

# PSM STAFF & VOLUNTEER APPROPRIATE CONDUCT STANDARDS

## The “Two Adult” Meeting Rule

Have two **adult leaders** present when interacting with one or more teens. These adults should not be family members.

## One-on-One Meetings of a Leader and Student

At times, having two adults present will not be possible. When this occurs, the following is expected:

- Notify parents and obtain approval from one parent or guardian whenever practical.
- Meet in a public place or at Parkview.
- Meet during the day and avoid late-night meetings. (If late-night is needed, get approval from Todd, Julie & parent(s).)
- Follow all guidelines given by the parent(s).

## Open Door Counseling

During a ministry counseling session, keep the door of the room open for the entire session. Ideally, the session will be conducted at a time when others are nearby. It is best to counsel while in a ministry group setting where witnesses to the conversation are present. In a formal counseling session where confidentiality is needed, however, the door to the counseling room should have a window. The counselor should face the door and should be easily visible through the window.

## The “Three Person” Transportation Rule

We understand that adults may need to drive youth to and from activities. Have a third person in the vehicle. Students must be dropped off together to avoid having one-on-one ratio. Adults will not drive students of the opposite gender home alone (unless they are family). If you make any unplanned extra stops, please notify parents.

## Event/Sleepover Guidelines

- Signed permission slips must be obtained from at least one parent or guardian.
- The “Two Adult” rule needs to be followed. Two screened adult leaders must be present with up to sixteen (16) students. An extra leader must be included with seventeen (17) or more students, and you should always have a leader-to-student ratio of no less than one leader to eight students.
- The sleepover must be cleared through the Pastor of Student Ministries.
- As long as any students are awake, one of the leaders must also be awake to ensure monitoring of safe behavior.
- Separate sleeping quarters must be designated for males and females.
- Adults cannot share the same bed as a student.
- Don't change clothes in view of students.
- Appropriate modest sleeping attire must be worn by leaders AND students.
- Information sheet regarding emergencies must be obtained to and from the parent(s), including the phone numbers and the locations where parents and students can be reached.
- Leaders must check with parents and use good judgment regarding PG or PG-13 movies—no R-rated movies.
- Don't allow students into the master bedroom.
- Let Todd/Julie know when you are spending time with students outside of regularly scheduled programs.**

## Appropriate Displays of Affection between Adults and Youth:

- |  |   |
|--|---|
| <input type="checkbox"/> Shoulder-to-shoulder or “temple” hugs | <input type="checkbox"/> Side hugs                                    |
| <input type="checkbox"/> Pats on the shoulder or back          | <input type="checkbox"/> Pats on the head when culturally appropriate |
| <input type="checkbox"/> Handshakes                            | <input type="checkbox"/> Touching hands, shoulders, and arms          |
| <input type="checkbox"/> “High-fives”                          | <input type="checkbox"/> Arms around shoulders                        |

## Inappropriate Displays of Affection:

- Full frontal hugs
- Kissing
- Touching bottoms, chests, or genital areas
- Showing affection in isolated areas of a building, such as closets, staff only areas, or other private rooms
- Staff in bed with a student
- Touching knees or legs
- Male/female and/or one-on-one wrestling
- Piggyback rides
- Tickling
- Any type of massage given by a student to a staff
- Any type of massage given by a staff to a student
- Any form of affection that is unwanted by the student or the staff

## Appropriate Verbal Interaction:

- Positive reinforcement
- Appropriate jokes
- Encouragement
- Praise

## Inappropriate Verbal Interaction:

- Name Calling
- Adults having sexually oriented conversations with opposite sex teens
- Involving adults or youth in the personal problems or issues of employees or volunteers
- Having secret elements of a relationship with students
- Giving compliments that relate to physique or body development
- Cursing
- Telling off-color or sexualized jokes
- Making comments meant to shame a student
- Belittling
- Making derogatory remarks about an adult, a young person, or a person's family
- Using harsh language that may frighten, threaten, or humiliate students

I have read the conduct standards and have discussed them with the Pastor of Student Ministries. I agree to comply with the expectations laid out in these standards. Failure to comply will result in my removal from service in Parkview Student Ministries.

---

Signature of Leader

---

Print name of Leader

---

Date

---

Signature of Pastor of Student Ministries

---

Print name of Pastor

---

Date