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## **POLICY CONCERNING INTERACTION WITH MINORS**

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### **PURPOSE**

Associated Students, CSUF, Inc. provides a number of programs and services that include interactions with minors. This includes but is not limited to the Children’s Center which provides on-campus child care services for CSUF students and faculty, Titan Recreation which provides on-campus summer camp programs for the local community, and Camp Titan which provides off-campus summer youth camp programs. The purpose of his policy is to establish standards within programs, guide staff and volunteer conduct, and facilitate the identification of high-risk interactions and program characteristics.

### **TABLE OF CONTENTS**

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<b>POLICY STATEMENT .....</b>	<b>1</b>
<b>DEFINITIONS .....</b>	<b>2</b>
<b>STANDARDS .....</b>	<b>2</b>
<b>1. POLICY PROHIBITING THE ABUSE OR MISTREATMENT OF MINORS.....</b>	<b>2</b>
<b>2. PHYSICAL INTERACTIONS BETWEEN ADULTS AND MINORS.....</b>	<b>2</b>
<b>3. VERBAL INTERACTIONS BETWEEN ADULTS AND MINORS.....</b>	<b>3</b>
<b>4. ONE-ON-ONE INTERACTIONS WITH MINORS .....</b>	<b>3</b>
<b>5. GIFT GIVING.....</b>	<b>4</b>
<b>6. MANDATED REPORTERS.....</b>	<b>4</b>
<b>7. NON-FRATERNIZATION BETWEEN STAFF AND MINORS .....</b>	<b>4</b>
<b>8. SOCIAL MEDIA AND MINORS .....</b>	<b>4</b>

### **POLICY STATEMENT**

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It is the policy of the Associated Students, CSUF, Inc. to establish accountability and security for on-campus and off-campus services and programs for minors. All operations will be conducted in accordance with these established guidelines. Training will be conducted by management personnel for all staff and volunteers during their introduction to the program. All staff, interns, and volunteers must act in accordance with all local, state, and federal laws while interacting with Associated Students, CSUF, Inc.

### **WHO SHOULD KNOW THIS POLICY**

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| <input type="checkbox"/> Budget Area Administrators            | <input checked="" type="checkbox"/> Program Advisors |
| <input checked="" type="checkbox"/> Management Personnel       | <input checked="" type="checkbox"/> Volunteers       |
| <input checked="" type="checkbox"/> Supervisors                | <input checked="" type="checkbox"/> Grant Recipients |
| <input checked="" type="checkbox"/> Elected/Appointed Officers | <input checked="" type="checkbox"/> Staff            |

## DEFINITIONS

For Purpose of this policy, the terms used are defined as follows:

Terms	Definitions
<b>Staff</b>	Personnel that includes professional staff, student employees, and temporary staff
<b>Volunteers</b>	Personnel that includes students, parents, and interns who volunteer their time
<b>Appropriate</b>	Suitable by standards set by Associated Students, Inc.
<b>Inappropriate</b>	Unsuitable by standards set by Associated Students, Inc.

## STANDARDS

### 1. POLICY PROHIBITING THE ABUSE OR MISTREATMENT OF MINORS

Associated Students, Inc. will not tolerate the mistreatment or abuse of minors in any programs. Any mistreatment or abuse by an adult will result in disciplinary action, up to and including termination of employment or volunteer service.

### 2. PHYSICAL INTERACTIONS BETWEEN ADULTS AND MINORS

ASI wishes to promote a positive, nurturing environment while protecting minors and adults. The organization encourages appropriate physical contact with minors and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by adults toward minors involved in ASI programs will result in disciplinary action, up to and including termination of employment. The policies for appropriate and inappropriate physical interactions are:

Appropriate Physical Interactions	Inappropriate Physical Interactions
<input type="checkbox"/> Side hugs <input type="checkbox"/> Shoulder-to-shoulder or —temple hugs <input type="checkbox"/> Pats on the shoulder or back <input type="checkbox"/> Handshakes <input type="checkbox"/> High-fives and hand slapping <input type="checkbox"/> Verbal praise <input type="checkbox"/> Pats on the head when culturally appropriate <input type="checkbox"/> Touching hands, shoulders, and arms <input type="checkbox"/> Arms around shoulders <input type="checkbox"/> Holding hands (with young minors in escorting situations)	<input type="checkbox"/> Full-frontal hugs <input type="checkbox"/> Kissing <input type="checkbox"/> Showing affection in unsupervised isolated area <input type="checkbox"/> Lap sitting (except when reading or comforting injured child) <input type="checkbox"/> Wrestling <input type="checkbox"/> Piggyback rides <input type="checkbox"/> Excessive tickling <input type="checkbox"/> Any type of massage given by or to a child <input type="checkbox"/> Any form of affection that is unwanted by the child or the adults

	<input type="checkbox"/> Sexual compliments relating to physique or body development <input type="checkbox"/> Fondling of bottom, chest, or genitals
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**3. VERBAL INTERACTIONS BETWEEN ADULTS AND MINORS**

Adults are prohibited from speaking to minors in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.

Adults must not initiate sexually-oriented conversations with minors. Adults are not permitted to discuss their own sexual activities with minors.

Organizational policies for appropriate and inappropriate verbal interactions are:

Appropriate Verbal Interactions	Inappropriate Verbal Interactions
<input type="checkbox"/> Positive reinforcement <input type="checkbox"/> Appropriate jokes <input type="checkbox"/> Encouragement <input type="checkbox"/> Praise	<input type="checkbox"/> Name-calling <input type="checkbox"/> Discussing sexual encounters or in any way involving minors in the personal problems or issues of staff and volunteers <input type="checkbox"/> Secrets <input type="checkbox"/> Cursing <input type="checkbox"/> Derogatory, discriminatory, or sexual jokes <input type="checkbox"/> Shaming <input type="checkbox"/> Belittling <input type="checkbox"/> Derogatory remarks <input type="checkbox"/> Harsh language that may frighten, threaten, or humiliate minors <input type="checkbox"/> Derogatory remarks about the minor or the minor’s family

**4. ONE-ON-ONE INTERACTIONS WITH MINORS**

In those situations where one-on-one interactions are approved, adults should observe the following additional guidelines to manage the risk of abuse or false allegations of abuse:

**Additional Guidelines for One-on-One Interactions**

- When meeting one-on-one with a child, always do so in a public place where and in full view of others.
- Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, and handshakes.
- If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.
- Inform other adults that you are alone with a child and ask them to randomly drop in.
- Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.

**5. GIFT GIVING**

Adults should only give gifts to groups of minors and only under the following circumstances:

1. Administration must be made aware of and approve the gift.
2. Parents must be notified.

**6. MANDATED REPORTERS**

Staff members of Associated Students, CSUF, Inc., are required to abide by the State of California's child abuse policy. ASI employees fall within the law's definition of "child-care custodians" and are therefore mandated by California State Law to report any suspected cases of child abuse or neglect directly to the appropriate authorities for investigation. Employees must sign a statement confirming that they have been informed of their responsibility. Employees should not hesitate to report to their supervisor any suspicion of child abuse or neglect. Employees should know that their identity will be protected as ASI cannot by law require employees to disclose their identity to anyone.

**7. NON-FRATERNIZATION BETWEEN STAFF AND MINORS**

Staff members of Associated Students, CSUF, Inc. may not spend time alone with minors met in ASI programs, including but not limited to babysitting, sleepovers, and inviting minors to their homes. The only exception to this prohibition is an established prior relationship between the employee and the minor's parents. In addition, staff may not transport minors in their private vehicles.

**8. SOCIAL MEDIA AND MINORS**

Staff and volunteers of Associated Students, CSUF, Inc. are encouraged to have private social media accounts so that minors do not have access to private information. In addition, staff and volunteers are encouraged to keep online communication with minors at a minimum and communication must always be in an indirect capacity (e.g. group messaging, event invitations, etc.). Staff and volunteers are prohibited from directly messaging minors. Staff and volunteers are prohibited from posting photos or comments that are, or could be perceived as, harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, humiliating, sexually-oriented, or inappropriate.

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**DATE APPROVED: 03/07/2017**