

# **Sac State Youth Protection Program Code of Conduct**

As Sac State employee(s) and volunteer(s), it is our duty to safeguard the youth in our care. The following code of conduct describes the minimum expectations that we hold for youth program personnel who interact with youth in a University youth program. “Youth” refers to any individual under the age of 18 years old. “Youth Program Personnel” or “Authorized Personnel” includes any full-time or part-time employee of Sac State or its auxiliary organizations working in any youth program run or sponsored by Sac State or its auxiliary organizations; or any student, student assistant or volunteer working in any youth program administered or sponsored by Sac State or its auxiliary organizations. “Parent” refers to both parents and legal guardians.

## **Expectations**

- Observe the “Rule of Three” – have at least one other adult present during all interactions with youth.
- Limit physical contact to only purposes that are consistent with the program’s mission and/or for a clear educational, developmental, or health-related purpose, in the presence of another staff member, and with the consent of the youth.
- Use program-sponsored e-mail, phone and social media accounts for communication when there is an essential educational or programmatic reason to do so.
- Disclose any pre-existing relationships with youth in the youth program immediately to the program lead. Abide by these standards while affiliated with the youth program, despite any pre-existing personal relationships.

## **Discouraged or prohibited**

(Note: Discouraged behaviors are indicated by the use of the word “avoid.” All other behaviors are prohibited.)

- Avoid being alone with a single youth where you cannot be observed by program staff or other adults.
- Do not act in a manner that can be perceived as physical or verbal abuse.
- Do not discipline youth by use of physical punishment or by failing to provide the necessities of care.
- Do not engage in purposeful communication or contact including in-person meetings, phone or other electronic communication including social networking, with youth outside of sanctioned program activities.
- Avoid texting and other forms of electronic one-on-one communication between a single staff person and a youth.

## **EQUITABLE TREATMENT**

### **Expectation**

- Treat all youth equitably, i.e., fairly and consistently, regardless of their actions or behavior, sex, gender, sexual orientation, race, color, religion, culture, place of birth, age, class, ability, health, citizenship, language, or other identities.

### **Prohibited**

- Do not discriminate against a youth based on their sex, gender, sexual orientation, race, color, religion, culture, place of birth, age, class, ability, health, citizenship, language, or other identities.

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- Do not give personal gifts to youth or their parents, e.g., any item intended to give a youth and/or parent special attention that is not given to others.

### SEXUAL MISCONDUCT

#### **Expectation**

- Understand and respect the physical and personal boundaries set by youth.

#### **Prohibited**

- Do not engage in sexual contact of any kind (including any verbal or physical contact that can be perceived as sexual in nature.)
- Do not date or become romantically involved with youth.
- Do not discuss your own or a youth's sex life or sexual activities.
- Do not share sexually explicit material with youth.

### SAFETY

#### **Expectations**

- The safety of youth must be your primary concern above all others.
- Report any concerns for suspected abuse or neglect of a youth to authorities per CSU and Sac State policy requirements Sac State Police Department 916-278-6000, or **Child Abuse Hotline**
- In cases of an immediate emergency always call 911 for Law Enforcement intervention. When the situation is not an emergency needing the Police or Sheriff, contact Sacramento County Child Protective Services, 24 hours a day, seven days a week, call **916-875-KIDS (5437)**. View the [Child Protective Services website](#) for more information.
- [California County Emergency Response Child Abuse Reporting Telephone Numbers.](#)
- Notify Sac State representatives per policy requirements of any violations of these standards for interacting with youth.
- Follow all Sac State transportation procedures for transporting youth.

#### **Prohibited**

- Do not possess, sell, use, or be under the influence of alcohol, marijuana, tobacco, or illegal drugs while engaged in program activities or on site.
- Do not bring or carry a weapon into the program.
- Do not transport youth in a personal vehicle.

### **EDUCATING YOUTH**

Youth should be informed in an age-appropriate manner of their right to set their own physical limits for personal safety. They should be encouraged to tell an adult if someone is abusing them, or if they are in a situation or observe something that makes them feel uncomfortable.