



**UNIVERSITY-SPONSORED YOUTH PROGRAMS  
GUIDELINES FOR PROGRAM DIRECTORS AND PERSONNEL  
INTERACTIONS WITH PROGRAM PARTICIPANTS**

Program Directors and Personnel must follow these guidelines when interacting with Participants, in addition to any other guidelines established for your Youth Program:

- You are responsible for reviewing, understanding, and implementing the University's *Youth Protection Guidelines*.
- Be aware of your words, behavior, actions, and surroundings while in the presence of Participants. Make reasonable efforts to keep participants safe and secure, including by stopping the unsafe or inappropriate behavior of Participants.
- Maintain staffing ratios and other supervisory practices established for the Youth Program. Do not spend time alone, either on or off University Facilities, with a Participant, except in programs involving private instruction (see the Guidelines).
- Maintain an inclusive environment for Participants, including respecting their preferred name and identity (nicknames, pronouns, etc.).
- Do not meet or communicate with Participants outside of established times for the Youth Program. Any exceptions require parental/guardian authorization and must include more than one Program Personnel.
- Do not engage in any abusive conduct of any kind toward, or in the presence of, a Participant, including but not limited to verbal abuse, hitting, punching, poking, or restraining, except as required to protect a Participant or others from harm. All incidents involving such conduct must be documented and disclosed promptly to the Program Director and the Participant's parent/guardian.
- Do not engage in any sexual actions, make sexual comments, tell sexual jokes, or share or view sexually explicit material with or within the vicinity of Participants.
- Do not touch Participants in a manner that a reasonable person could interpret as inappropriate.
- Do not shower, bathe or undress with or in the presence of a Participant.
- Do not use, possess, or be under the influence of alcohol or illegal drugs while on duty or when otherwise responsible for a Participant's safety or well-being.



- Do not engage or converse with Participants through email, text messages, social networking, websites, or other forms of social media at any time except and unless approved by the Program Director, and only for Program-related purposes and including at least one other Youth Personnel.
- Do not share personal identifying information of Participants, their family members, or other Program Personnel without permission and only for appropriate purposes (examples: contact information, financial information, gender identity).
- Do not tell Participants “this is just between the two of us” or use similar language that could be interpreted to encourage them to keep secrets from their parents/guardians.

In addition, keep in mind these reporting requirements and resources:

- In the event of imminent danger or when immediate physical support is needed, always contact the University of Akron Police Department (UAPD) (330-972-2911)
- If you know or reasonably suspect that a Participant has suffered or may suffer child abuse, neglect, or endangerment, you must report the situation to:
  - UAPD (330-972-2911)
  - City of Akron Police Department (330-375-2181); or
  - [Summit County Children Services](#)
- You may be considered a “mandatory reporters” for purposes of the University’s [Gender-Based Misconduct and Title IX Policy and Protocol](#). You must follow the requirements and processes for [reporting](#) any gender-based misconduct that you become aware, observe, or believe has occurred the Program.
- To report any other type of concern or get support, you can contact:
  - UAPD (330-972-2911)
  - UA Human Resources (330-972-7300)
  - The UA [Compliance and Risk Management Office](#)
  - The University’s reporting helpline (1-844-734-3645 or [online](#))