YOUTH PROTECTION
CODE OF CONDUCT

Purpose & Scope

This Liberty University Youth Protection Code of Conduct applies to all employees and volunteers (collectively referred to as "Program Staff") participating in Covered and Uncovered Programs.

All Program Staff are required to comply with these standards as a condition of participating in any Covered or Uncovered Program.

1. Reporting Obligations

Program Staff must immediately, but no longer than twelve hours later, report:

- Suspected abuse, neglect, or inappropriate conduct involving a minor
- Violations of this Code of Conduct
- Safety or security concerns observed during program operations

Reports must be made to the Event/Program Organizer **and** Liberty University Police Department (LUPD). To file a report with LUPD, please call (434) 592-7641. Employees who fail to fulfill mandatory reporting obligations may be subject to disciplinary action, up to and including termination of employment. Mandatory reporters may also be subject to criminal penalties under Virginia law.

2. Supervision & Staff-to-Minor Ratios

Program Staff must ensure minors are under adult supervision at all times while on Liberty University property. Covered Programs must:

- Maintain staff-to-minor ratios that meet or exceed legal and University standards
- Ensure minors are never left unattended
- Avoid one-on-one situations unless expressly permitted by policy and necessary for safety or care

<u>Day Only Programs</u>
A minimum number of Program Staff must be assigned in accordance with the following ratios:

- Ages 4–5: 1 staff member per 6 minors
- Ages 6-8: 1 staff member per 8 minors
- Ages 9-14: 1 staff member per 10 minors
- Ages 15–17: 1 staff member per 12 minors

Overnight Programs
Program Staff must be assigned based on the number of minors within each age group. For example, a group of nine minors ages 9–14 requires a minimum of two staff members.

3. Conduct Expectations

Program Staff must uphold the highest standards of professionalism, safety, and integrity. This includes:

- Treating all minors with respect and refraining from abusive, inappropriate, or unprofessional behavior
- Maintaining appropriate physical, verbal, and digital boundaries
- Prohibiting possession or use of alcohol, drugs, weapons, or other prohibited items while participating in Covered Programs
- Following all Liberty University rules, facility policies, and instructions from Liberty University staff

Program Staff are expected to "WATCH" how they supervise and interact with minors:

- **W** – Work in visible spaces. Interact with minors in shared, observable areas wherever possible rather than in private or one-on-one settings.
- **A** – Always maintain line of sight. Position yourself so youth remain within your view and supervision at all times.
- **T** – Transportation supervision. Provide active supervision during transportation. Staff should be positioned throughout vehicles to maintain visibility of youth and ensure safe entry and exit.
- **C** – Careful physical contact. Limit physical contact to brief, appropriate interactions consistent with the activity, such as handshakes, high-fives, or a brief pat on the shoulder.
- **H** – Heightened awareness in transitions. Remain attentive during transitions such as restroom breaks or movement between locations, and ensure procedures minimize opportunities for unsupervised access to minors.

4. Point of Contact

The Office of Clery Act Oversight is responsible for overseeing and maintaining Liberty University's Youth Protection Policy and Youth Protection Code of Conduct.

Office of Clery Act Oversight
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