



UNIVERSITY OF CENTRAL FLORIDA

Youth Protection Program Program/Activity Staff Code of Conduct

This Code of Conduct applies to all Program/Activity Staff (“Staff”), which includes volunteers, working with minors in a university or third party hosted or sponsored program/activity. Along with any Program/Activity-specific guidelines and procedures, Staff are required to comply with all applicable laws, university policies, and the requirements herein.

- (1) **General** – Staff must always work cooperatively with youth, families, university faculty, other Staff, community members and others in a courteous, respectful manner demonstrating behaviors appropriate for a positive role model.
 - Staff must represent the university and the Program/Activity with pride and dignity, behave appropriately, refrain from using profanity, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.
 - Staff must respect, adhere, and enforce the Participant Code of Conduct as well as other rules, policies and guidelines established by the program sponsor, including state laws and regulations.

- (2) Conduct all in person and/or virtual interactions in a manner that promotes safety and complies with the following:
 - **Two Adult Rule** – Generally, two Staff must always be present with a minor. When it is necessary to speak privately with a minor, meet in open, well-illuminated spaces or rooms within sight of other Staff.
 - Using only program-sponsored email, phone, video conference, or social media platforms (for virtual programs only).
 - Avoiding one-on-one communications, via text, email, social media, or other means of electronic communication, between Staff and a minor.
 - Dress appropriately. Prohibited clothing includes anything that contains profanity or language/symbols/styles that promote the use of alcohol, drugs, tobacco products, or other illegal activities.

- (3) **Mentoring** – Programs/Activities that involve mentoring or private instruction (tutoring, laboratory, music lessons, etc.) where there is only one Staff present must take place in a room or other space that is in full view from outside the room even when the door is closed. These Programs/Activities must only take place in authorized facilities, never a private residence.

- (4) Proactively address harassment, bullying, cyberbullying, or other inappropriate conduct and report knowledge of such behavior to the program sponsor.

- (5) Be mindful of your online presence and the content shared publicly via your social media or other platforms.

- (6) Ensure online and virtual interactions are conducted via safe, known platforms that limit

risks to youth participants.

- (7) **Time and Place** – Do not meet or engage in purposeful personal communication or contact with a minor outside of sanctioned program established times or on virtual platform designated for the Program/Activity unless related to the Program/Activity.
- (8) **Transportation** – Never transport a minor without parent/guardian permission and avoid being alone with a minor in a vehicle. All transportation must comply with the university and Program/Activity transportation guidelines and policies.
- (9) **Privacy** – The privacy of all individuals must be respected in situations such as toileting, showering and changing clothes. When it is necessary to supervise minors, at least two Staff must be present and only to the extent that the health and/or safety requires. For virtual programs, the privacy of all individuals must be respected in online meetings and all other virtual communications.
- (10) **Touching** – Do not touch minors in a manner that a reasonable person could interpret as inappropriate. Never touch areas that are normally covered by swim suits. Always avoid hugging, use other means for acknowledgement such as fist bump, high fives, etc.
- (11) **Overnight** – When supervising overnight activities, Staff must not share sleeping areas with minors.
- (12) **Sexual Conduct and Communications** – Engaging in any sexual conduct, making sexual comments, telling sexual jokes, or sharing sexually explicit material (or assisting in any way to provide access to such material) with minors is strictly prohibited. Staff must not engage or allow minors to engage them in romantic or sexual conversations, or related matters.
- (13) **Online Communications** – Staff must not engage or communicate with minors through email, text messages, social networking websites, internet chat rooms, or other forms of social media at any time, except and unless there is an educational or programmatic purpose and the content of the communication is consistent with the mission of the Program/Activity and the university.
- (14) **Other Communications** – It is inappropriate for Staff to share sensitive personal information about themselves with minors, including information about financial challenges, workplace challenges, drug or alcohol use, promotion of particular religious or political beliefs, and romantic relationships.
- (15) **Software Security** – Sharing with others any virtual program platform links, meeting IDs, usernames, passwords, and any other sensitive security information that provides access to such platforms being used by the program is prohibited.
- (16) **Discipline** – Any discipline used must be constructive, not humiliating or isolating. Physical punishment is not an appropriate form of discipline and IS NOT allowed.
- (17) **Photography and Recording** – Photographing and recording of minors is prohibited, except for Program/Activity-related purposes where the parent or guardian has executed the Photo and Media Release form or Online Participation Agreement and Waiver Form. Use of any device to photograph, record, and/or transmitting visual images in shower areas,

restrooms, or other areas where privacy is expected is strictly prohibited.

- (18) **Gifts** – Staff may not provide gifts to minors independent of items provided by the Program/Activity.
- (19) **Administering Medication** – Medication must only be administered to a minor in accordance with the parent/guardian’s written instructions. Do not provide or administer medication without first consulting the program sponsor.
- (20) **Substance Use Prohibited** – Do not use, possess or be under the influence of alcohol, illegal drugs, or any prescription medication that impairs your ability to perform your duties during the Program/Activity.
 - Do not condone others’ use of alcohol or illegal drugs during the Program/Activity.
 - Recognize that UCF is a tobacco-free campus and that smoking, the use of an electronic smoking device, and tobacco use is prohibited.
- (21) **Non-Discrimination** – Staff must comply with [UCF Policy 2-004.1 Prohibition of Discrimination, Harassment and Related Interpersonal Violence](#).
 - Hazing initiations are prohibited and may not be included as part of any Program/Activity.
 - Verbal, physical, and cyber bullying are prohibited.
- (22) **Report Injuries** – Report any accident, injury, or illness of a minor immediately to the program sponsor.
- (23) **Mandatory Reporter** – All Staff are considered mandatory reporters for purposes of the [UCF Policy 2-005 Youth Protection](#) and must report incidents involving sexual, physical abuse, and/or neglect of a minor immediately to the Florida Department of Children and Families, and to University Compliance, Ethics, and Risk via the IntegrityLine or in person. If the unlawful behavior is being directly observed, notify law enforcement by dialing 9-1-1.