

## **Check List for Working with or Around Minor Children (<18 years of age)**

The following are tips to consider when working with minors for any and all events that includes minors.

- Avoid one-on-one-- alone situations
- Activities with children should be conducted in as public an environment as possible in order that all behavior can be readily observed
- Leave doors open to rooms; If doors have windows, do not cover them up
- Provide structured activities
- Adhere to a ratio of number of adult chaperones to minor children (see [American Camp Association](#) ratio guidelines)
- If transporting of minors must take place, a signed permission release must be signed by the parent/guardian and at least 2 adults need to be present
- No touching, if possible, including inappropriate touching between children
- Keep an emergency phone list readily available for all minors under your supervision
- Do not engage in any physical activity if the child has asked you to stop
- Do not use any form of physical or emotional punishment to discipline a child or to tease a child
- Respect the child's need for privacy, especially in restrooms or changing rooms
- Don't swear around children or make sexually suggestive comments, even in fun
- Do not appear to favor one child over the others
- Don't give special gifts or trinkets to just one child
- Do not offer to take the child home or on any special outings
- Don't say things like "this is just between us..."
- Follow the rule of 3: it is preferable to take another adult with you if you must accompany a child to the restroom, shower, changing area, etc.
- Children should use the "buddy system" or otherwise be encouraged to stay together when going to the bathroom, on field trips, or when leaving a classroom or activity area
- Be professional and maintain the highest standard of personal behavior at all times; do not smoke or drink alcohol when working with minors
- No weapons of any kind are allowed on campus (Contact Drake Public Safety if a weapon is found)
- Report any suspicious or criminal activity as required by the law and by Drake's mandatory reporting guidelines

***If there is an incident, injury or accident; Contact Drake Public Safety at 515-271-2222.***