

## **Appendix B**

### **Guidelines for Working with Children**

Those associated with Covered programs involving children should observe the following "dos" and "don'ts" in order to maintain a safe and positive experience for program participants, encourage parental confidence, and avoid mistaken allegations.

#### **DO:**

- Maintain the highest standards of personal behavior at all times when interacting with children.
- Whenever possible, try to have another adult present when you are working with children in an unsupervised setting.
- Conduct necessary one-on-one interactions with children Minors in a public environment where you can be observed.
- Listen to and interact with children and provide appropriate praise and positive reinforcement. Treat all children in a group consistently and fairly, and with respect and dignity.
- Be friendly with children within the context of the formal program or activity while maintaining appropriate boundaries.
- Maintain discipline and discourage inappropriate behavior by children, consulting with your supervisors if you need help with misbehaving youth.
- Be aware of how your actions and intentions might be perceived and could be misinterpreted.
- Consult with other adult supervisors or colleagues when you feel uncertain about a situation.

#### **DON'T:**

- Don't spend significant time alone with one child away from the group or conduct private interactions with children in enclosed spaces or behind closed doors.
- Don't engage in inappropriate touching or have any physical contact with a child in private locations.
- Don't use inappropriate language, tell risqué jokes, or make sexually suggestive comments around children, even if children themselves are doing so.
- Don't give personal gifts to, or do special favors for, a child or do things that may be seen as favoring one child over others.
- Don't share information with children about your private life or have informal or purely social contact with child program participants outside of program activities.
- Don't strike or hit a child, or use corporal punishment or other punishment involving physical pain or discomfort.
- Don't relate to children as if they were peers, conduct private correspondence or take on the role of "confidant" (outside of a professional counseling relationship).
- Don't date or become romantically or sexually involved with a child. Don't show pornography to children or involve children in pornographic activities.
- Don't email, text, or engage with children through social networking media unless there is an important educational or programmatic reason to do so and you are communicating consistently to all children in the program.
- Don't provide alcohol or drugs to children or use them in the presence of children.