Appendix B

Conduct with Minors

The following policies are intended to assist employees, volunteers, students, and unpaid interns, and other adults working with minors in making decisions about interactions with minors. For clarification of any guideline or to inquire about behaviors not addressed here, contact your supervisor or administrator.

It is expected that Baylor University faculty, staff members, student employees, unpaid student interns, and volunteers will exhibit exemplary behavior at all times. This is even more important when interacting with non-enrolled minors (under 18 years of age) who are using Baylor facilities or involved with Baylor programs and activities. The conduct with minors list below denotes some specific expectations to govern behavior for faculty, staff, student employees, interns, and volunteers as we strive to accomplish our mission together.

General Safety

Two Adults Practice: It is highly recommended that at least two unrelated adults who have had the appropriate background and criminal record checks should be with minors at any given time. Care should be taken to avoid or minimize situations in which individual minors are alone with a single adult. This rule includes all transportation to/from activities, accompanying a child to the bathroom, and giving a minor a ride home.

One-on-one meetings with a child or young person are best held in a public area, or if that is not appropriate or possible, then the door to the room should be left open, and/or someone on the Baylor University program or clinic administration should be notified about the meeting before it occurs.

Open and Well Illuminated Spaces: Programs and activities involving children on or off campus should be held, where feasible, in open and well-illuminated areas that are easy to access and monitor. Abuse typically occurs in locations that are more private and out of sight such as locker rooms, bathrooms, shower areas, dormitory rooms and classroom spaces after hours. Consequently, the greater the visibility in a particular area, the lower the risk of abuse.

1. Minors will be treated with respect at all times.
2. Minors will be treated fairly regardless of race, sex, age, religion, sexual orientation or gender expression.
3. Faculty, staff members, student employees, unpaid student interns and volunteers will ensure that appropriate speech is used at all times when around minors.
4. Faculty, staff members, student employees, unpaid student interns and volunteers are prohibited from having outside contact with minors unless approved by Baylor University administration.
5. Faculty, staff members, student employees, unpaid student interns and volunteers will not discuss their sexual encounters with or around minors or in any way involve minors in their personal problems or issues.
6. Faculty, staff members, student employees, unpaid student interns and volunteers will not date or become romantically involved with minors.

7. Faculty, staff members, student employees, unpaid student interns and volunteers will not use or be under the influence of alcohol or illegal drugs in the presence of minors.

8. Faculty, staff members, student employees, unpaid student interns and volunteers will not have sexually oriented materials, including printed or internet pornography, in the presence of minors.

9. Faculty, staff members, student employees, unpaid student interns and volunteers will not have “secrets” with minors.

10. Faculty, staff members, student employees, unpaid student interns and volunteers will dress in appropriate attire and avoid wearing provocative and revealing attire around minor children, under 18 years of age.

11. Faculty, staff members, student employees, unpaid student interns and volunteers will refrain from staring at or commenting on a minor’s body.

12. Faculty, staff members, student employees, unpaid student interns and volunteers will adhere to uniform standards of affection, as may be outlined in your program manual.

13. Faculty, staff members, student employees, unpaid student interns and volunteers will avoid affection with minors that cannot be observed by others and as further outlined in your program manual.

14. Faculty, staff members, student employees, unpaid student interns and volunteers will not engage in inappropriate electronic communication with minors, as may be further outlined in your program manual.

15. Programs and activities involving minors on or off campus should be held, where feasible, in open and well-illuminated areas that are easy to access and monitor and as may be further outlined in your program manual.

16. Faculty, staff members, student employees, unpaid student interns and volunteers shall not abuse minors in anyway including the following:

   Physical abuse: hitting, spanking, shaking, slapping, unnecessary restraints

   Verbal abuse: degrade, threaten, cursing

   Sexual abuse: inappropriate touch, exposing oneself, sexually oriented conversations

   Mental abuse: shaming, humiliation, cruelty

   Neglect: withholding food, water, shelter

Or any other abusive means not listed above.
17. Minor students are prohibited from engaging in the following:

- Hazing
- Bullying
- Derogatory name-calling
- Games of “Truth or Dare”
- Ridicule or humiliation

18. Faculty and staff members, student employees, unpaid student interns and volunteers will report concerns or complaints about other staff members, volunteers, adults, and minors in accordance with Baylor University’s Policy to Protect Children and Prevent Abuse.