Tufts University Athletics Department Camp & Clinic Programs

Staff and Volunteer Code of Conduct

The Tufts University Athletics Department cares about the safety and welfare of all student-athletes, coaches, officials, and volunteers. This Code of Conduct has been designed to help ensure the safety and well-being of all members in our organization, particularly the children and youth who participate in our sports camp and clinic programs. The Code is aligned with the Tufts University Policy to Protect Children and Prevent Abuse, and is aimed at eliminating any opportunities for abuse within our sports programs. It is the responsibility of all participants to ensure that these policies are followed.

It must be understood that we are not trained to investigate situations of abuse, and should never attempt to do so, but we must take responsibility for promptly reporting any concerns to the Tufts University Police (Page 7).

All Tufts University staff including camp and clinic staff, and volunteers, who are working directly with children under the age of eighteen, are required to participate in, and adhere to this Code which includes:

- Background checks on all Athletics Department staff members to evaluate their suitability to perform in a responsible leadership capacity around children and youth.
- Completion of an online training module in child abuse recognition, prevention and reporting.
- Reading the Staff and Volunteer Code of Conduct and the Tufts University Policy to Protect Children and Prevent Abuse.
- Signing the Code of Conduct Acknowledgement Form (Page 6).

Non-Tufts organizations, contractors, and non-profit organizations running athletics camps and clinics on Tufts University property that involve children, or renting Tufts University athletic fields or facilities for such activities, are also subject to this Code of Conduct. All such organizations bringing minor children onto Tufts University property will provide evidence
beforehand that the adults accompanying the minors have undergone the appropriate background and criminal record checks, and have received training in child safety and abuse prevention.

The following Code of Conduct applies to all Athletics Department staff, camp and clinic staff, and volunteers working with children:

- A child is defined as anyone under the age of 18.
- An adult is defined as a person aged 18 years or older.
- All staff members must have a background check1 processed prior to any contact with children.
- All staff members, coaches, officials and volunteers will receive a copy of this Code of Conduct and must sign the Acknowledgement Form.
- Failure to abide by this Code of Conduct may result in the termination of the staff member, or dismissal of individuals in volunteer service.
- To the extent possible, at least two staff members (or a staff member who has completed his/her background check and a volunteer) should be present with the children at any given time. Care should be taken to avoid or minimize situations in which a child is alone with a single staff member or volunteer. This rule includes all transportation to/from activities; accompanying a child to the bathroom, changing facilities, or showers; or waiting with a child to be picked up. Do not give a child who is not your own a ride home alone.
- Staff members and volunteers are to speak to the children in a respectful manner and are prohibited from speaking in a way that is demeaning or abusive. All are to refrain from using inappropriate language/humor in the presence of children. This includes but is not limited to swearing, racial, sexist or ethnic comments or jokes, or comments regarding physical appearance.
- Staff members and volunteers are prohibited from engaging in any sexually-oriented conversations with the children.
- Staff members and volunteers should not accept or give gifts to children without the knowledge of their parents or guardians.
- Staff members and volunteers are prohibited from private communications with children via text messaging, email, Facebook, Twitter or similar forms of electronic/social media except for Tufts University business.
- Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or illegal substance while working with the children. No staff members or volunteers are permitted to consume alcohol or illegal substances while on duty.
member shall provide alcohol or illegal drugs to a child, nor shall any staff member or volunteer provide a child with a legal substance for use to obtain intoxicating effects.

- Staff members and volunteers are prohibited from possessing sexually-oriented materials (magazines, cards, videos, books, clothing, music) or accessing similar materials on the internet in the presence of the children.
- Touching should be age and contextually appropriate. Touch should be based on the needs of the instruction being given and not on the needs of the staff member. If a child initiates physical contact, an appropriate, limited response is proper.
- Physical contact with children can be misconstrued by both children and other adults, and should occur only under appropriate public circumstances. Touch should be appropriate, public, and non-sexual (high fives, shaking hands, pats on the back or shoulder, etc.). Maintain proper boundaries at all times.
- Staff members and volunteers are prohibited from physically disciplining a child.
- Types of physical contact to be avoided includes (but is not limited to): tickling, rough-housing, wrestling, piggyback rides, any type of massage, and any form of unwanted affection and remarks that refer to physique and/or body development.

### Behavior and Discipline

The prevention of inappropriate behavior relies more on understanding the reasons that children “act out” than on a hard and fast set of rules. Inappropriate behavior is often the result of insecurity or uncertainty and when these causes are addressed, can be prevented. What follows are some general strategies for managing inappropriate behavior.

- Be clear. Rules exist for a reason. Most of our rules for behavior serve to ensure a safe and positive environment for all of our staff and children. Making sure these reasons are understood provides incentive for behaving appropriately.
- Be consistent. When rules are applied consistently and fairly, it is easier to see their importance and the logic behind them.
- Help the child to see the effects of his or her behavior.
- Involve the child. Curbing inappropriate behavior without addressing the cause serves no one. The goal is to avoid disruptive behavior, not to prevent self-expression. If a child feels insecure or frustrated by an activity, work together to find a solution. Distinguishing the child from the behavior allows you to focus on the solution rather than the problem.
- Focus on positive behavior. Excessive attention to negative behavior can sometimes serve to reinforce it. When positive behavior is supported and reinforced, the focus remains on the common goals of the whole group.
- Don’t allow the situation to escalate. Respecting the sense of control the child has in the situation prevents it from deteriorating into a power play. Talk to the child and address the issue in a straightforward way. Make his or her choices and the consequences of these
• Keep your own emotions out of the situation. If you are reaching your breaking point, enlist the help of other staff members.
• Our responsibility on the field of play does not begin and end with the boundaries of the field, court, track, or pool. What is disruptive on the field may also be inappropriate at lunch, in the classroom or waiting areas, during group transportation, or anywhere else. We should be consistent in applying rules at all times.

Abuse and Neglect

Because of our efforts to establish a positive and supportive community, the children and their families who participate in athletic programs and activities regard Tufts as a very safe place. In our contact with these families, we occasionally see evidence of, or receive disclosures of, abuse and neglect. By law, we are required to report any reasonable suspicion of child abuse and neglect. We cannot attempt to evaluate the seriousness of any such evidence. The Policies of Tufts University require anyone who suspects, observes, or receives a report of child abuse or neglect to make an immediate report to Tufts University Police. Tufts Police will then either contact, or assist the reporter in making contact with, the Massachusetts Department of Children and Families (DCF) to file the required 51A Report in accordance with procedures described in Massachusetts General Laws, Chapter 119, §51A. Tufts Police will notify the reporter when the 51A Report is filed.

Child abuse is the deliberate emotional, physical or sexual injury of a child by an adult or older child. Neglect is harm caused by withholding life's necessities: food, clothing, shelter, medical care, and education. More detailed definitions may be found under the Massachusetts Department of Children and Families Regulations (110 CMR, section 2.00).

Signs of Abuse

A child’s behavior can change abruptly for a variety of reasons. These may include stress from family disruption, illness, the death of a pet, a move to a new neighborhood, or child abuse. The appearance of most of these symptoms, on any particular day, may not necessarily indicate that the child is being abused or neglected, but should be watched. Symptoms that persist over time should be reported. Some of the possible specific signs for each kind of abuse are listed below:

• Physical Abuse: Suspicious injuries that are different from those normally associated with childhood "wear and tear" such as burns, bruises, lacerations, bite marks, and fractures.
• Emotional Abuse: Emotional abuse of others, self-destructive behavior, appears to be a danger to others, continuous unwillingness or inability to form trusting relationships,
chronic rebellion against authority, constant socially disruptive behavior, and habits like
thumb sucking or rocking.
- Sexual Abuse: Difficulty in walking; torn, stained, or bloody clothing; pain or itching in
  the genital area; sexual provocativeness; an age-inappropriate understanding of sex;
  reluctance to be left alone with a particular person; persistent and inappropriate sex play
  with peers; fear of touch; and abuse of animals.
- Neglect: Child consistently shows up inappropriately or poorly dressed, shows obvious
  need of medical care, lacks personal hygiene, repeatedly borrows money for basic
  necessities, and is consistently overly hungry. If asked, the child will likely make excuses
  for his or her parent(s).

Your Responsibility
All Tufts University staff including camp and clinic staff, and volunteers shall immediately
report any suspected, observed, or disclosed child abuse or neglect to Tufts University Police
(Page 7). Tufts Police will immediately report (or assist you in reporting) suspected abuse or
neglect to DCF.

Do:
- Keep a report of the incident to assist in reporting the details to Tufts Police and DCF
  (see reporting chart on Page 7).
- Show support and concern for any child who might be affected.
- Be careful about jumping to conclusions. Act with all due diligence.
- Speak confidentially with other adult leaders who have contact with the child.
- Handle the matter as discreetly, but as quickly as possible.
  - If necessary, remove the child from danger and obtain medical treatment as needed.
  - Keep the situation as confidential as possible.
  - Be supportive.

Do not:
- Solicit information or attempt to investigate the situation in any way.
- Make any promises to the child, especially of secrecy.
- Show disgust or anger. The alleged abuser may be someone the child loves.
- Counsel or advise the child.
- Confront a parent or family member.

After notification, DCF will determine whether an investigation is warranted. A case file will be
created. If DCF begins an investigation, they will interview the Tufts staff or volunteer making
the report in addition to sending a caseworker to the child’s home. Tufts Police will eventually
receive information regarding the resolution of the case.
Statement of Acknowledgement

I promise to strictly follow the rules and guidelines in this Code of Conduct as a condition of my providing services to the children and youth participating in Tufts University Athletics programs.

I will:
Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.

Never be alone with children and/or youth at University activities without another adult being notified.

Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.

Maintain appropriate physical boundaries at all times and touch children – when necessary – only in ways that are appropriate, public, and non-sexual.

Comply with the mandatory reporting regulations of the Commonwealth of Massachusetts and with the Tufts University Policies and Procedures to report suspected child abuse. I understand that failure to report suspected child abuse to civil authorities is against the law.

Cooperate fully in any investigation of abuse of children and/or youth.

I will not:
Touch or speak to a child and/or youth in a sexual or other inappropriate manner

Inflict any physical or emotional abuse such as striking, spanking, shaking, slapping, humiliating, ridiculing, threatening, or degrading children and/or youth.

Smoke or use tobacco products, or possess, or be under the influence of alcohol or illegal drugs at any time while working with children and/or youth.

Give a child who is not my own a ride home alone.

Accept or give gifts to children or youth without the knowledge of their parents or guardians.

Engage in private communications with children via text messaging, email, Facebook, Twitter or similar forms of electronic or social media except for activities strictly involving Tufts University business.

Use profanity in the presence of children and/or youth at any time.

I understand that as a person working with and/or providing services to children and youth under the auspices of Tufts University Athletics, I am subject to a criminal history background check. My signature confirms that I have read this Code of Conduct and that as a person working with children and youth I agree to follow these standards. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in disciplinary action up to and including removal from the university.

Name (print): ___________________________ Signature/Date: ___________________________
REPORTING CHILD ABUSE AND NEGLECT TO TUFTS POLICE

Massachusetts law: A report must be filed when a mandated reporter has knowledge or reasonable cause to believe that a person under the age of 18 is suffering abuse or neglect.

Tufts University Policy: Requires all faculty, staff, students, and volunteers to contact the designated authority (Tufts Police) when they have knowledge or reasonable cause to believe that a person under the age of 18 is being, or has been, abused or neglected.

Any person may contact or ask to meet with Tufts Police concerning suspected child abuse by anyone - including faculty, staff, students, or volunteers.

Reports concerning suspected, observed, or disclosed child abuse must be made to Tufts Police.

Contact Tufts Police by dialing x66911 from any campus phone or dial direct:

Medford campus – (617) 627-6911
Boston campus – (617) 636-6911
Grafton campus – (508) 839-5303

A person who was abused as a child but is now an adult also has the right to file a report with the local District Attorney (DA):

Middlesex County DA
(781) 897-8300

Worcester County DA
(508) 755-8601

Suffolk County DA
(617) 619-4000

Persons making a report about child abuse to Tufts Police should be prepared to provide the following information (if known):

- the name/address of the child, his parents, or other person responsible for his care;
- the child’s age and sex;
- the nature and extent of the child’s injuries, abuse, maltreatment, or neglect, including any evidence of prior injuries, abuse, maltreatment, or neglect;
- the circumstances under which the reporter first became aware of the above;
- whatever action, if any, was taken to treat, shelter, or otherwise assist the child; and
- the name of the person or persons making such report.

Tufts University will cooperate with civil authorities concerning investigations of a complaint of child abuse and support all investigations with respect for civil law and the rights of individuals.

NOTE: Non-mandated reporters can also report suspected abuse online at the Tufts University/EthicsPoint Anonymous Reporting Hotline link: https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7182, or by calling 1-866-384-4277.