IEEE Advancing Technology for Humanity

IEEE Board of Directors
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IEEE GUIDELINES FOR WORKING WITH CHILDREN

I. Introduction

IEEE is committed to providing an enriching experience and safe environment for all children participating in IEEE activities and programs. The IEEE staff and volunteers may interact with children through a multitude of diverse programs, including, but not limited to, the following: educational STEM programs and clubs, IEEE conferences, various mentoring programs, workshops and/or IEEE's Take Your Children to Work days. All IEEE staff and volunteers who come into contact with children in their work or volunteer activities have a duty of care and must safeguard and promote the safety and welfare of children. Although the vast majority of adults who work with children tend to act professionally, misunderstandings may occur. It is therefore essential that IEEE staff and volunteers do everything they can to ensure the safety of children, as well as adults with whom they interact.

The definition of a "child" or a "minor" varies from state to state and can be different from one country to another. Typically, a child/minor is defined as a person who does not have the legal rights or responsibilities of an adult. Under the federal law in the United States, a person becomes an adult when he or she turns 18. Until a child/minor reaches adulthood, he or she may not be responsible for his/her own actions to the same extent as an adult. For the purposes of these guidelines, IEEE defines a "child" or a "minor" as a person that is below the age of 18. However, additional federal, state or local laws may apply to IEEE's activities and should be adhered to in all respects.

II. Purpose of the Guidelines

IEEE recognizes that all IEEE staff and volunteers have a professional, ethical and legal duty to keep children safe and to protect them from possible sexual, physical and/or emotional harm. The Guidelines aim to promote a culture of continuous learning and improvement across IEEE, which not only promotes the welfare of adults and children, but also continuously identifies opportunities for improvement. These Guidelines provide instructions for everyone who may come in contact with children regardless of their role, responsibilities or status within the IEEE community. While every attempt has been made to cover a wide range of situations, it is recognized that these Guidelines may not cover all circumstances. The IEEE staff and volunteers may face situations that are not covered by the Guidelines or that directly contravene them. It is expected that in these circumstances the IEEE staff and volunteers will always advise their senior colleagues and parents/guardians of the children of any actions already taken or proposed to be taken that are not covered by or contradict the Guidelines. The IEEE staff and volunteers should continually monitor and review their behavior to ensure they follow the instructions contained in the Guidelines and alert appropriate individuals if they believe any changes need to be made.

The Guidelines provide advice on appropriate and safe behaviors for all IEEE staff and volunteers working with children in paid or unpaid capacities, in all settings and in all contexts.

The same professional standards should always be applied regardless of culture, socioeconomic status, disability, gender, sexual identity, language, racial origin, religious and/or spiritual beliefs of the adult or the child. The Guidelines aim to (i) clarify which behaviors constitute safe practice and which behaviors should be avoided; (ii) support participants in setting clear expectations of behavior and/or codes of conduct; (iii) minimize the risk of misplaced or unfounded allegations; and (iv) reduce the frequency of accidents. In addition to the Guidelines, it is important to note that all IEEE staff and volunteers who work with children are responsible for their own actions and behavior and should avoid any conduct that would lead any reasonable person to question their motivation or intentions.

III. Safe Working Practices; Event Registration and Compliance

The public, local authorities and parents/guardians have legitimate expectations that children will be protected while interacting with the IEEE staff and volunteers. Trusted adults are expected to take reasonable steps to ensure the safety and well-being of children while they are on IEEE's premises or attending events organized, overseen or sponsored by IEEE. Failure to do so may result in legal and professional penalties, including (i) loss of volunteer status, (ii) termination of staff employment, and/or (iii) criminal prosecution and penalties. Detailed policies and procedures are included in Appendix A hereto.

These Guidelines cannot provide a complete checklist of what is or is not appropriate behavior for adults in all circumstances. Adults should always consider whether their actions are warranted, proportionate and safe. There may be circumstances that require adults to make decisions or take actions that are deemed to be in the best interest of the child that nevertheless contravene these Guidelines or where no guidance exists. Such judgments should always be (i) recorded in writing, (ii) shared with a direct supervisor at IEEE, and (iii) shared with the parent or guardian of the child.

When the IEEE staff and volunteers accept roles that involve working with children, they need to understand and acknowledge the responsibilities and trust inherent in those roles. All staff and volunteers working with children shall fulfill certain compliance requirements, which may include, but are not limited to: (i) undertaking regular training provided by IEEE, as described in Appendix B hereto; (ii) confirming in writing that they have and will continue to comply with these Guidelines and other standards and policies set by IEEE that may be applicable to their work; (iii) completing a background check; and (vi) obtaining written consent from the parent/guardian of participating children, depending upon the nature of the event.

Any volunteer activity that involves interaction with children shall be registered with IEEE prior to the event. As part of event registration, the event organizer shall indicate whether (a) the event will be conducted in partnership with an established youth services organization (e.g., a school, camp, youth center, youth recreation program, after school program, etc.), or (b) the event is being organized independently by the volunteer. Working with a youth services organization that assumes responsibility for safety and risk protocols related to activities with children—including maintaining appropriate insurance, ensuring participants adhere to applicable policies, and securing parental consent—significantly reduces risk for event organizers, participants, and IEEE. By contrast, when an event organizer does not partner with an existing youth services organization, the responsibility for implementing and adhering to required safety and risk protocols is that of the event organizer. **Event organizers are strongly encouraged to partner with an existing youth services organization when conducting activities involving children.** If the event is not being conducted in partnership

with a youth services organization, a parent/guardian of each participating child shall be present at the event.

IV. Release Forms and Photography/Videos

As part of their regular duties, the IEEE staff and volunteers may take photographs or videos of children that are participating in IEEE events. Any such work should take place with due regard for the law and the need to safeguard the privacy, dignity, safety and well-being of children. Informed written consent from parents/guardians and verbal agreement, where appropriate and possible, from the child should always be sought before an image is taken for any purpose. It is never appropriate for adults at any IEEE event to take photographs of children for their personal use. Appendix C contains the Release Form that should be used at all IEEE events involving children.

Careful consideration should be given as to how activities involving the taking of images are organized and undertaken by the IEEE staff and volunteers. Care should be taken to ensure that all parties involved understand the implications of the image being taken, especially if it is to be used for any publicity purposes or published in the media or on the Internet. Adults need to remain sensitive to any children who appear uncomfortable, for whatever reason, and should recognize that such situations may raise concerns or lead to misunderstandings. It is recommended that when the IEEE staff or volunteers use a photograph, the following rules should be followed: (i) if the photograph is used, avoid naming the child, (ii) if the child is named, avoid using their photograph, and (iii) images should be securely stored and used only by those authorized to do so. Additional procedures to accompany the Release Form are included in Appendix D hereto.

There are no circumstances that will justify the IEEE staff or volunteers possessing indecent images of children. The IEEE staff or volunteers who access and/or possess links to such images will be viewed as a significant and potential threat to children. Accessing, making or storing indecent images of children is always illegal, will not be tolerated by IEEE and will be reported by IEEE to the appropriate law enforcement agency. IEEE staff engaged in such activities will be subject to termination. IEEE volunteers found to have engaged in such activities will be subject to expulsion from IEEE.

V. Confidentiality

In some circumstances, the IEEE staff or volunteers may be given highly sensitive or private information about children they come in contact with as part of their IEEE activities. Such information must never be used to intimidate, humiliate, or embarrass the child or his/her parent(s) or guardians. Confidential information about a child should never be used casually in private conversations or shared with any other person within or outside IEEE other than on a need-to-know basis.

There are some circumstances in which the IEEE staff or volunteers may be expected to share confidential information about a child with third parties, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay. If there is any doubt about whether to share such information or keep it confidential, the individual should seek guidance from a senior member of the IEEE staff or the IEEE Legal and Compliance Department.

VI. Whistle Blowing

All IEEE staff and volunteers are individually responsible to bring matters of concern to the attention of a senior member of IEEE staff and relevant external agencies. This is particularly important if the welfare of a child is at risk or there may be eminent danger to any child or adult. The IEEE staff and volunteers need to remain alert to any inappropriate interactions with children and bring their concerns to their direct supervisor and other IEEE staff and volunteers as soon as possible. IEEE encourages its staff and volunteers to trust their instincts and always report their concerns.

In accordance with IEEE Policy 9.9, the Whistleblower and Non-Retaliation Policy, IEEE prohibits retaliation against any individual for (i) making a good faith report of a possible violation of IEEE Policies or the IEEE Code of Conduct, or (ii) assisting or cooperating in an investigation of a possible violation of IEEE Policies or the IEEE Code of Conduct. IEEE Policy 9.9 would protect any individual that reports possible instances of abuse or inappropriate interactions with children or who participates in any IEEE or external investigations.

Appendix A

1. **Professional Boundaries** - A relationship between an adult and a child is not a relationship between equals. Adults have a responsibility to ensure that this unequal balance of power is not used for their personal advantage. It is important to maintain appropriate professional boundaries and avoid behavior which might be misinterpreted by the child or other individuals. The IEEE staff and volunteers should act professionally at all times and maintain the highest standard of personal behavior. While working with children, adults should never engage in (i) any sexual activity with or near the child, (ii) use drugs or alcohol, (iii) smoke, (iv) engage in acts of violence, or (v) swear or use obscene language.

2. **Technology -** Adults working with children must ensure that they establish safe and responsible online behaviors. All communication between children and adults, by whatever method, should take place within clear and explicit professional boundaries and should be transparent and open to scrutiny. This includes the use of technology such as mobile phones, text messaging, e-mails, cameras, videos, web-cams, websites and blogs. Any communications between the IEEE staff/volunteers and children outside of these protocols may lead to disciplinary and/or criminal investigations. Any communications must also be sent to the parent/guardian of the child**.**

3. **Personal Information** - In general, the IEEE staff and volunteers should never share their personal information with a child they come in contact with at IEEE, even if the information seems harmless. In particular, they should not give their personal contact details to children (including e-mail, home or telephone numbers), unless approved to do so by their direct supervisor at IEEE and the parents/guardians of the child.

4. **Social Contact** - The IEEE staff and volunteers should never establish or seek to establish independent social contact with children for the purpose of securing a friendship. It is never appropriate to have an intimate relationship with a child or agree to keep a secret from the child's parents/guardians. If a parent/guardian initiates social contact, such as suggestion of mentoring, staff and volunteers should exercise professional judgment on how to respond to the offer. Any social contact between staff/volunteers and child/parent(s) should be disclosed to an appropriate IEEE senior staff member and should be openly acknowledged within the IEEE community.

5. **Physical Contact** - A strict 'no touch' approach is impractical in many situations and may, in some circumstances, be harmful to the child. There are occasions when it is entirely appropriate and proper for the IEEE staff and volunteers to have physical contact with children in their care, but it is crucial that they do so only in appropriate ways. Physical contact with a child should be (i) done only in response to the child's needs following disclosure and obtaining the child's verbal acknowledgement when possible, (ii) of limited duration, and (iii) appropriate to the age, development, gender, ethnicity and background of the child. An action that is appropriate with one child in one set of circumstances may be inappropriate in other circumstances or with another child. The IEEE staff and volunteers should use their professional judgment at all times.

6. **Dress Code** - The IEEE staff and volunteers are expected to dress in ways that are appropriate to their role at IEEE. All individuals should ensure that they are suitably dressed for the tasks they undertake, especially when working with children. When in doubt, it is always best to wear a more conservative style of clothing when working with children. Individuals who dress in a manner that could be considered as inappropriate could render themselves or IEEE vulnerable to criticism or allegations.

7. **Living Space** - Children should never be invited into the homes of the IEEE staff or volunteers who work with them, unless the reason for this has been firmly established and agreed with parents/guardians and direct supervisor ahead of time. Children should never be asked to assist with chores or other personal tasks while in the homes of the IEEE staff or volunteers.

8. **Favoritism** - Staff and volunteers should not show favoritism when selecting children for teams, trips and/or projects. It is important to avoid even the perception of favoritism or injustice. Similar precautions should be exercised when children are excluded from any activity. Methods of selection and exclusion should always be subject to clear and agreed criteria and should be readily available for examination by all interested parties.

9. **Gifts** - All gifts and/or rewards should be reviewed and approved by the direct supervisor and parents/guardians prior to the gifts/rewards being offered to the children. Gifts/rewards should be given openly and not based on favoritism. There may be occasions when children or parents/guardians wish to give small tokens of appreciation to the IEEE staff or volunteers. Such small tokens are acceptable in most circumstances. However, it is unacceptable for staff or volunteers to accept gifts on a regular basis or of any significant value.

10. **Infatuations** - A child may develop an infatuation with an IEEE staff member or volunteer. In such situations, the adults should take all appropriate actions necessary to ensure that the child's feelings are properly managed and to avoid any hurt, distress or embarrassment. If any individual becomes aware that a child in their care is developing an infatuation, they should discuss this with their direct supervisor and the parent(s)/guardian(s) of the child.

11. **Behavior Management** - All children have a right to be treated with respect and dignity even when they display inappropriate behavior. The IEEE staff and volunteers should never use any form of degrading or violent treatment to punish a child for misbehaving. The use of sarcasm, demeaning or insensitive comments or corporal punishment is not acceptable in any situation and may be unlawful.

12. **Physical Intervention** - The use of physical intervention should, wherever possible, be avoided. However, the IEEE staff and volunteers are permitted to use appropriate physical force to manage a child's behavior if it is necessary to prevent injury to the child, other children or an adult. However, physical force should only be used in exceptional circumstances in order to prevent serious damage to a person or property. All incidents where physical force has been used should be immediately recorded in writing and reported to IEEE Legal and Compliance Department and to the child's parents/guardians.

13. **Physical Comfort** - There may be occasions when a distressed child needs comfort and reassurance from an IEEE staff member or a volunteer. Young children, in particular, may need immediate physical comfort after a traumatic event, such as a fall. The IEEE staff and volunteers are permitted to engage in appropriate physical contact in such circumstances. However, individuals should use their professional judgment on how to best comfort or reassure a child in an age-appropriate way while still maintaining clear professional boundaries. Reasonable steps should be taken to inform parents/guardians of the event and the steps taken by the IEEE staff and/or volunteers to comfort the child.

14. **Personal Care** - Children are entitled to respect and privacy at all times, but especially when changing clothes or undertaking any form of personal grooming. However, there are occasions where there will be a need for an appropriate level of supervision from the IEEE staff or volunteers. In particular, the IEEE staff or volunteers may need to supervise young children in order to ensure their safety and/or satisfy health and safety requirements. In particularly sensitive situations, it is always preferable to have a third person present who can provide additional support. Supervision should be appropriate to the needs and age of the child concerned and adults should avoid embarrassing the child. All IEEE staff and volunteers must ensure that they follow pre-agreed guidelines and be mindful of social norms and the needs of the children at all times.

15. **First Aid** - Health and safety regulations require IEEE to ensure that appropriate health and safety polices and equipment are in place when working with children, including ensuring that a qualified person is appointed to take charge of first-aid arrangements. If a medical professional is available, he/she should be the one to administer aid to a child, with assistance from IEEE staff and volunteers, as necessary. Wherever possible, the IEEE staff or volunteers should ensure that another adult is present or aware of the actions being taken. Parents/guardians should always be informed when first aid has been administered and given ample opportunities to ask questions and modify any treatment, if possible.

16. **One-on-One Meetings** - In general, activities with children should be conducted in as public an environment as possible so that all behavior may be readily observed by third parties. However, it is not realistic to state that one-on-one situations should never take place between an adult and a child. Whenever possible, the IEEE staff and volunteers should get approval from their direct supervisor and the parent(s)/guardian(s) before being alone with the child. In one-on-one meetings, every reasonable attempt should be made to ensure the safety and security of the child and the staff/volunteers. Prior to undertaking extensive one-on-one work, participants should undertake an internal risk assessment in order to determine if the specific nature of the one-on-one work is appropriate under the circumstances. All such risk assessments should be properly documented.

17. **Buddy System** - It is helpful for the IEEE staff and volunteers to implement a "buddy system" during large IEEE events where children may get lost or stray from the group. Children should always use the "buddy system" when going to the restroom or on field trips. The IEEE staff and volunteers should continue to supervise the children in their care at all times and, depending on the age of the child, may need to accompany the "buddies".

18. **Transportation** - In certain situations, the IEEE staff or volunteers may agree to transport children on behalf of IEEE. A designated member of IEEE staff or the volunteer should be appointed to plan and provide oversight of all transporting arrangements and respond to any difficulties that may arise during the trip. Outside of these situations, the IEEE staff and volunteers should not offer to take children home or on any special outings without prior approval from the direct supervisor and parent(s)/guardian(s). If a child requires an

emergency transport, the IEEE staff and volunteers are permitted to provide such transport, but must always report the event to the direct manager and parents/guardians of the child prior to the transport. The IEEE staff and volunteers, who use their own vehicles for transporting children should ensure that the vehicle is roadworthy, appropriately insured and that the maximum capacity is not exceeded. It is a legal requirement that all passengers, including those in the back seat, wear seat belts in most jurisdictions.

19. **Sensitive Topics -** If any program organized, overseen or sponsored by IEEE includes or raises subject matter which is sexually explicit, violent or of an otherwise sensitive nature, care should be taken to ensure that the parents/guardians provide their prior written approval to their children participating in such a program. All such programs should be documented and written approvals from the parents/guardians filed in accordance with IEEE's policies.

Appendix B

All staff and volunteers *working with children,* as described in *The IEEE Guidelines on Working with Children,* will need to complete the on-line *Detection, Awareness and Prevention of Sexual Abuse* training program provided by IEEE's partner, Praesidium. A review and acknowledgement of the *Guidelines* has also been incorporated into the on-line training. Training will need to be completed once every three years while the individual continues to work with children. Depending upon the nature of the work with children, staff and volunteers may also need to undergo a background check.

Appendix C

RELEASE

FORM

1. I hereby grant to The Institute of Electrical and Electronics Engineers, Incorporated ("IEEE"), the irrevocable, royalty-free, perpetual, unlimited right and permission to use, distribute, publish, exhibit, digitize, broadcast, display, modify, create derivative works of, reproduce or otherwise exploit my name, picture, likeness, comments, and voice, or to refrain from so doing, anywhere in the world, for any lawful purpose in all media whether now known or hereinafter created. I further understand that I shall have no ownership in any of the resulting media incorporating my comments, likeness, or name.
2. I expressly acknowledge that I am knowingly and voluntarily taking part in the activities for which my image is being captured without financial compensation. I hereby expressly release and forever waive any and all claims, actions, causes of action, demands, rights, damages, costs, attorney's fees, losses and expenses which I may have against IEEE suffered by me as a result of or arising from my participation.
3. I agree that IEEE will have the right to attribute statements I have made to me, which are expressions of my personal experience and belief, which may be contained in any resulting media. I agree that no portion of the resulting media containing my name, biographical information, quotes, photographs, or recorded interviews needs to be submitted for any approval prior to my participation.
4. I acknowledge that I have carefully read and understand this document and what it means with respect to my participation. I warrant, represent, and agree that I have the full power and authority to enter into this Release.

Name of Minor (printed): _____

Release for Minors (those under the age of eighteen): I, the undersigned, being a parent or guardian of the minor named above, hereby consent to the forgoing conditions and warrant I have the authority to give such consent.

Name (printed): _____ Date: _____ Signature: __

Relationship to Minor: _____

Address: _____

City: _____State: ___ Postal Code: _____Country: _____

Email Address: _____

Appendix D

1. A signed release agreement is always required for children to participate in an event where they will be filmed, photographed, or recorded.
2. Implied consent is not acceptable for children.
3. Release agreements must be signed by parents/guardians prior to children participating in an event.
4. The IEEE release form is very broad by design and asks for a wide scope of rights:
    A. The release form can be modified to restrict the rights granted to IEEE. However, before the form is modified, the following questions should be considered:
        - Does IEEE intend to use this media in other formats?
        - Does IEEE intend to use this media for purposes outside of this specific event?
        - Would it be difficult to obtain additional consent if the purpose changes or the intended use goes beyond what has been specified in the original form?
    B. Even in situations where IEEE has obtained a broad grant of rights from the child's parent/guardian, it is best to keep the usage of the media closely related to the event for which the permission was originally granted.

Appendix E

See the following sources for further information on various regulations and policies passed by domestic and foreign government entities:

1. U.S. Department of Justice, Office of Justice Programs Office of Juvenile Justice and Delinquency Prevention. Guidelines for the Screening of Persons Working with Children, the Elderly, and Individuals in Need of Support. April 1998 (https://www.ncjrs.gov/pdffiles/l 67248.pdf)
2. HM Government, Working Together to Safeguard Children. A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children. March 2013 (https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417669/Archi ved-Working_together_to_safeguard_children.pdf)
3. Department of Education of Western Australia. Guidelines for Working with Young People https://www.education.wa.edu.au/wwc
4. Government of South Australia. Department of Education and Children's Services. Protective Practices for Staff in their Interactions with Children and Young People. Guidelines for Staff Working or Volunteering in Education and Care Settings
5. (https://www.decd.sa.gov.au/sites/g/files/net691/f/protective_practices_for_staff_in_their_interactions_with_children_and_young_people.pdf)
6. UK Department for Children, Schools and Families. Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings. March 2009 (http://www.childrenengland.org.uk/upload/Guidance%20.pdf)
7. The Department of Children and Youth Affairs (Ireland). Child Protection Policy and Code of Behaviour for Working with Children/Young People. July 2011 (http://www.dcya.gov.ie/viewdoc.asp?fn=/documents/Child_Welfare_Protection/DCYA_Child_Protection_Policy_Jan_2011.doc).