

APPENDIX A

Northwestern University Guidelines Regarding Boundaries with Minors

Keeping children safe begins with clear expectations and guidelines for the behavior of adults responsible for their supervision. These guidelines are intended to set forth Northwestern University's expectations for maintaining appropriate boundaries between any Northwestern community member (faculty, staff, student, volunteer, third-party contractor) and any minor (any person under the age of 18) on campus or participating in any Northwestern program.

If you are ever unsure about what is appropriate, seek advice from a supervisor or staff member. In addition, if you observe or hear of any interactions with minors that are inconsistent with these expectations or that otherwise concern you, speak to a supervisor or staff member. If you suspect that a minor may be abused or neglected, immediately follow all steps set forth in Northwestern University's "Reporting Suspected Child Abuse and Neglect" policy (http://policies.northwestern.edu/docs/Reporting_Child_Abuse_and_Neglect.pdf).

The following guidelines, while not all-inclusive, set forth the general expectations of Northwestern community members:

- Do not strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any minor.
- Touching a minor on the hand, shoulder or upper back; touching for pedagogical purposes in music instruction; or hugging a minor goodbye on the final day of a program are okay with the minor's approval. Never touch a minor in a place that is normally covered by a bathing suit, unless for a clear medical necessity or as required by swim or Red Cross aquatic instructors, and then only with supervision by another adult.
- Supervision of very young children may require some form of physical contact, such as holding hands during transitions (e.g., walking to and from a playground). Young students may also benefit from a comforting gesture, such as an arm around the shoulder, if they are distressed. Supervisory personnel need to be supportive and caring, but mindful of the educator-student relationship.
- Never touch a minor against his or her will, except in the case of clear and present danger to the minor. Remember that a minor may express discomfort verbally or nonverbally. When in doubt, do not touch a minor.
- Never engage in highly physical contact with minors, such as picking them up, giving them back rubs, tickling, slow-dancing, or roughhousing, including pillow fights. If you are engaged in high-impact games with minors (e.g., capture the flag or tag), the same expectation of limited contact applies.
- Sexual contact with minors is strictly forbidden.

- Never engage in a relationship with minors that could be characterized as romantic, and take care to avoid even the appearance of doing so (don't flirt). You should never be viewed as having a "special" relationship with any minor. Do not give gifts to minors.
- Do not engage in pranks on or with minors.
- In residential programs, non-residential staff members are not to enter minors' living quarters. If, on occasion, they need to do so as part of official programmatic efforts, they must follow all program guidelines. Instructional and administrative staff living quarters are off limits to minors at all times.
- In residential programs, no adult may be alone with a minor in the adult's or the minor's room. Never sleep in a minor's room or allow a minor to sleep in your room, either on the bed or on the floor. An adult should not enter a minor's bathroom facility or similar area without another adult in attendance. Visitors, including family members, are not to enter minors' living quarters except as part of move-in and move-out days or if accompanied by appropriate supervisory personnel.
- Except in specific, appropriate circumstances (i.e., in a public locker room with other adults present) being nude in the presence of minors is prohibited. Supervisory personnel should never be nude or dressed immodestly in the presence of minors .
- Programs shall ensure appropriate supervision for minors who are dressing, undressing, or nude. No adult shall be alone with a minor who is dressing, undressing, or nude.
- Individuals working with minors should not share nor have in their possession sexually explicit materials, including but not limited to magazines, videos, website material, computer files, clothing, etc.
- Individuals working with minors should avoid taking pictures of minors unless it is a group photo, other adults are present, or the photo depicts program activities. Individuals working with minors may not electronically post pictures of minors on the internet nor make them accessible to others, except to program administrators. Programs must follow the guidelines from University Relations regarding the use of photographs of minors for program advertisements or marketing, which require prior written parental consent.
- When possible, avoid situations where you are alone with minors (this may be unavoidable for private, one-on-one music lessons). If you need to speak to a minor privately, find a location where you can be seen by others or have another adult present. Make sure there is a window in the door or leave the door ajar. On occasion, you may be asked to escort a minor between campus locations. Use well-traveled routes and return as quickly as possible to group settings.
- Do not provide alcohol or illegal drugs to any minor. Adults shall not provide prescription drugs or any medication to any minor unless specifically authorized in writing by the parents or legal guardian as being required for the minor's care or the minor's emergency treatment.

- You may take minors off campus only as part of official program activities or business (such as field trips, medical appointments, airport shuttles, and religious services), and you must have the approval of program administrators to do so. Minors are never to be transported in personal vehicles.
- Supervisory personnel must not initiate nor engage in inappropriate personal correspondence and/or communication inconsistent with the educator-student relationship. Do not discuss your personal, sexual, or romantic life with minors (e.g., dating, parties, alcohol use, etc.). It is not the minor's place to be your confidante, and even the most innocent bit of information you give about yourself may be misconstrued or be turned into an unpleasant rumor. Do not tell minors inappropriate jokes or otherwise share with them material of a sexual or profane nature. Do not ask minors questions of a sexual nature or tease minors (e.g., joking about physical appearance, romantic relationships, academic interests, etc.).
- While program related email or text communication with minors after a session may be acceptable (e.g., letter of recommendation, question about a grade), supervisory personnel should not interact with minors socially or on social networking sites; do not initiate or accept friend requests from minors. Allowing minors access to your online profiles risks exposing them to content (photos, blogs, other profiles) that is inappropriate for the educator-student relationship. Do not encourage any continued communications if you receive something inconsistent with the educator-student relationship from a minor.