FORM

# Chaperon Code of Conduct

 Related Policy: Youth Activities, Programs and Camps

## CHAPERON’S CODE OF CONDUCT:

## All Chaperons shall abide by the below acts or omissions.

1. Show respect for personal boundaries of all individuals involved in Program;
2. Comply with Chaperon ratios (2: 24) and do not abandon, leave or engage in alternate activities that would disrupt Chaperon ratio requirements;
3. Ensure that two adults are present with minors whenever possible (and that one student and one chaperon are never alone);
4. Attend all minor activities so as to maintain minimum minor ratios;
5. Attend all trainings for emergency procedure, mandatory reporting, and Chaperon duties;
6. Don’t shower with, massage, kiss or undress in front of a minor participant(s);
7. Don’t consume or encourage consumption of alcohol/ drugs/smoking by another minor participant;
8. Don’t accept or give gifts over nominal value ($50.00) unless minor has familial relationship with Chaperon;
9. Don’t cover windows to restrict visibility into classrooms or similar spaces when in room with minor participants;
10. Don’t lock doors from inside except in emergency situations (“lock down status”) or close doors when minor is in room alone with Chaperon. Chaperon has an affirmative duty to check and make sure doors are not automatically locked if closing of doors is necessary to conduct activity. Program Director and Safety Officers must be aware of and agree to closed door so that “check ins” can be randomly conducted;
11. Don’t take photos or encourage/direct others to take photos of minor participants on personal cell phones or cameras. This prohibition extends to publication of minor photos or images on personal sites;
12. Don’t date minor participants;
13. Don’t engage in or encourage violation of any use of facility space for unintended purpose or use;
14. Don’t show risqué materials to or make risqué jokes around minor participants;
15. Comply with a “no smoking” zone within 50 feet of any Program activities;
16. Participate in and comply with any Chaperon requirements as issued by Public Safety, the Program Director or Program Sponsor during any emergency evacuation procedures or drills;
17. Cease and desist in any activities when requested by the Program Director or Program Sponsor;
18. Don’t engage in horseplay, bullying or pranks;
19. Don’t engage in any activity that may or will reasonably lead to bodily or psychological harm to any other Program Participant; and
20. Chaperons shall report others observed to violate this Code of Conduct to the Program Director and/or Sponsor. In the event the activity constitutes a Mandatory Reporting incident, the Chaperon shall also orally report to Police Services immediately and in writing within 36 hours of the event.

**ACKNOWLEDGEMENT STATEMENT**

As a Chaperon, I have been notified that any violation of this Code of Conduct or of any other university policy(ies) will be dealt with in accordance with applicable university policies and procedures, which may include disciplinary action, immediate suspension of my permission to participate in the Program and/or any legal action as may be required by local, state or federal law. Legal prohibitions regarding physical presence on campus/trespassing may also be pursued in the event that I am requested to suspend all activities pending further investigation.

I am 18 years or older. I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms. I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

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Chaperon Signature

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Chaperon Name (print)

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Date

Please contact Stephanie Williams at 562 985-2396 or Stephanie.Williams@csulb.edu if you have any questions.