GUIDANCE for 1:1 INTERACTIONS (MINORS)

Below are guidelines for any 1:1 in person or online scheduled meeting with an enrolled or non-enrolled minor to help support department efforts. Departments should apply these practices to help mitigate the risk of abuse and to protect Faculty and Staff from false allegations during these interactions.

REPORTING

If you have witnessed or have knowledge that a minor has been abused, neglected or exploited, you are obligated by law to report it to the appropriate authorities.

https://www.baylor.edu/risk/index.php?id=933841

OPEN ENVIRONMENT

In person interactions should occur in an open environment during regular office hours. The door should remain open providing observable capacity from outside the office or room. If the door is closed, it should occupy a window providing visibility for observation capacity. Online 1:1 meetings should be facilitated on a University approved online platform.

RANDOM CHECKS

Notify a colleague(s) of any scheduled 1:1 meeting with a minor. Incorporate random checks by a colleague(s) for scheduled 1:1 in person or online meeting to review these scheduled interactions.

PHYSICAL INTERACTION

Limit any physical contact which can be misinterpreted or uncomfortable during 1:1 in person meetings. Physical contact should be limited to pats on the shoulder, high fives or handshakes.

DOCUMENTATION

An ongoing written record of all scheduled 1:1 meeting should be in place. The record should include time, location, discussion topics and any other important information.