



VILLAGE OF KEY BISCAYNE PARKS RECREATION AND OPEN SPACES

CODE OF CONDUCT

Key Biscayne Soccer Club

As a measure of prevention, setting clear expectations, and its commitment to safety and protection of minors, the Village of Key Biscayne Parks Recreation and Open Spaces department (PROS) implements a Code of Conduct to be agreed to and signed by all PROS personnel, volunteers, and personnel from other organizations engaging with minors through the PROS department programs and activities.

The public and private conduct of staff, volunteers, and personnel from other organizations, acting on behalf of the PROS department can inspire and motivate those with whom they interact, or can cause great harm if inappropriate. We must always be aware of the critical responsibilities that accompany our work.

We should be aware of our own and other persons' vulnerability, especially when working with minors, and be particularly aware that we are responsible for maintaining physical, emotional, and sexual boundaries in such interactions. We must avoid any public or private sexual behaviors with those for whom we have responsibility. This includes but is not limited to any suggestive or seductive sexual speech or gestures, as well as physical contact that discomfits, exploits, abuses, or harasses. We are to provide safe environments for minors at all PROS programs and activities.

We must show prudent discretion before having any physical contact with another person, especially minors, and be aware of how physical touch will be perceived or received, and whether it would be an appropriate expression of greeting, care, concern, or celebration. PROS personnel, volunteers, and personnel from other organizations engaging with minors through the PROS and its programs and activities, are prohibited, at all times, from physically disciplining a child.

Physical contact with minors can be misconstrued both by the recipient and by those who observe it and should occur only when completely nonsexual and otherwise appropriate under the circumstances, and never in private. One-on-one meetings with minors are best held in a public area (i.e., in a location where the interaction is or can be observed; or in a room with the door left open, and another staff member or supervisor is notified about the meeting.

Pursuant to the Protecting Youth Victims from Sexual Abuse and Safe Sport Authorization Act of 2017 (S. 534). <https://www.congress.gov/bill/115th-congress/senate-bill/534>

Individuals who are permitted to interact with youth participants must report ANY suspected child abuse to the proper authorities, including sexual abuse, within 24 hours of receiving the allegation. All adult individuals are mandated to report any suspected child abuse regardless of the circumstances in which they received the information.

We must intervene when there is evidence of, or there is reasonable cause to suspect, that minors are being abused in any way. Suspected abuse or neglect must be reported to the appropriate PROS administration and/or Police.

Individuals who, acting in good faith, make a report or otherwise provide information or assistance in connection with a report, investigation, or legal intervention shall be immune from civil and criminal liability arising out of such actions. (per the Protecting Youth Victims from Sexual Abuse and Safe Sport Authorization Act of 2017 (S. 534)).

<https://www.congress.gov/bill/115th-congress/senate-bill/534>

Staff, volunteers, and personnel from other organizations engaging with minors through the PROS and its programs and activities, shall always refrain from the illegal possession and/or illegal use of drugs and/or alcohol, and from the use of tobacco products, alcohol and/or drugs when working with minors. Adults should never buy alcohol, drugs, cigarettes, videos, or reading material that is inappropriate and give it to young people. Staff members, volunteers, and personnel from other organizations engaging with minors through the PROS and its programs and activities are prohibited from accepting gifts from or giving gifts to minors.

Communication with minors is governed by the key safety concept of transparency. The following steps will reduce the risk of private or otherwise inappropriate communication between PROS department staff, volunteers, personnel from other organizations engaging with minors through the PROS department and its programs and activities, and minors:

- Communication between PROS department staff, volunteers, and personnel from other organizations engaging with minors through the PROS department and its programs and activities, and minors, that is outside the role of the professional or volunteer relationship (coach, host, etc.) is prohibited.
- Where possible, email exchanges between a minor and a person acting on behalf of the PROS department are to be made using a Village of Key Biscayne email address.
- Electronic communication that takes place over a Village network or platform may be subject to periodic monitoring and sunshine law.
- Staff, volunteers, and personnel from other organizations engaging with minors through the PROS department and its programs and activities, who use any form of online communications including social media (Facebook, Instagram, etc.) and text

messaging to communicate with minors may only do so for PROS programs and activities.

- Communications of all volunteers, and personnel from other organizations engaging with minors through PROS department and its programs and activities may be subject to public records law.
- Use of Snap Chat (or any similar app that automatically deletes the content of a communication) to communicate with youth participants is prohibited.

All Staff, volunteers, contractors, licensees/permit holders and personnel from other organizations, acting on behalf of the PROS department are required to self-report, within 48 hours to PROS administration, any arrests and final disposition of such arrest. Individuals failing to report such occurrences to PROS administration will be subject to termination or banned from involvement with PROS programs and activities.

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CODE OF CONDUCT FOR SIGNATURE

I promise to strictly follow the rules and guidelines in this Code of Conduct as a condition of my providing services to the minors participating in PROS programs and activities.

I will:

- Treat everyone with respect, patience, integrity, courtesy, dignity, and consideration.
- Use positive reinforcement rather than criticism, competition, or comparison when working with minors.
- Never be alone with minors at PROS programs and activities without another adult being present or notified.
- Always maintain appropriate physical boundaries and touch minors – when necessary – only in ways that are appropriate, public, and non-sexual.
- Comply with the mandatory reporting regulations of the PROS department related to suspicious or inappropriate activity involving a minor.
- Cooperate fully in any investigation of abuse of minors.

I will not:

- Touch or speak to a child in a sexual or other inappropriate manner.
- Inflict any physical or emotional abuse such as striking, spanking, shaking, slapping, humiliating, ridiculing, threatening, or degrading minors.
- Smoke or use tobacco products, or possess, or be under the influence of alcohol or illegal drugs at any time while working with minors.
- Give a child who is not my own a ride home alone.
- Accept gifts from or give gifts to minors.
- Engage in private communications with minors via text messaging, email, Facebook, Instagram or similar forms of electronic or social media except for programs and activities strictly involving PROS department business.
- Use profanity in the presence of minors at any time.

I understand that as a person working with and/or providing services to minors under the auspices of the PROS department, I am subject to a criminal history background check. My signature confirms that I have read this Code of Conduct and that as a person working with minors, I agree to follow these standards. I understand that any action inconsistent with this Code of Conduct or failure to act mandated by this Code of Conduct may result in disciplinary action up to and including termination or being banned from involvement with PROS programs and activities

Signature: _____ Print/Type Name: _____

Date: _____