SAFELY WORKING WITH MINORS

- a. Avoid being alone with a single minor where you cannot be observed by Academy staff or other adults. Apply Rule of Two.
- b. Do not discipline minors by use of physical punishment or by failing to provide the necessities of care.
- c. Physical, verbal, emotional, or sexual abuse of minors is unlawful and is prohibited by the law
- d. Do not have inappropriate physical contact, should always follow appropriate physical action page attached for these guidelines.
- e. Do not have off-hours contact with minors. Separate your private life from your work or volunteer activities.
- f. Understand and respect the boundaries set by minors regarding physical touch or sharing personal information.
- g. In sensitive situations and in case of injury, involve another staff member, adult, or parent apply Rule of Two
- h. Communicate the codes of conduct/rules/behavior to staff and minors at the onset of each program or event. Share with parents how and what you are doing with minors and keep parents involved in an ongoing relationship.
- i. Minors are not allowed on program premises without a staff member present.
- j. No Internet social networking with minors for *personal* reasons or through personal profiles is allowed by staff. Networking through approved program sites/profiles may be used when the contact is related to programming.
- k. Staff should understand the program emergency plan for responding to a crisis situation. In case of emergency, contact minor's emergency contact person as soon as possible.
- l. Seek support for high risk situations, such as discussions of very personal stories. Communicate to your program lead all situations that may be questionable or a possible breach of these guidelines. If you believe someone has perpetrated abuse or neglect, immediately and confidentially report such violation to Child Protective Services or the police.
- m. Treat all minors equitably, i.e. fairly and consistently. Avoid showing favoritism.
- n. Follow appropriate professional attire guidelines and avoid provocative or revealing attire.
- o. Do not swear or tell off-color jokes.
- p. Do not transport minors in a private or academy operated vehicle without explicit program permission, and always with other adult apply Rule of Two
- q. Do not smoke or drink alcohol in the presence of minors.



3. APPROPRIATE & INAPPROPRIATE INTERACTIONS

The following is the lists of unacceptable and acceptable behaviors and actions with minors.

Appropriate

These behaviors are generally ok. However, even appropriate touch can be inappropriate when excessive, done for staff's personal pleasure or when the intention is to give preferential treatment.

Verbal communication

- Praise
- Positive reinforcement for good work/behavior

Physical behavior

- Shaking hands.
- High fives.
- Hand signs and greetings.
- Side hugs.

Even physical contact that is considered 'appropriate' must be consented to by the minor and be appropriate for the situation.

Inappropriate/harmful

These behaviors, when substantiated, represent gross misconduct and may include termination of employment

Verbal communication

- Sexually provocative or degrading comments
- Risqué jokes
- Emotional abuse (eg. sarcasm, harsh or abusive words; rejecting or stating you do not like a minor).
- Verbal abuse (e.g. yelling in aggressive or threatening manner; belittling, including making fun of the individual/ individual's family, national origin, religion, sexuality, ethnicity, disabilities, sexual orientation; threatening bodily harm to the individual or individual's family/friends).
- Telling or asking a minor not to tell an adult or parent of words or actions of staff or volunteers.

Physical behavior

- Frontal hugs and bear hugs.
- Holding hands - intent is to eliminate special, singular relationships (ok for groups, games and with very young children who need assistance).
- Patting the buttocks or any part of the body
- Intimate/romantic/sexual contact, Sexual abuse, molestation.
- Showing pornography or involving youth in pornographic activities



- Physical abuse, punishment, discipline (e.g. use of physical force, striking, squeezing, whether used for behavior management or not).
- Physical interaction involving intimate touch or other risk of injury (e.g. tickling, wrestling, twisting nipples, swinging minors by ankles or wrists, massages, caressing, sitting on lap, patting on bottom, kissing).
- Lifting, carrying, piggy-back or arm-chair rides (exceptions could be for challenge course activities, group games, moving an injured minor).
- Using inappropriate consequences for behavior (e.g. closing minor in closet, cabinet; restraining minor inappropriately such as tying their hands with string, taping their mouth).
- Neglect – failure to provide for basic needs of minors (e.g. failing to provide appropriate medical care, access to restrooms, or access to food/water).

CONFIRMATION OF UNDERSTANDING

I have read the First Touch Futbol Academy of **Guidelines** for Working with Minors and I agree to abide by the program rules and boundaries for staff relationships with minors as stated.

I UNDERSTAND VIOLATIONS OF GUIDELINES FOR WORKING WITH MINORS MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL (SEPARATION OF EMPLOYMENT AND ANY LEGAL ACTION). I ACKNOWLEDGE I AM AWARE OF MY RESPONSIBILITIES AND I HAVE RECEIVED A COPY OF THE GUIDELINES FOR WORKING WITH MINORS.

Print Name _____ **Date** _____

Signature _____