



## STANDARDS FOR INTERACTING WITH YOUTH

These Standards are provided to support the implementation of the CBC Youth Programs Policy. The Standards apply to all CBC employees, students, and volunteers who may have unsupervised access to Youth in Youth Programs or activities, such as those who supervise, chaperone, or have caregiving responsibilities for Youth. These Standards also apply to all non-CBC organizations using CBC facilities for Youth Programs.

- **A Youth** is any person under the age of 18 years participating in a Youth Program, and not an enrolled CBC student engaged in a CBC curricular or co-curricular activity that is a part or benefit of their CBC enrollment.
- **Parent** refers to parents and legal guardians.

### Included Activities

- All programs, events, and/or activities operated or sponsored by CBC in which Youth are the primary participants or audience. Activities may take place on campus, off campus, or virtually/online.
- Third party-led programs, events and/or activities using CBC facilities in which Youth are the primary participants or audience.

#### Examples:

- Athletic recruiting
- Campus, Planetarium, Observatory, and other educational tour programs
- Childcare and pre-school
- College access support programs
- Educational enrichment
- Educational outreach (K-12)
- Pre-college outreach and recruiting
- Research involving youth as a primary subject
- Sports camps and clinics
- Summer camps
- Tutoring programs

### Excluded activities (not specifically designed for, or directed, at youth):

- Public events, (e.g., graduation, sporting events, or other campus activities)
- Academic courses and related activities for enrolled CBC students
- Health-related services provided to youth in a CBC clinical setting (e.g., Dental Hygiene Clinic).
- Employers of persons under 18 in a CBC work environment
- Third party-led research (e.g., research conducted by a non-CBC Principal Investigator).

### Compliance with Policies and Law

In addition to these Standards, Youth Programs are required to comply with all applicable CBC policies, rules and regulations, and state and federal laws and their implementing regulations, including, but not limited to, the following: Youth Programs Policy, Non-Discrimination & Harassment Policy and Procedure, Children in the Workplace Policy and Mandatory Reporting of Child Abuse Policy, Washington State Law Against Discrimination, Chapter 49.60 RCW, Abuse of Children, Chapter 26.44 RCW, Washington Criminal Code, Title 9A RCW, Washington State Patrol Background Checks, RCW 43.43.830-845, Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, Americans with Disabilities Act and ADA Amendment Act, Violence Against Women Reauthorization Act, Prosecutorial Remedies and Other Tools to end the Exploitation of Children Today

(PROTECT Act), 117 Stat. 650 (Public Law 108–21), and Children Online Privacy Protection Act (COPPA), 16 CFR Part 312. Any action which violates applicable law is a violation of these Standards and CBC policy.

**Requirements for Youth Program Personnel include:**

- Criminal Background Check
- Training on appropriate interactions with Youth, legal and reporting responsibilities.
- Conduct that meets or exceeds these Standards and complies with applicable law.

**Minimum Standards for Interacting with Youth**

**General Conduct and Communication: in-person, online, verbal, or physical**

- Observe the “Rule of Three”, also known as the “Two-Deep Rule” by having at least one other adult present during all interactions with Youth.
  - Do not meet with Youth alone or where you cannot be observed by Youth Program Personnel or other adults.
  - Do not engage in purposeful communication or contact with Youth outside of sanctioned Youth Program activities, including in-person or virtual meetings, phone or other electronic communication such as social networking, texting, or other one-on-one electronic communication.
- Limit physical contact to purposes that are consistent with the Youth Program’s mission and/or for a clear educational, developmental, or health-related purpose, in the presence of other Youth Program Personnel, and with the consent of the Youth.
- Use only established forms of redress for misbehavior such as warnings, and/or contacting the parent to pick up Youth.
  - Do not discipline youth by use of physical punishment, or by failing to provide care.
  - Do not act in a manner that could be perceived as physical or verbal abuse.
- Provide appropriate levels of care and supervision for Youth depending on their age, disability, or the particular activity.
- CBC Youth Personnel must use only CBC program-sponsored email, phone and social media accounts for communication with Youth when there is an essential educational or programmatic reason to do so.
- Immediately disclose any pre-existing relationships with Youth in the Youth Program or activity to the program or activity lead. Adhere to these Standards while affiliated with the Youth Program or activity, despite any pre-existing personal relationships.

**Equitable Treatment**

- Treat all Youth equitably, (e.g., fairly and consistently), regardless of their, sex, gender, sexual orientation, race, color, religion, culture, place of birth, age, class, ability, health, citizenship, language, or other identities.
  - Do not discriminate against a Youth based on their sex, gender, sexual orientation, race, color, religion, culture, place of birth, age, class, ability, health, citizenship, language, or other identities.
  - Do not give personal gifts to Youth and/or their parents, (e.g., any item intended to give Youth and/or parent special attention that is not given to others).

**Sexual Misconduct**

- Understand and respect physical and personal boundaries.
  - Do not engage in contact of any kind, including any verbal or physical contact that can be perceived as sexual in nature.
  - Do not date or become romantically involved with Youth.
  - Do not discuss your own or a Youth’s sex life or sexual activities.
  - Do not share sexually explicit material with Youth.

**Safety**

- The safety of Youth must be your primary concern above all others. Stop any activity that appears to be suspicious or unsafe.
  - Discontinue a person’s participation in activities if inappropriate behavior is observed or alleged.
- Do not possess, sell, use, or be under the influence of alcohol, marijuana, tobacco or illegal drugs while performing Youth Program duties.
- Do not bring a weapon into the Youth Program.
- Do not transport children in CBC Youth Programs in a personal vehicle.

**Addressing Violations of the Standards**

If the safety of a Youth participant is of immediate concern, call law enforcement for immediate intervention and contact your supervisor immediately after contacting the police. Campus Security is automatically notified when 911 is dialed from a campus telephone. If a non-campus telephone is used to contact law enforcement, please also contact Campus Security at (509) 542-4819 (Pasco Campus) or (509) 539-8167 (Richland Campus). See also the CBC Mandatory Reporting of Child Abuse Policy for additional reporting information.

Report behaviors of concern in accordance with the Youth Programs Policy as follows:

- CBC Youth Program Personnel: Report to the CBC Host department supervisor, Vice President for Human Resources & Legal Affairs & Title IX/EEO Coordinator at (509) 542-5548 or extension 2348, or email [youthprogramsreporting@columbiabasin.edu](mailto:youthprogramsreporting@columbiabasin.edu).
- Non-CBC Organizations: Report to CBC’s Office of Administrative Services at (509) 542-5546, or extension 2346

**AGREEMENT** *(Required for all CBC Youth Program Personnel and the Non-CBC Facility Use Requester)*

**I HAVE READ THESE STANDARDS FOR INTERACTING WITH YOUTH, AND I AGREE TO ADHERE TO THE STANDARDS AS STATED. I ACKNOWLEDGE THAT I AM AWARE OF MY RESPONSIBILITIES AND UNDERSTAND THAT VIOLATION OF THE CBC YOUTH PROGRAMS POLICY AND/OR FAILURE TO MEET THE MINIMUM REQUIREMENTS OF THESE STANDARDS FOR INTERACTING WITH YOUTH MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL, SEPARATION FROM EMPLOYMENT OR VOLUNTEERING OPPORTUNITIES, LOSS OF USE OF CBC FACILITIES, TRESPASS FROM CBC CAMPUS OR FACILITIES, AND REPORTING TO LAWFUL AUTHORITIES.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Youth Program/Event Name

\_\_\_\_\_  
Title

- **CBC Youth Program Personnel:** Return signed original to CBC Host; retain a copy for your records.
- **Non-CBC Facility Use Requester:** Return signed form to the Office of Administrative Services by emailing [adminservices@columbiabasin.edu](mailto:adminservices@columbiabasin.edu); retain a copy for your records.

The CBC Host and Office of Administrative Services will keep the record of this Agreement in accordance with the College’s records retention requirements.