

WORKING WITH MINORS ON CAMPUS CODE OF CONDUCT

This Carroll College Standard Code of Conduct for working and volunteering with minors participating in Carroll-sponsored events has been established to reflect the mission, vision, and values of Carroll College. This document reflects a respect for the sacredness of the individual person and the acknowledgement that all individuals shall be treated with respect, courtesy, and dignity. Carroll College expects employees and volunteers to act in a way that is appropriate and a positive representation of yourself and the College.

The “boundary” between adult and child must always be observed and respected. Regardless of your intentions, actions which indicate that you may be becoming too familiar with a child will arouse suspicion and make you vulnerable to allegations of inappropriate conduct.

As an Authorized Adult, I will:

- Assume the full responsibility for setting and maintaining clear and appropriate physical and emotional boundaries with minors.
- Show prudent discretion in the expressions of affirmation used with minors, including refusing gifts from minors of more than nominal value, and refraining from giving gifts to minors of more than nominal value.
- Understand “appropriate touch.”
 - Appropriate touch generally occurs on the shoulders, upper back, arms, and hands.
 - Touch should always be appropriate for the age level and never excessive.
 - Appropriate touch occurs in the same fashion and in the same frequency for both boys and girls.
 - Respect the comfort level of the minor regarding touch, watch for signs and comments indicating it is unwelcome.
 - Do not allow children to sit on your lap.
 - Refrain from tickling, wrestling or massaging.
- Assure that meeting space with a minor has visual access. Never be in a room alone with a minor with the door closed.
- Not transport or offer to transport any minor in a vehicle alone. In an emergency, request the presence of another adult.
- Never interact with a minor while under the influence of alcohol or drugs.
- Not consume alcohol, tobacco products, or drugs in the presence of any minor.
- Not use abusive, discriminatory, profane, explicit, or disrespectful language in any situation where a minor may overhear.
- Not access or possess child pornography.
- Never provide minors with alcohol, tobacco products, drugs, or with videos, reading or graphic materials that are sexual in nature.
- Always act, dress and speak in a manner that communicates and promotes respect.
- Always address any minor who acts in a disrespectful way towards another person. Not addressing such behavior is the same as giving approval.
- Never initiate sexual behavior with a minor and immediately report to my supervisor any sexual behavior initiated by a minor.
- Refrain from communicating via e-mail, text messages, or other social media with children at any time except when there is a clear educational purpose, and the communication is consistent with the mission and values of Carroll.
- Comply with Carroll’s Working with Minors policy, which I have received and reviewed.

All Carroll employees, students, and volunteers have a personal responsibility to report any instances of known or suspected abuse or neglect of children. Known or suspected violations of this Code of Conduct must be reported as follows:

- Call 911 for situations that involve life-threatening emergencies;
- Call the Montana Department of Child and Family Services Hotline, 1-866-820-KIDS (1-866-820-5437);
- Call Carroll College’s Equal Opportunity Officer, Karla Weltz, 406-447-5501, kweltz@carroll.edu, immediately following reporting through one of the mechanisms above.

I have read, understand, and agree to follow the above Standard Code of Conduct.

Name Employee or Volunteer (Please Print)

Signature

Date

- All employees, students, and volunteers of Carroll College are required to sign and follow this Code of Conduct when they are working with minors on campus. The signed code of conduct will be kept on file.
- For purposes of this policy, a “Minor” includes children under the age of 18 years. Its requirements also apply with equal force to activities and programs sponsored and run by Carroll College when the participants are adults who are developmentally disabled or who have diminished mental capacity.
- Authorized Adult refers to an adult who is employed by or volunteering for Carroll College and who is responsible for either escorting or supervising the Minor(s) while the Minor(s) are participating in Carroll-sponsored programs and activities.

TEACHING AND WORKING WITH MINORS POLICY

Purpose

Carroll College is committed to maintaining a safe and secure environment for minors on campus.

Scope

This policy applies to all employees at Carroll College.

Policy

Carroll College is committed to promoting the safety and well-being of all Minors who participate in Carroll-sponsored programs and take academic courses at Carroll College. For purposes of this policy, a “Minor” includes children under the age of 18 years. The purpose of this policy is to describe requirements for faculty, staff, students, volunteers and others who work with Minors to promote the protection of Minors and compliance with applicable laws. As such, Carroll College strictly prohibits child abuse and neglect and sexual abuse of Minors. (See MT Ann. Code § 41-3-102).

Although this policy refers to Minors, its requirements apply with equal force to activities and programs sponsored and run by Carroll College when the participants are adults who are developmentally disabled or who have diminished mental capacity.

This policy applies to activities and programs sponsored and run by Carroll College, regardless of whether the activities take place on or off Carroll’s campus. Examples include but are not limited to athletic camps, swimming lessons held on campus, academic camps, and ACE courses that include Minor attendees. Any questions regarding applicability of this policy to a program should be directed to the Vice President for Finance and Administration.

Minors participating in such programs must be reasonably supervised by an “Authorized Adult.” An Authorized Adult is an adult who is employed by or volunteering for Carroll and who is responsible for either escorting or supervising the Minor(s) while participating in Carroll-sponsored programs and activities. Prior to working with Minors, all Authorized Adults are required to read and agree to Carroll’s Code of Conduct, successfully complete Minors training, as well as successfully complete a criminal background screening. Failure to meet any of the aforementioned requirements will preclude an employee or volunteer from working with a Minor at Carroll College. For employees and students, failure to comply with Carroll’s Code of Conduct related to working with Minors will result in disciplinary action.

All third-party contractors using Carroll College facilities who offer programs to Minor participants will be required to meet recognized standards of conduct set forth in their contracts with Carroll College. All Authorized Adults are required to report any instances of known or suspected child abuse or neglect or sexual abuse relating to Minors. Authorized Adults must:

- Call 911 for situations that involve life-threatening emergencies;
- Contact the Montana Department of Child and Family Services Hotline,
 - 1-866-820-KIDS (1-866-820-5437);
- Report potential violations of this policy to Carroll College’s Equal Opportunity Officer, Karla Weltz, 406-447-5501, kweltz@carroll.edu, immediately following reporting through one of the mechanisms above.

Failure to comply with this policy will result in disciplinary action appropriate to the Authorized Adult’s relationship to Carroll.

Approved by the Board of Trustees: February 22, 2013