

**Presbyterian Youth  
Triennium 2019  
CODE OF CONDUCT**

This Code of Conduct includes rules related to Presbyterian Youth Triennium as well as a list of prohibited and expected behaviors for Presbyterian Youth Triennium. Each paid staff member, contractor or volunteer who works with minors (anyone under the age of 18) at Presbyterian Youth Triennium (“Caregiver”) is expected to read and sign the Code of Conduct.

Expected Behaviors

Caregivers are expected to do the following:

- a. To treat all minors as gifts from God and understand that the Church has a divine mandate to provide for their safety and nurture.
- b. Take all necessary steps to prevent minors under the Caregiver’s care from being improperly and/or illegally abused or neglected, as described in this Code of Conduct and in the Presbyterian Church (U.S.A.) Child/Youth/Vulnerable Adult Protection Policy and Procedures.
- c. Comply with this Code of Conduct.
- d. Report any inappropriate activity witnessed by or reported to the Caregiver, immediately, to the Caregiver’s supervisor, those working the front desk at the childcare facility or to anyone in authority who is responsible for organizing and running Presbyterian Youth Triennium.
- e. Report to law enforcement and/or other appropriate state authorities any form of child abuse or neglect that the Caregiver witnesses or has firsthand knowledge about.

Purdue University Police Department:(765) 494-8221

Indiana Child Abuse and Hotline: (800) 800-5556

- f. Cooperate with law enforcement and other appropriate state officials who investigate potential child abuse or neglect and cooperate with the Safe Child Response Team and others associated with Presbyterian Youth Triennium or with appropriate ecclesiastical entities who investigate inappropriate or illegal child abuse or neglect.

Prohibited Behaviors

Caregivers are prohibited from engaging in the following behaviors with minors for whom they provide care or who attend or participate in Presbyterian Youth Triennium. No Caregiver shall:

- a. Display sexual affection toward a minor.
- b. Use profanity or off-color jokes around minors.

- c. Discuss sexual encounters with or around minors or discuss such encounters in any way while working with minors on personal problems or issues.
- d. Date or become “romantically” involved with a minor.
- e. Use or be under the influence of alcohol or illegal drugs in the presence of minors.
- f. Use or be under the influence of legal and prescription drugs in the presence of minors when the effect of such drugs impairs the Caregiver's ability to safely and rationally care for minors.
- g. Possess sexually oriented materials—including printed or online pornography—on the property where Presbyterian Youth Triennium is being held and in any area or location where minors are present.
- h. Have secrets with minors.
- i. Stare at or comment on minors' bodies.
- j. Photograph minors.
- k. Engage in inappropriate or unapproved electronic communication with minors.
- l. Work one-on-one with a minor or minors in a private setting. This includes rooms separate and apart from the main areas where care is being provided even if there is a glass window in the door of the room.
- m. Abuse minors in anyway, including (but not limited to) the following:
  - Physical abuse: hitting, spanking, shaking, slapping, unnecessarily restraining.
  - Verbal abuse: degrading, threatening or cursing.
  - Sexual abuse: inappropriate touching, exposing oneself, displaying pornography in any fashion including on a cell phone or other device or engaging in sexually oriented conversations.
  - Mental abuse: shaming, humiliating, acting cruelly.
  - Neglect: withholding or denying food, water, shelter or other basic needs.
  - Permit minors to engage in the following: hazing, bullying, derogatory name-calling, ridicule, humiliation, or sexual activity.
- n. Touch the genitals or breasts or other private areas of minors either over their clothing or by reaching inside their clothing.

o. Secretly or privately communicate with minors for whom they are providing care by using email, instant messaging, social media or other electronic communications, as further explained below in the section: Prohibited Behaviors Related to Social Media and Electronic Communications. This includes using personal email, social media or other electronic communications to communicate with minors for whom the Caregiver provides care.

p. Be in a bathroom with a minor who does not need assistance or be alone in a bathroom with a minor who does need assistance.

#### Additional Prohibited Behaviors for Presbyterian Youth Triennium

Adults should never share sleeping quarters with minors. The exception to this rule is for the occasional legal caregiver/minor situation or parent/minor child of parent situation. If a minor requires a caregiver or parent to be present in sleeping quarters, written permission must be given from the minor's parent/legal guardian and the permission must be maintained on-site at all times at Presbyterian Youth Triennium.

b. Caregivers should never get under blankets or other covers with minors or in situations in which they are snuggling or cuddling with minors in situations where the Caregiver's hands cannot be seen.

c. Minors and adults must maintain different showering and grooming hours at events in which bathrooms and shower rooms are shared in housing. These hours must be posted on site.

d. At events where minors have their own hotel or other rooms where bathrooms are not shared with Caregivers, Caregivers may not enter the rooms of minors unless:

i. It is an emergency (ex. Health issue, fire, etc.);

ii. Another adult is present, the two-adult rule, when the Caregiver enters the room.

e. At events where minors have their own hotel or other rooms where bathrooms are not shared with Caregivers, Caregivers may not invite minors into the Caregiver's room unless:

i. It is an emergency (ex. Health issue, fire, etc.);

ii. Another adult is present, the two-adult rule, when the minor enters the room.

#### Prohibited Behaviors Related to Social Media and Electronic Communications

*General Social Media Policy*—No minister, employee, contractor, or volunteer of the General Assembly and its entities shall create or use a media site (Web, Facebook, YouTube, or similar) in the name of or purporting to represent the Presbyterian Church (U.S.A.) without the explicit written permission of the sponsoring council, General Assembly entity, or Presbyterian Youth Triennium leadership. When clergy or staff, acting in their capacity as a representative of the General Assembly or its

entities, lead or coordinate a group activity using social media, each may use only official General Assembly entity sites/channels when they have been made available by the entity of the General Assembly. These may include Web pages, Facebook, e-mail, and similar means.

### Social Media Communications

Caregivers who create public social media platforms and pages on behalf of General Assembly entity programs are responsible to monitor communications on them to assure that any Caregivers do not have private (and possibly inappropriate) conversations with minors.

Caregivers having Facebook privileges on behalf of the General Assembly entity shall treat unsolicited communication or “friending” from minors as an unauthorized text message. No reply may be given by a Caregiver except to indicate by a posting that accepting a “friend” invitation by minors is a violation of the code of conduct.

If a minor reveals abuse, neglect or inappropriate interactions with any adult, including a Caregiver, the person (including Caregivers) who receive this information must report this information as suspected abuse or neglect and notify the appropriate state and/or law enforcement authorities as well as the appropriate officials at Presbyterian Youth Triennium where the Caregiver is providing care.

Caregivers who are responsible for social media shall apply this Social Networking Code of Conduct:

- Prohibit comments that are, or could be construed by any observer, to be harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- Prohibit sexually oriented conversations or discussions about sexual activities.
- Prohibit private messages between employees and volunteers and children or youth.
- Prohibit posting inappropriate pictures (for example, sexually suggestive, exploitive, or voyeuristic) or inappropriate comments on pictures.
- Provide children, youth, and their parents with this Social Networking Code of Conduct.
- Encourage parents to play a role in monitoring their children’s and youth interactions with employees and volunteers.
- Continuously remind children and youth how to interact appropriately through social networking sites.
- Deny participation by individuals who repeatedly violate the code of conduct

I have read this Code of Conduct, understand it, and agree to follow it. I understand if I have any questions I am to present them to the person at Presbyterian Youth Triennium who is supervising caregiving of minors.

Prohibited Behaviors Related to Transportation

Caregivers are not scheduled to transport minors during Presbyterian Youth Triennium. However, these rules are included for the information of the Caregivers.

- a. Caregivers who are permitted to drive minors for Presbyterian Youth Triennium must be 25 years of older and must have insurance or be approved to drive by the Presbyterian Mission Agency's insurer.
- b. Caregivers must not drive while under the influence of alcohol or illegal drugs or while under the influence of legal prescription drugs if those drugs impair the Caregiver's abilities to safely operate a motor vehicle.
- c. Caregivers must have an active license at the time of acting as a Caregiver for minors at Big Tent and will not operate a motor vehicle while their license is suspended. Further, Caregivers cannot operate a motor vehicle if their insurance has been suspended.
- d. Caregivers will not start to operate a motor vehicle with minors unless and until all minors in the vehicle have on a seatbelt or if too young for a seat belt are placed in a car seat or other device which is safely belted into the vehicle.
- e. Caregivers will not operate a motor vehicle unless another adult or Caregiver is in the vehicle.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (handwritten legibly)

\_\_\_\_\_  
Date