

The Safety of our Youth at USC

Our Trojan community at USC provides our youths with the highest quality services and care available. We are committed to creating an environment for youths that is safe, nurturing, empowering, and that promotes growth and success. We expect all adults to act in a professional and caring manner towards all youth. Therefore, here at USC no form of abuse will be tolerated, and confirmed abuse will result in immediate dismissal from our college. All reports of suspicious or inappropriate behavior with youths or allegation of abuse are taken seriously. USC will fully cooperate with authorities if there are allegations of abuse made that require investigation.

This **Code of Conduct with Youth** outlines specific expectations USC has of its staff and volunteer behaviors as we work to accomplish our mission together.

Youth will be treated with respect at all times & treated fairly regardless of race, sex, age, or religion.

USC staff and volunteers will...

- Adhere to uniform standards of displaying affection as outlined by USC.
- Adhere to uniform standards of appropriate and inappropriate verbal interactions as outlined by USC.

USCs policies for appropriate and inappropriate physical interactions are:

<i>Appropriate Physical Interactions</i>	<i>Inappropriate Physical Interactions</i>
<ul style="list-style-type: none"> • Side hugs • Shoulder-to-shoulder or “temple” hugs • Pats on the shoulder or back • Handshakes • High-fives and hand slapping • Verbal praise • Pats on the head when culturally appropriate • Touching hands, shoulders, and arms • Arms around shoulders • Holding hands (with young children in escorting situations) 	<ul style="list-style-type: none"> • Full-frontal hugs • Kisses • Showing affection in isolated area • Lap sitting • Wrestling • Piggyback rides • Tickling • Allowing a youth to cling to an employee’s or volunteer’s leg • Any type of massage given by or to a youth • Any form of affection that is unwanted by the youth or the staff or volunteer • Compliments relating to physique or body development • Touching bottom, chest, or genital areas

USC staff and volunteers will...

- Not stare at or comment on youths' bodies.
- Not date or become romantically involved with youths.
- Not use or be under the influence of alcohol, illegal or mind-altering drugs in the presence of youths.
- Not have sexually oriented materials, including printed or online pornography, on our organization's property.
- Not have secrets with youths and will only give gifts with prior permission.
- comply with our USC programs policies regarding interactions with youths outside of our programs.
- Not engage in inappropriate electronic communication with youths but follow approved program electronic communication policies.
- Be prohibited from working one-on-one with youths in a private setting. Staff and volunteers will use common areas when working with individual youths.

Staff and volunteers will not abuse youths in anyway including (but not limited to) the following:

- Physical abuse: hitting, spanking, shaking, slapping, unnecessary restraints
- Verbal abuse: degrading, threatening, cursing
- Sexual abuse: inappropriate touching, exposing oneself, sexually oriented conversations
- Mental abuse: shaming, humiliation, cruelty
- Neglect: withholding food, water, shelter

USC will also not tolerate the mistreatment or abuse of one youth by another youth. In addition, USC will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take steps needed to eliminate such behavior.

Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

- a. Physical bullying – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
- b. Verbal bullying – when someone uses their words to hurt another, such as by belittling or calling another hurtful names.
- c. Nonverbal or relational bullying – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
- d. Cyberbullying – the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages,

text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:

- Sending mean, vulgar, or threatening messages or images.
- Posting sensitive, private information about another person.
- Pretending to be someone else in order to make that person look bad.
- Intentionally excluding someone from an online group.
- Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person’s willingness to participate.
- Sexualized bullying – when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all youths, staff and volunteers.

Responding and Reporting

1. All staff must follow California state mandatory abuse reporting requirements. Staff will be trained to be aware of and understand their legal and ethical obligation to recognize and report suspicions of mistreatment and abuse. Staff will:
 - e. Be familiar with the symptoms of child abuse and neglect, including physical, sexual, verbal, and emotional abuse.
 - f. Know and follow USC policies and procedures that protect youths against abuse.
 - g. Report suspected child abuse or neglect to the appropriate authorities as required by state mandated reporter laws.
 - h. Follow up to ensure that appropriate action has been taken.

Staff and volunteers will report concerns or complaints about other staff and volunteers, other adults, or youths to the ??? site supervisor(s) and to ??? professional staff member, who can be reached at ???.

If you wish to make an anonymous report about a concern, call the USC Help & Hotline at 213-740-2500 or 800-348-7454.

You can also make any report by completing this [Notice of Concern](#) form.

If you suspect child abuse, consult your ??? supervisor and then report to the Los Angeles County Department of Children and Family Services (<https://mandreptla.org/cars.web/> or 800-540-4000).

If you suspect abuse at the hand of a non-family member, consult your ??? supervisor and then call the USC DPS/LAPD (213-740-6000 or 911).

2. USC will cooperate fully with the authorities to investigate all cases of alleged abuse. Any staff or volunteer shall cooperate to the fullest extent possible in any external investigation by outside authorities or internal investigation conducted by the organization or persons given investigative authority by the organization. Failure to cooperate fully may be grounds for termination.

Name: _____

Position: _____ Date: _____