



Code of Conduct for Authorized Adults in Programs for Protection of Non-Student Minors

Code of Conduct:

Authorized Adults are individuals, age 18 and older, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee minors in program activities, recreational, and/or residential facilities. This includes but is not limited to faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, and independent contractors/consultants. The Authorized Adults' roles may include positions as counselors, chaperones, coaches, instructors, etc. A minor is defined as a person who is less than 18 years of age and, for the purposes of this policy, who is not enrolled as a student at ASU and who is not employed by ASU.

Authorized Adults are responsible for following and enforcing all rules and must be able to provide information included herein to program participants and be able to respond to emergencies. Authorized Adults are considered as **mandated reporters** as defined by Georgia law. Therefore, if you have reasonable cause to believe that a child has been abused (including but not limited to mental, physical, or sexual abuse), you must make a report, immediately but no later than 24 hours, to the Office of Public Safety or other local law enforcement and are subject to criminal penalty for failing to do so.

Authorized Adults **shall not**:

1. **Have one-on-one contact with minors**. All activities involving minors must be supervised by at least two or more Authorized Adults or by their parent(s) or legal guardian(s) at all times, including entering into a minor's room, bathroom facility or similar area. (*One-On-One Contact is defined as personal, unsupervised interaction between any Authorized Adult and a Minor without at least one other Authorized Adult, parent or legal guardian being present.*)
2. Have any direct electronic contact with minors without another adult being included in the communication.
3. Engage in abusive conduct of any kind in the presence of, or towards, a minor.
4. Strike, hit, administer corporal punishment, or touch in an inappropriate or illegal manner any minor.
5. Transport minors to or from their homes, except as specifically authorized in writing by the minor's parent or legal guardian, or in cases where the minor is the child of the driver. In no case shall the institution be liable for transportation to and from their homes.
6. Make sexual materials in any form available to minors participating in programs or activities covered by this document or assist them in any way in gaining access to such materials.
7. Share accommodations with minors other than their own children or children under their legal guardianship.

8. Provide alcohol or illegal drugs to any minor. Authorized Adult's shall not provide any over the counter medications or prescription drugs 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, and such action is approved by the Program Administrator, also referred to as Camp Sponsor or Camp Director.

Expectations of Behavior & Consequences of Misconduct for Staff and Participants:

Program participants and staff must abide by all University regulations and may be removed from the program for non-compliance with the following expectations. It is the responsibility of the Program Administrator to communicate these expectations to their staff and volunteers. If an allegation of inappropriate conduct has been made against an Authorized Adult participating in a program, they shall discontinue any further participation in program/activities covered by Albany State University's Interaction with Non-Student Minors Policy until such allegation has been resolved to the satisfaction of the Office of Legal Affairs.

1. It is the responsibility of all Authorized Adults to inform program participants of safety and security procedures, University rules, program specific rules, and expectations of behavior.
2. Participants are expected to be respectful of others. No violence, including sexual abuse or harassment, will be tolerated. Hazing of any kind is prohibited. Bullying including verbal, physical, and cyber bullying are prohibited.
3. The inappropriate use of cameras, imaging, and digital devices is prohibited, including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.
4. The possession or use of alcohol and other drugs, fireworks, guns and other weapons is prohibited.
5. Use of tobacco products is prohibited on all University property.
6. Misuse or damage of University property is prohibited. Charges will be assessed against those participants who are responsible for damage or misuse of University property.
7. No theft of property, regardless of owner, will be tolerated.
8. The operation of a University motor vehicle by minors is prohibited while attending the program.
9. The parking of staff and participant vehicles must be in accordance with University parking regulations.
9. Rules and procedures governing when and under what circumstances participants may leave University property during the program must be made explicit by the Program Administrator and communicated in writing to program participants, staff and parents of minors.
10. Authorized Adults are expected to report immediately misconduct or violations of expected behavior to the Program Administrator, who will then report such incidents to the Office of Legal Affairs, and to the ASU Police Department, if appropriate.
11. Any Authorized Adult or Program Staff or other Mandatory Reporter under Georgia law who has reasonable cause to believe that suspected child abuse has occurred, shall immediately report the suspected abuse to the institution police department and the appropriate supervisor or Program Administrator who is able to take immediate action. (The USG further expects that any other USG employee, whether a Mandatory Reporter or not, will also appropriately report suspected child abuse.) The institution must ensure that the Division of Family and Children Services is notified of the suspected abuse immediately and in no case later than 24 hours after the Authorized Adult or Program Staff (or other reporter) first had reasonable cause to suspect the abuse.

12. Authorized Adults participating in Minors on Campus programs are required to notify their Program Administrator, Human Resources and University Police of any arrest (charged with a misdemeanor or felony) or conviction within 72 hours of knowledge of the arrest or conviction. This includes any arrests or convictions that occur either between the date of a background check and the beginning of the event/program. Human Resources will notify the Program Administrator and Office of Legal Affairs, who will then determine, in conjunction with University Police, if it is appropriate for the Authorized Adult to continue with the program.

13. If the Authorized Adult believes that the Program Administrator is involved in the allegations of assault or abuse, they shall inform University Police directly.

By signing below, I have read, understand and agree to abide by the directions provided in this document.

Print Full Name

Signature

Date

Routing: Retain for event file.