



Best Practices for the Safe Supervision of Minors

Interactions Between Adults and Minors

Private or secluded interaction between an adult and a minor is strongly discouraged, unless it is a necessary program function. Always use the “rule of three” whenever possible. The “rule of three” consists of three individuals (two adults and one minor is strongly preferred and reduces risk in these situations; however, two minors and one adult is acceptable).

When one-on-one interactions are necessary to the program function (such as musical instruction) program administrators should implement the following safe conduct guidelines in their program procedures:

- Conduct interactions in plain sight of others
- Interactions in a office or classroom should occur in an unlocked space with any combination of the following:
 - Open door
 - A window with a view that is open to public areas and view of participants must be unobstructed
 - Assign a program staff member to perform random unannounced checks during interaction• Immediately documenting any unusual incident such as behavioral problems, injuries, or interactions that might be misinterpreted

There are times during a program when physical contact may occur such as a game celebration. For these instances, program administrators are encouraged to follow safe conduct recommendations.

- Handshakes
- High-fives
- Side hugs
- Pats on shoulder or back

Other instances of close physical contact may include feeding and grooming of babies and toddlers, holding hands while escorting minors under the age of 8 and brief contact to aid a child in distress to render first aid (such as a struggling swimmer).

No close physical contact of a minor should occur unless it is strictly for instruction purposes, such as when rehearsing with a musical instrument or sport instruction. In these cases, minors must consent and the minor’s legal guardian must be made aware of this type of contact prior to instruction or in the program consent form. Any form of this type of contact must be made in public or be made viewable to the public via the guidelines listed above.

Transportation of Minors

- Avoid using a personal vehicle to transport a minor
- Always follow the rule of three
- When minors are pedestrians, use controls to ensure minors are easily identifiable such as: high visibility lanyards, badges, vests or shirts
- Assign adult program staff leading and trailing assignments to minimize risks

- Assign adult program staff to take head count after each transition to ensure there are no missing minor program participants
- A sufficient number of adult program staff should also be assigned throughout each vehicle to provide effective supervision

Restroom and Locker Room Use

Adults should use staff-only restrooms whenever possible. If staff-only restrooms are not available, adults should use restrooms only when no minors are present. If adults must use the restroom when minors are present, adults must utilize the “rule of three” as defined above.

For minors 12 and under, adults should escort two or more minors to the restroom for group restroom breaks. The adult should monitor activity from outside the restroom and not send in more minors than the number of stalls/or urinals available in the restroom.

For minors 13 or older, a minor should have the permission of the adult supervising the activity in order to leave the activity and use the restroom. The adult should confirm the return of the minor in a timely manner. Adults should randomly monitor bathrooms to ensure minors are not loitering or acting inappropriately.

Programs involving the use of locker rooms should establish reasonable procedures to reduce the opportunity for adults to encounter undressing or undressed minors. Adults should not use locker rooms and showers at the same time as minors. Programs should establish supervisory methods that do not require direct observation of minors undressing or showering. Adults should monitor locker room activity from outside of the space.

No personal photographs or videos should be taken in these areas by adults or minors.

*Professional staff may take photos of program activities for university media related purposes. Participants and parents or legal guardian(s) must agree, and it is recommended a media release be signed when registering for the program.

Personal Conduct of Adults

- Minors must be treated respectfully and fairly at all times, regardless of their actions, behavior, race, ethnicity, sex, gender identity, age, disability, sexual orientation, religion, or any other basis in accordance with Indiana University Policy
- Adults should refrain from conduct that negatively influences the minor’s behavior such as use of profanity, off-color jokes, suggestive banter, discussing inappropriate personal problems or sexual experiences, viewing sexually suggestive materials or making such materials available, any suggestive comments, use of alcohol or drugs or making them available, use of tobacco or e-cigarettes or making them available
- To discourage bullying or physical abuse, minors should be separated into groups according to age, and their interactions should be limited to other children of the same approximate age whenever possible. Adults should intervene promptly to stop harmful activities and negative interactions between minors such as bullying or hazing, physical abuse, derogatory name-calling, ridicule or humiliation, truth or dare or any similar game, sexual activity
- Adults are not to take photographs or video of minors or publish them on private social media accounts or have any contact using private social media; minors are not to take photographs or video of other minors without the minor(s) knowledge

- Adults should refrain from all private social media exchanges such as messaging, friending or accepting friend requests from minor program participants
- Adults should refrain from any type of private messaging, personal text messaging, personal calls and email

Program staff should follow the recommended adult to child ratios when supervising minors.

- 5 years and younger: 1:5 staff to minor ratio (1:6 for day camps or programs)
- 6-8 years: 1:6 staff to minor ratio (1:8 for day camps or programs)
- 9-14 years: 1:8 staff to minor ratio (1:10 for day camps or programs)
- 15-17 years: 1:10 staff to minor ratio (1:12 for day camps or programs)

Additionally, at least 80 percent of program staff should be 18 years of age. All staff should be a minimum four years older than the minors with whom they are working. No one under the age of 18 should be in direct charge of minors at any time during the duration of the program.

Program staff should be made aware of emergency procedures and attend Recognition, Reporting and Prevention of Child Abuse annually.

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