



Cleveland State University

CODE OF CONDUCT FOR WORKING WITH NON-ENROLLED MINORS

Everyone who works with non-enrolled minors must adhere to the highest standards of personal behavior at all times. Individuals who supervise minors in CSU or non-CSU programs shall not:

- (1) Have one-on-one contact with minors: there must be two or more authorized adults present during activities where minors are present. Authorized adults shall not have any direct electronic contact, including social media, with minors without another authorized adult being included in the communication. Authorized adults should be aware of situations in which actions can be misconstrued or manipulated by others (for example, being alone with the last child to leave a class). Conduct all dealings with children in a public environment as much as possible, in order that all behavior can be readily observed.
- (2) Enter a minor's room, bathroom facility, changing area, shower area or similar area without another authorized adult in attendance, consistent with the policy of not having one-on-one contact with minors. Never spend time alone with a child away from others. Minors should use a "buddy system" or otherwise be encouraged to stay together when going to the bathroom, on field trips, or when leaving the academic facility.
- (3) Share sleeping quarters with minors. Separate accommodations for adults and minors are required other than the minors' parents or guardians. Minors should be placed in accommodations that allow for a locked door between themselves and program staff. Program staff shall not enter the sleeping quarters of a minor without another authorized adult present.
- (4) Engage in abusive conduct of any kind toward, or in the presence of, a minor.
- (5) Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any minor.
- (6) Engage in rough or sexually provocative games, including horseplay.
- (7) Allow any inappropriate touching, including between children.

- (8) Use or respond to sexual innuendo or make sexually suggestive comments.
- (9) Pick up minors from or drop off minors at their homes, other than the driver's child(ren), except as specifically authorized in writing by the minor's parent or legal guardian. Two authorized adults should be in a vehicle with a minor, if transportation is needed.
- (10) Neither use nor provide alcohol or drugs to any minor. Authorized adults shall not use nor provide prescription drugs or any medication to any minor unless specifically authorized in writing by the parent or legal guardian as being required for the minor's care or the minor's emergency treatment. Program staff, following the conditions outlined in this rule, may distribute participant's medicines.
- (11) Make sexual material in any form, including printed and electronic, available to minors participating in programs or activities covered by this rule or assist them in any way in gaining access to such materials.
- (12) Share a bed or sleeping bag with a minor.
- (13) Shower, bathe, or undress with or in the presence of minors.
- (14) Favor one child more than another; do not give gifts to any one child in a program; do not accept expensive gifts from any child in the program.
- (15) Tell children "this is just between the two of us" or use similar language that encourages children to keep secrets from their parent or guardians.
- (16) Have contact outside of the program with any minor in the program.
- (17) Photograph any minor participant for any purpose, except for CSU use if a release for such use has been executed by the minor's parent or guardian.

The complete text of CSU's Minors on Campus Policies, may be found [here](#). Additional information may be obtained by contacting the [Office of University Compliance](#).