540 Code of Conduct for Child Safety

Employees and volunteers assume the full burden of maintaining safe, clearly-established safeguards in all interaction with children. The safeguards established in this Code of Conduct are intended to:
1. Provide a safe environment for children (i.e., anyone younger than 18 years of age)
2. Help children develop safe boundaries for interaction with adults
3. Facilitate mentoring, counseling, tutoring, and other constructive interactions between adults and children
4. Protect employees and volunteers interacting with children from invalid reports of inappropriate behavior

Primary Safeguards
In any settings where children are present, employees and volunteers should implement as many of the safeguards as possible, with a minimum of at least one of the following primary safeguards.
1. Visibility - When interacting with children the adult positions themselves in a place that is visible to other unrelated adults. This can be accomplished by such things as planning activities in areas where other adults are present, staying within view of the window in the door or keeping doors open.
2. Accountability – Prior to any one-on-one interaction with a child, notify the child's parent and an unrelated employee in the vicinity. This can be accomplished by a counselor phoning a colleague in the building at the beginning and end of a counseling session or a volunteer phoning a parent before driving a student home.
3. Balancing Control - Adults, by virtue of their age, size, strength, and authority, excerpt control over children. Balancing control enhances child safety. This can be accomplished by sending two same age children to the bathroom together with an adolescent or adult helper, having a friend play in the room while talking to a student after school, or inviting two or more students to work on a project. In a vehicle, adults can help to balance control by dropping off siblings last or asking the children to sit in the back seat.

Additional Safeguards
Each of the following safeguards further improves safe interactions within the school community.
1. Discipline should be used to teach and correct rather than punish. The following actions may involve abuse and are to be avoided.
   • Derogatory name-calling, ridicule, humiliation, shaming, publically singling out a child for negative treatment or exclusion, yelling at a child or other forms of hostile treatment
   • Hitting, slapping, or any behavior that assaults a child
   • Pushing or holding a child against their will outside the goals of protecting them from danger, providing them medical care or keeping them from harming themselves or others
2. Touch should be in response to the need of the child and not the need of the adult. Side hugs or shoulder-to-shoulder hugs are generally appropriate. Chest-to-chest hugs should be avoided in order to teach children healthy touch. The following actions may involve abuse and are to be avoided.
   • Touching buttocks, chests, genital areas, or thighs except to keep young children clean or healthy
   • Any touching not conducted in a public place
   • Any form of affection that is resisted or unwanted by the child
   • Any behavior that could be interpreted as sexual in nature, including flirtatious or seductive looks
   • Assisting the child with anything of a personal nature that children are able to do themselves, including dressing and bathing
3. Communications, including social media, should always be wholesome and above reproach. The following communications may involve abuse and are to be avoided.
   • shaming; belittling; humiliating; name calling
   • using harsh language that may frighten, threaten or humiliate the child

- cursing or making derogatory remarks about the child, their family, and/or their place of origin
- comments that relate to physique or body development or any sexually suggestive comments or pictures

4. Adults should avoid favoring particular children to the exclusion of others, or excluding children in a derogatory or embarrassing way in the presence of others.
5. Technology, such as internet filters and video surveillance systems, is used to protect children from abuse and exploitation.
6. Administrators periodically and randomly inspect classrooms, offices, and other areas to verify compliance with these safeguards.

<div align="right">

SAC 8/13
Reference – Policy 1651, 3105 & 5705
Procedure 255, 465 & 535

</div>

I have read and will strictly adhere to the above procedure.

_____   _____
Name (print)   Name (signature)

Campus: _____   Date: _____