



## **STAFF AND VOLUNTEER CODE OF CONDUCT FOR PROGRAMS WITH MINORS**

Middle Georgia State University (MGA) is committed to the safety and well-being of minors. Authorized staff and volunteers should be positive role models and treat others with respect, courtesy and dignity. Authorized staff and volunteers must abide by all USG policies, state, and federal law.

As an authorized staff or volunteer working in programs for minors, I hereby agree as follows:

- (1) I will work cooperatively with youth, families, University faculty, other staff, community members and others in a courteous, respectful manner demonstrating behaviors appropriate for a positive role model. I will exhibit good sportsmanship, represent MGA with pride and dignity and demonstrate reasonable conflict management skills.
- (2) I will maintain appropriate physical boundaries at all times.
- (3) I will immediately report any reasonable suspicion or knowledge of abuse of a minor to the institution police department and the appropriate supervisor or program director who can take immediate action.
- (4) I will not touch or speak to a minor in a sexual or other inappropriate manner.
- (5) I will only be present with a minor if there is at least one other staff member with me. If one-on-one interaction is required, it will take place in an open, well-illuminated space where I am observable by other volunteers or program staff.
- (6) I will not meet with minors outside of established program locations or outside of established times.
- (7) I will not invite minors to my home or other private location or accept their invitations for the same.
- (8) I will not make sexual comments, tell sexual jokes or allow minors to access sexually explicit materials (or assist in any way to provide access to such material).
- (9) I will not engage or allow minors to engage me in romantic or sexual conversations.
- (10) I will not engage in any sexual or romantic conduct with minors.
- (11) I will not engage in private communications with minors to include communications via text messaging, e-mail, phone, internet chat, on-line games, any form of social media, or other forms of communication unless there is an important educational or programmatic reason to do so and I am communicating consistently to all minors of the program.
- (12) I will not accept or give gifts to minors without the knowledge of their parents or guardians.
- (13) I will not inflict any physical or emotional abuse on minors to include, but not limited to, striking, humiliating, ridiculing or degrading. Physical punishment is not allowed.
- (14) I will not use, possess or be under the influence of alcohol or illegal drugs at any time while working with minors. I will not condone others' use of alcohol or illegal drugs during the Program/Activity. I understand that MGA is a tobacco free campus and that MGA policy prohibits smoking, including but not limited to e-cigarettes, and tobacco use.

- (15) I will not provide or knowingly allow minors to possess or consume alcohol, tobacco or illegal drugs.
- (16) I will not use profanity, vulgarity, or harassing language in the presence of minors at any time.
- (17) I will not provide transportation to minors unless doing so in an acknowledged component of the program. When transporting minors, more than one volunteer or program staff must be present in the vehicle, except when multiple children/teens will be in the vehicle at all times through the transportation. I will not transport a minor without parent/guardian consent.
- (18) The privacy of all individuals should be respected in situations such as toileting, showering and changing clothes. When it is necessary to supervise minors, at least two Staff should be present and only to the extent that the health and/or safety requires.
- (19) I will not touch minors in a manner that a reasonable person could interpret as inappropriate. I will always avoid touching areas that are normally covered by swimsuits. When hugging is appropriate, I will hug from the side over the shoulders, not from the front.
- (20) When supervising overnight activities, I will not share sleeping areas with minors.
- (21) Photographing minors is prohibited, except for the Program/Activity-related purposes where the parent or guardian has executed a Photo and Media Release. Use of any device capable of recording visual images in shower areas, restrooms, or other areas where privacy is expected is strictly prohibited.
- (22) I will only administer medication to a minor in accordance with the parent/guardian's written instructions. I will not provide or administer medication without first consulting the Program/Activity Administrator.
- (23) I will comply with MGA's Nondiscrimination and Anti-Harassment policy (MGA Policy Manual 6.5)
- (24) I understand that hazing initiations are prohibited and I will not include them as part of any Program/Activity
- (25) I will report any accident, injury or illness of a minor immediately to the Program/Activity Administrator.
- (26) I understand that all staff are considered mandatory reporters under the MGA Policy 6.7 Minor's Policy and must report incidents involving sexual or physical abuse or neglect of a minor immediately to the Program/Activity Administrator, the MGA Police Department, AND the Georgia Department of Family and Children Services (DFCS).

My signature confirms that I have read and understand this Code of Conduct. My signature further confirms that I agree to abide by this Code of Conduct. Failure to abide by this Code of Conduct may result in disciplinary action or sanctions against me, including but not limited to, removal from the Program/Activity, exclusion from future Programs/Activities, termination, and or criminal prosecution.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date