

Youth Program Policies and Guidelines

Developed by 180 Youth Outreach Board of Directors

Empowering youth for a brighter future



This document was created in April 2018 by the 180 Youth Outreach Board of Directors.

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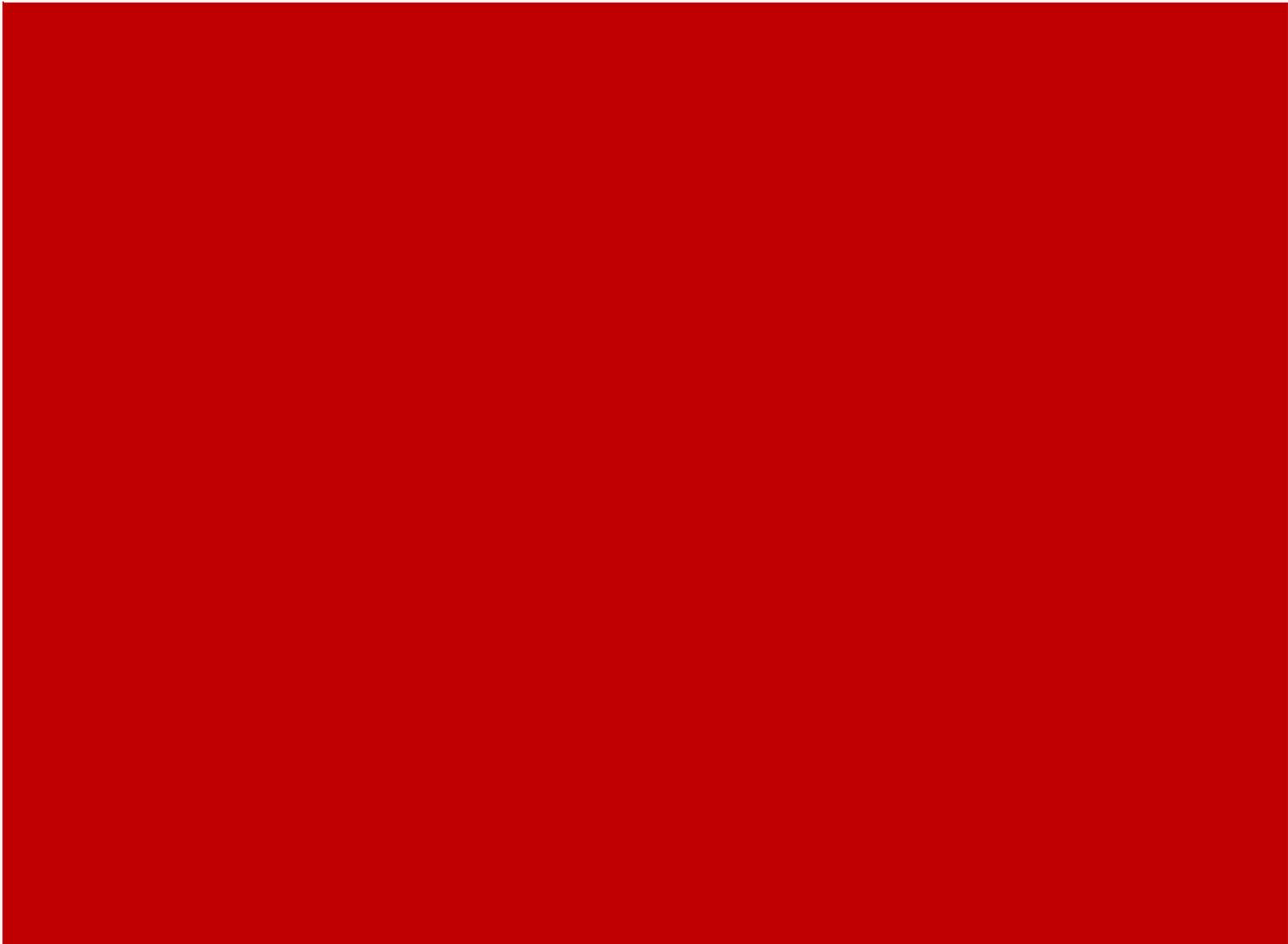
This document outlines policies, requirements and best practices to help keep youth, volunteers, and staff safe. Note that these policies represent organizational-wide standards for all Youth Programs; particular programs, however, may adhere to more stringent requirements (e.g., yearly criminal background checks for state childcare certification). For policy questions, please contact us by phone 833-988-4180 or email contactus@180youthoutreach.org.

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INTRODUCTION



WHO ARE WE?

VISION

Empowering youth for a brighter future.

MISSION

Inspire youth to reach their full potential by educating the mind, body, and spirit to develop positive relationships with family and community.

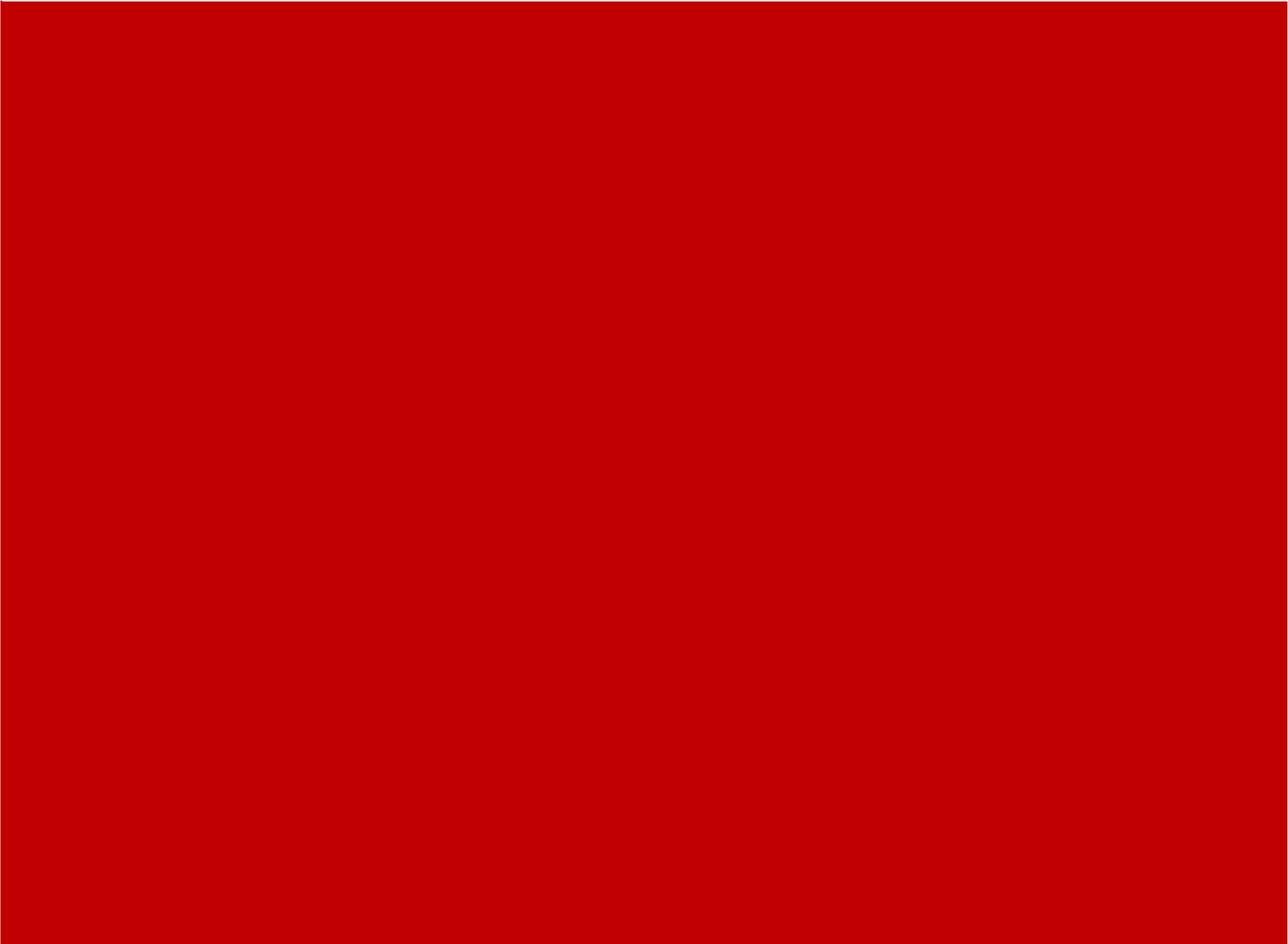
BELIEF STATEMENT

180 Youth Outreach is a diverse community of volunteers and staff that creates youth-serving programs that are dedicated to providing safe and healthy learning environments for youth (herein defined as ages 13-17). We serve as a public charity supported by group of volunteers who desire to assist any teenager who may have any type of habit, hurt, or hang-up that creates a stumbling block in reaching his or her potential. Through focusing on God, fellowship with other teenagers, and forming support groups, we are able to help each teen land on solid ground through positive growth in relationships and community.

We are a Christ centered youth outreach community that focus on assisting at risk youth to overcome hurts, hang-ups, and habits. We believe that all youth have a purpose in life and we desire to see that fulfilled. We acknowledge that each youth has his or her own path in life to follow. We work side by side with each youth to instill a lasting behavior change that comes from within, not something that is forced or acted out by any other means.



SECTION 1 – OUR OPERATING GUIDELINES



OPERATIONAL STRUCTURE

RISK MANAGEMENT

At 180 Youth Outreach, we strive to provide safe and healthy learning environments for youth. To do this, it is essential to employ risk management techniques that will reduce or mitigate as much risk as possible. Please reach out to our Board of Directors in how to manage and assess risks.

The risk of accidents or abuse can be drastically reduced by following the **“ACT” model** of risk management:

- **Avoid:** avoid risky behavior, cease risky action.
- **Control:** prevent or reduce the severity and or frequency of adverse incidents.
- **Transfer:** utilize insurance, contracts, and waivers to transfer risk to another party whenever possible.

REQUIRED POLICIES FOR WORKING WITH YOUTH

The following required policies represent broadly accepted standards of care for youth. **Deviations from these policies are not generally permitted.**

1. Individuals who perform functions or duties that regularly require interaction with minors in a private setting or without direct supervision on-site **must** receive a criminal history check from our Board of Directors.
2. Employees and volunteers who meet the above criteria and work with youth on an ongoing basis **must** have a new criminal history check every two years.
3. All personnel who work with youth **must** have adequate training to perform their duties. Adequate training will vary depending on the duties of the position. For more information and examples, see Orientation and Training section.
4. The use of physical contact for disciplinary measures is **NOT** allowed.
5. All Youth Program staff and volunteers are **required** to report suspected child abuse.
6. Registered Sex Offenders (RSOs) are **NOT** allowed to have contact with youth in the context of volunteering for any 180 Youth Outreach programs. See “Conditions of Volunteer Service”.
7. Program leaders must submit participant data and certify policy compliance annually. See “Responding to Suspected Child Abuse” section of this manual.

YOUTH PROGRAM BEST PRACTICES

The following guidelines represent broadly accepted best practices for working with youth. **Deviations from these best practices requires clearly documented justification and approval from the program director or department head.**

1. The **recommended** supervision ratio for **on-site** programs is one staff or volunteer for every ten youth (**1:10**). The recommended supervision ratio for overnight or **off-site** events is one staff or volunteer for every eight youth (**1:8**). NOTE: these ratios may vary for specific activity camps. See the American Camp Association supervision standards for more information: <http://www.acacamps.org/standards>.
2. Staff and volunteers should avoid situations where they are alone with one, unrelated youth. A “Two Deep” strategy having two or more adults supervise youth is highly recommended. Another staff or volunteer should be made aware prior to an unavoidable one-on-one event.
3. Youth should be within visual and/or hearing supervision of volunteers or staff at all times. Exceptions to visual supervision include bathroom or changing room use. Under these circumstances staff or volunteers should respect youth privacy but remain within hearing supervision by waiting nearby. Having participants wear brightly colored t-shirts displaying the program name increases visibility and eases identification in crowded areas.

4. Staff or volunteers charged with supervising a group of youth must remain in sight and/or sound supervision of that group until relieved by another faculty, staff or volunteer.
5. To avoid youth-on-youth abuse, youth should not be left alone with another unrelated youth for more than a few minutes. For example, avoid leaving youth for prolonged periods in bathrooms or changing rooms or situations where they are not under visual supervision.
6. Avoid placing youth of widely differing ages (more than 3 years) in the same group. If this is not possible, closely supervise the group for appropriate interactions.
7. Staff or volunteers who do not follow these stated policies are not allowed to work with youth. (See Appendix: Code of Conduct example)
8. All programs should have a plan for emergency evacuation, relocation and reunification of youth with their parents or guardians.

TIPS FOR CREATING SAFE PROGRAMS

Program policies that ensure a safe social environment reduce the chance of abuse. Staff trainings and supervision practices should create a sense of responsibility in staff, volunteers and program participants for following safe practices. Below are additional tips for creating safe environments.

1. Create a **welcoming environment**. Parents, family members and other staff are invited to visit programs at any time. Effort will be made to not compromise any youth confidentiality and anonymity. Safety is everyone's shared responsibility.
2. Hold programs in **open places** that are easy to observe (through windows when indoors).
3. Observe the **physical and emotional state** of youth each time they participate in a program. Signs of injury or suspected child abuse must be reported. See abuse reporting requirements in this manual.
4. If the program is over-night, **lodging assignments** should not house a single adult with a single, unrelated youth. Ideally, adults should be housed separately from youth, but within easy supervision range.
5. The need for **youth privacy** should be respected, specifically when youth are changing clothes or bathing. The appropriate adult action is to turn your back, provide a visual barrier (e.g., hold up a towel) or step out of the room (but remain within hearing supervision).
6. **Physical contact** is a complex issue that requires staff training and discussion. Talking points should include public/private contact, gender awareness, age awareness, frequency and the "needy" youth, awareness of one's own needs, the role of horseplay, etc. Physical contact between an adults and youth should only take place in a **public setting** where other adults are present. Appropriate touching avoids contact with private body parts and should be in response to the needs of the child - not initiated by the adult.
7. A "**buddy system**" pairing 2-3 youth is useful when forming small groups that will separate from the larger group. For example, a staff member can escort 2-3 students for a restroom break.
8. **Disciplinary measures** never include use of physical punishment or failure to provide necessities of care, such as food, water or shelter. Nor should punishments single out an individual for group ridicule.
9. **Bullying**, hazing or secret initiations are never allowed. Watch for early indications and intervene early. Define appropriate behavioral expectations at the start of your program.
10. Youth are protected from inappropriate **adult conversations** and topics, including but not limited to adult-oriented jokes or discussion of sexual interactions. Staff that use coarse or foul language around youth can be a signal that the staff member is not concerned with social norms. In the extreme case, this is a method which a perpetrator will "cast a wide net" to elicit a response from vulnerable youth.

APPROPRIATE ADULT-YOUTH BOUNDARIES

Below is a list of frequently encountered areas of concern related to appropriate adult-youth boundaries. None of these areas always indicate a problem; when done publicly and with proper supervisor approval, many would be considered well-intentioned and positive. However, when done without proper consideration and approval, they can be indicative of an adult or youth forming the beginnings of an inappropriate relationship. One goal of staff training should be to clearly

define safe and respectful relationships and discuss potential areas for concern as listed below. Training should also ensure that supervisors are equipped to be on the lookout for these indicators and know when to look more closely at a situation as having potential for inappropriate boundary crossing.

1. **Social media** communication with youth: Twitter, Facebook, Myspace, etc. Creating group public “group pages” is preferable to allowing adult staff to privately “friend” youth.
2. **Cell phone** communication, including texting is a form of 1:1 interaction that can present issues.
3. **Outside-of-work interaction** including babysitting, providing transportation, taking a youth for a soda/treat as a reward, etc.
4. **Discussing personal issues** and information with youth or within earshot of youth. This includes any subject that one would normally discuss with a same-age friend: i.e. relationships, finances, family, gossip-type information, etc.
5. **"Holding contracts" with youth.** Holding a contract with a youth means agreeing to keep a secret with a youth, however innocuous it may seem. Example: Staff A observes Youth X taking an extra snack despite instructions that it is one snack/camper. Staff A responds by saying "It's a good thing only I saw you, Staff B would be really mad." Two things happen as a result. First, Staff A now has leverage with which to manipulate Youth X and Youth X now knows that Staff A is willing to operate outside the authority of the other staff. This is one of the most common precursors to deviant behavior by adults and youth.
6. **Consistent application of authority among youth.** It is human nature to relate more closely to some youth than others. However, it becomes a boundary issue when adults apply their authority inconsistently and some youth receive consideration not available to others.

MEDIA POLICY

Advances in technology are enabling new forms of social interaction that may extend beyond the appropriate use of cameras or recording devices. The following policies are meant to ensure the appropriate use of digital media:

1. **Inappropriate use of cameras, imaging, cell phones or digital devices is prohibited.** It is inappropriate to use any device capable of recording or transmitting visual images in showers, restrooms, changing rooms or other areas where privacy is expected by participants.
2. **Participants must sign a media release form** before pictures or videos can be used for reports, advertising or promotional materials. See the Appendix for liability waiver and media release forms. These forms must be used verbatim and cannot be modified by individual programs without approval by the 180 Youth Outreach Board of Directors.

YOUTH PROGRAM CRIMINAL HISTORY CHECK PROCESS

For a complete description of 180 Youth Outreach’s Criminal History Check Policy and release forms, visit our Volunteer Resources webpage at: www.180youthoutreach.org/volunteer-resources.

Three access types are available for criminal background checks: Volunteers, Managers/Directors, Officers/Executives.

THE CRIMINAL HISTORY CHECK PROCESS

1. The **Program supervisor** develops a brief **position description** that includes specific duties in every “access type” that requires a Consent Form for Criminal Background Check (CBC) (see appendix). Access types that require a criminal background check include: supervising youth or working one-on-one with youth; access to personal information; fiscal responsibilities. 180 Youth Outreach Board of Directors will determine if a crime is disqualifying based on the access type of the position. The position description should include this language: *“This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal Background Check and be determined to be position qualified by the Board of Directors. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal Background Checks every two (2) years.”*

2. The **Applicant** fills out a Consent Form for Criminal Background Check release and returns it to Bryon Ownby; his contact information is on the second page of the release below the signature line. The release must be completed in full location name and supervisor contact info.
3. **180 Youth Outreach Board of Directors** will run the CBC, determine if the applicant meets the minimum requirements, and notify the supervisor. 180 Youth Outreach Board of Directors utilizes a third-party vendor, First Advantage to perform all checks. Background checks are in effect until the applicant terminates, moves into a new position with different access necessitating a new criminal background checks, or for two years if in a qualifying Youth Program.

NOTE: It is the supervisor's responsibility to reinitiate a CBC if and when necessary. To run a new CBC, the incumbent completes a new release form and submits it to Bryon Ownby noting the recheck box.

CRIMINAL BACKGROUND CHECK (CBC) FREQUENTLY ASKED QUESTIONS

Q: Who needs to get a CHC to work or volunteer with youth?

A: All Individuals who perform functions or duties that regularly require interaction with minors in a private setting or without direct supervision on-site.

Q: Can I get help developing a position description?

A: 180 Youth Outreach Board of Directors can work with you to develop position descriptions. Contact Bryon Ownby (contactus@180youthoutreach.org)

Q: If I've already had a CBC done outside of 180 Youth Outreach, do I need to get another one to work or volunteer with 180 Youth Outreach?

A: Yes, if the position requires a CBC, all criminal history checks must be conducted by 180 Youth Outreach Board of Directors, and not by outside vendors.

Q: Do I need another CBC if I've already had one done by 180 Youth Outreach Board of Directors?

A: Only if you take a new position with a different access type **OR** you work for a Youth Program in a qualifying position for two years or more (CBCs must be repeated for qualifying positions every two years).

Every applicant (regular staff, temporary worker, student worker, volunteer, intern, etc.) who goes through the CBC process is entered into the CBC database. Every incumbent's CBC, regardless of employment type, is in effect until they terminate, accept a new position with new access, or reach the two year mark in a Youth Program and need a recheck.

If an incumbent had a CBC done by HR for one position (regardless of position type or name), that CBC may apply to a new position if the access doesn't change and there hasn't been a termination.

NOTE: If an applicant indicates they have received a CBC by 180 Youth Outreach Board of Directors in the last two years, the supervisor can request Bryon Ownby to check the database to determine if a re-check is necessary.

Q: If I volunteer or work in a CBC-qualifying position for a Youth Program, how often do I need to be rechecked?

A: Every two years. It is the responsibility of the Youth Program supervisor to keep track of and initiate rechecks for all qualifying positions.



SECTION 2 – OUR TEAM SELECTION PROCESS



SELECTING EMPLOYEES AND VOLUNTEERS TO WORK WITH YOUTH

Volunteers interested in working with youth who will perform functions or duties that regularly require interaction with minors in a private setting, or without direct supervision on-site, must complete the following application process (steps a-d) to be approved to work with youth in 180 Youth Outreach programs:

- a. Potential volunteer completes and submits the application, including three personal references. See Appendix for sample Volunteer Application.
- b. The volunteer applicant authorizes 180 Youth Outreach to conduct a criminal history check. See Appendix for Consent Form for Criminal Background Check authorization form.
- c. Program supervisor contacts three (3) personal references (by mail, e-mail or phone) provided by applicant (*to provide diverse and subjective perspectives of the applicant's character and trustworthiness for being responsible when working with youth*). See Appendix for Mail Form and Phone Form.
- d. Program staff provides program orientation for volunteer or employee role (*reinforcing applicant's personal commitment and ability for this role*). Program hiring supervisors should conduct interviews with potential long-term volunteers. This step allows professional judgment regarding an applicant's intentions and motivation for working with youth. Sample interview questions are provided in the Appendix.

IMPORTANT: Registered Sex Offenders are not allowed to have contact with youth in the context of volunteering for a 180 Youth Outreach program. By signing the Conditions of Volunteer Service form, volunteers acknowledge the following: *"I am NOT a registered sex offender and I am not required to register on any state sex offender list. Misrepresentation on this point is subject to discipline through the Student Conduct and Community Standards Office, which may impose sanctions up to and including suspension or expulsion from 180 Youth Outreach."*

Youth Program Employees are to apply through standard Human Resources procedures with a separate Job Application to be completed. When calling the potential employee's personal references, the questions on the Volunteer Phone form can be valuable indicators for appropriateness for working with youth.



SECTION 3 – OUR ROADMAP



ORIENTATION AND EDUCATION

A consistent orientation for all employees and volunteers, prepares them to make appropriate decisions and take appropriate actions in their role. Whether the program is at one of our facilities or with one of our partners, all volunteers and staff who work with youth must have adequate training to perform their duties.

ORIENTATION

Below is an outline for a 2-hour orientation to be conducted in person, via video, computer modules or a combination.

Details regarding our training program can be found in the Appendix section.

What is the Relationship of this Program to 180 Youth Outreach?

- Understanding the value of the program/event
- What is the mission of the program?
- Q & A about role descriptions of the employee(s) and volunteer(s)

How Does 180 Youth Outreach Protect Approved Volunteers?

- Forms to Review and Sign Our Expectations
- 180 Youth Outreach Conditions of Volunteer Service (volunteers only)
- 180 Youth Outreach Volunteer Injury Coverage (volunteers only)

Policies and Procedures

- Overview of policies and procedures for working with youth
- Discussion about social controls to prevent child abuse
- Appropriate boundaries between youth and adults
- Preventing youth abuse of youth

Safety Procedures to Implement during Program/Event

- Ratio of supervising adults to youth
- Lodging arrangements
- Check-in and check-out procedures
 - Emergency procedures: medical needs, weather, transportation, activities
 - Reporting accidents

When and How to Report Suspected Child Abuse

- Signs of abuse
- Protocol for reporting suspected abuse
- Individual is protected when report is done in good faith
- Practice skills through scenarios, “When a Youth Discloses...”

EDUCATION

It is highly recommended that those who will be leading either large group or small group with you to have completed a biblical 12-step study. For those who have not accomplished this type of step study, it will be required that they go through a separate 8 week step study, “Life’s Healing Choices” that cover the 8 principles of recovery as listed on the next page:

1. **Realize I'm not God.** I admit that I am powerless to control my tendency to do the wrong thing and that my life is unmanageable. Happy are those who know that they are spiritually poor. – Matthew 5:3a (TEV)
2. **Earnestly believe that God exists, that I matter to Him and that He has the power to help me recover.** Happy are those who mourn, for they shall be comforted. – Matthew 5:4 (TEV, NIV)
3. **Consciously choose to commit all my life and will to Christ's care and control.** Happy are the meek. – Matthew 5:5a (TEV)
4. **Openly examine and confess my fault to myself, to God, and to someone I trust.** Happy are the pure in heart. – Matthew 5:9a (TEV)
5. **Voluntarily submit to any and all changes God wants to make in my life and humbly ask Him to remove my character defects.** Happy are those whose greatest desire is to do what God requires. – Matthew 5:6a (TEV)
6. **Evaluate all my relationships.** Offer forgiveness to those who have hurt me and make amends for harm I've done to others when possible, except when to do so would harm them or others. Happy are the merciful. – Matthew 5:7a (TEV) Happy are the peacemakers. – Matthew 5:9 (TEV)
7. **Reserve a daily time with God for self-examination, Bible reading, and prayer in order to know God and His will for my life and to gain power to follow His will.**
8. **Yield myself to God to be used to bring this Good News to others, both by my example and my words.** Happy are those who are persecuted because they do what God requires. – Matthew 5:10 (TEV)

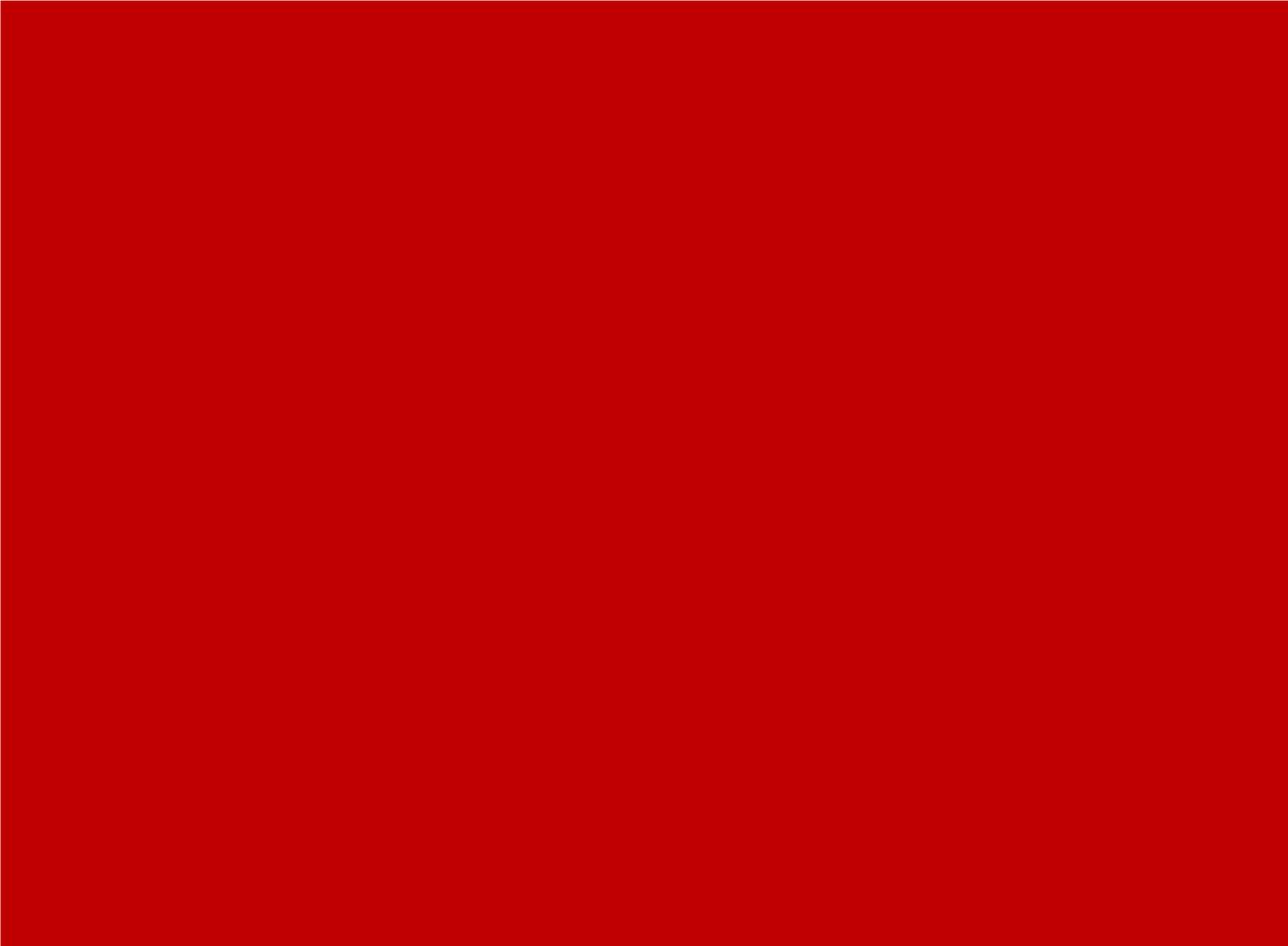
OTHER EDUCATIONAL REQUIREMENTS

Here is additional education requirements that we request all individuals to complete:

1. Tennessee's Law on Mandatory Reporting of Child Abuse and Child Sexual Abuse. Here is the provided link for training and submit certificate when completed: <https://www.tn.gov/dcs/program-areas/child-safety/reporting/faqs.html> and select Child Abuse Reporting module.
2. Youth Protection Training Certificate. Here is the provided link for training and submit certificate when completed: <https://www.scouting.org/training/youth-protection/>
3. ACE (Adverse Childhood Experiences) – when scheduled.
4. SADD (Students Against Destructive Decision-Making) – when scheduled.
5. ADEC (Alliance for Drug Endangered Children) – when scheduled.



SECTION 4 – OUR PROGRAM DATA COLLECTION PROCESS



PROGRAM DATA AND POLICY COMPLIANCE

Compliance with 180 Youth Outreach policies and guidelines is the responsibility of the Youth Program leaders of each facility or program. For example, the Program Leader may be a Program Director or Coordinator. Program leaders will be asked on a yearly basis to verify to the **Board of Directors** that they understand their obligations and that volunteers and staff working with youth have been vetted and received adequate training.

The following records should be kept for at least two (2) years after the Youth Program or event:

- Volunteer and staff contact information and background check records
- Documentation of volunteer and staff training (training agenda and volunteer-signed code of conduct are best)
- Accident and incident log for the program or event. It is a good practice to record minor
- accidents even if a formal accident report is not filed with the Board of Directors.

YOUTH PROGRAM DATA COLLECTION AND COMPLIANCE CERTIFICATION

180 Youth Outreach Programs are required to submit program data and certify compliance with policies and guidelines annually. The data submission form can be found in the Appendix.

The Youth Program data collection fields are inserted below for review. Not all programs will be able to collect comprehensive participant data.

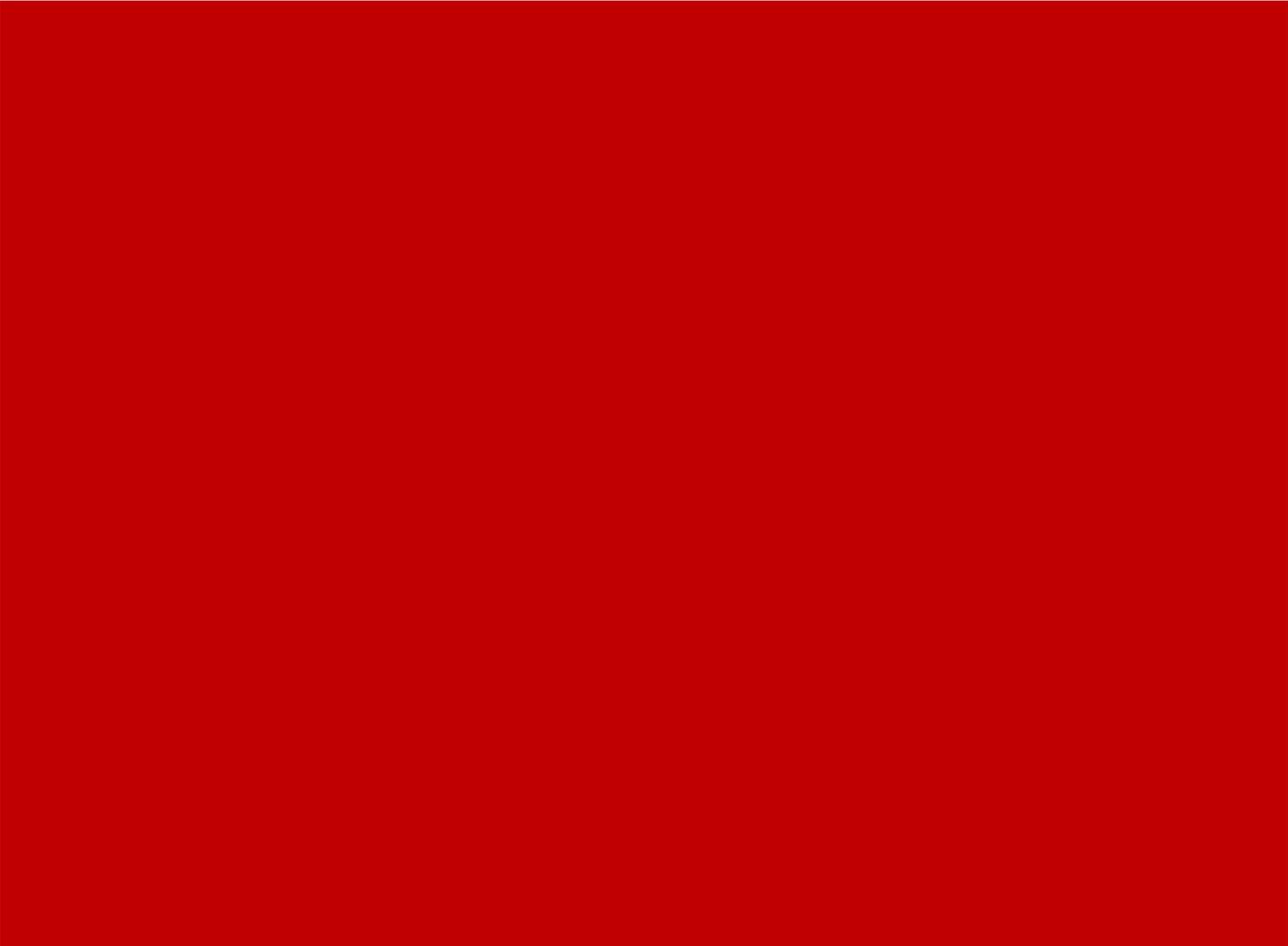
DATA COLLECTION FIELDS

1. Program or Event Name: *
2. Program Leader Name and Phone Number: *
3. Program Leader Email Address: *
4. Hosting Organization Name: *
5. Host Organization Division: *
6. Program Financial Sponsor
7. Event Location:
8. Brief Program Description: (100 words maximum)
9. Total number of 7-12 grade youths served: *
10. Contact Hours (Participants x Programming hrs): *
11. Female Participants: Native American Participants: Latino/a Participants: African American Participants; Asian/Pacific Islander Participants: Multiracial Participants:
12. Parent/Guardians:
13. 180 Youth Outreach Staff Involved:
14. 180 Youth Outreach Volunteers Involved:
15. 180 Youth Outreach staff/volunteers contact hours (180 Youth Outreach staff/volunteers x Programming hrs):
16. Can your program uniquely identify participants? (i.e., do you record names, birthdays, etc.): *
17. Policy and Guideline Compliance (program leader's name): *

I certify to the Board of Directors that I am responsible and accountable for my program complying with the policies stated in the 180 Youth Outreach Program Policies and Guidelines manual. I will maintain the following records for at least two years: verification that staff and volunteers received training, contact information for all staff and volunteers (including whether they passed a criminal history check) and accident/incident reports for my program. By entering my name above, I am certifying that my program complies to required standards.



SECTION 5 – OUR YOUTH SAFETY



RESPONDING TO SUSPECTED CHILD ABUSE

All 180 Youth Outreach staff and volunteers are to mandatory report any of child abuse. In addition, it is the policy of 180 Youth Outreach, all volunteers working with youth act in accordance with expectations for mandatory reports and state/federal laws. This includes expectations that they report suspected abuse or cause a report of such abuse to be made, to law enforcement officials immediately upon witnessing or being notified of suspected abuse.

While screening procedures for employees and volunteers improve safety, timely and diligent reporting of suspected abuse is critical for ensuring safe environments. Trust your instincts; if you see suspected evidence of abuse, report it immediately to your supervisor or 180 Youth Outreach Board of Directors

Department of Children Services (DCS) **Child Abuse Hotline:** 877-542-2873 or for non-emergency, 615-254-6018. Internet: <https://apps.tn.gov/carat/> as the report may be anonymous.

180 Youth Outreach requires all staff and volunteers who will be interacting with youth to register and complete training based upon Tennessee's Law on Mandatory Reporting of Child Abuse and Child Sexual Abuse within 30 days of either employment or volunteering. Here is the provided link for training: <https://www.tn.gov/dcs/program-areas/child-safety/reporting/faqs.html> and select Child Abuse Reporting module.

ABUSE REPORTING PROCEDURES

A. Child Abuse – without sexual assault/harassment element

- Required reporting to DHS Child Welfare or local law enforcement
- Required reporting to Board of Directors and Supervisor if abuse is in connection with 180 Youth Outreach staff, volunteer, property or program.
- If there is imminent threat, required direct reporting to law enforcement.

B. Child Abuse – with sexual assault/harassment element

- Required reporting to DHS Child Welfare or local law enforcement
- Required reporting to Board of Directors and Supervisor if abuse is in connection with 180 Youth Outreach staff, volunteer, property or program
- Required consultation with the Board of Directors
- If there is imminent threat, required direct reporting to law enforcement.

C. Other Crimes

- If there is imminent threat, required direct reporting to law enforcement.
- Required reporting to Supervisor and Board of Directors

Each staff and volunteer personnel will be required to sign 180 Youth Outreach policy on Tennessee Law On Mandatory Reporting Of Child Abuse And Child Sexual Abuse Policy.

When responding to a youth who discloses possible sexual abuse or maltreatment a report must be filed with the Board of Directors. 180 Youth Outreach will report abuse as noted above.

INTERNAL REPORTING OF INCIDENTS

To ensure an effective organization-wide response, the team of people below should be notified **as soon as possible** when a significant accident has occurred, or an allegation of abuse has been made. The program Leader or Supervisor should call or email the response team immediately after the initial report is made to DHS. As much information as possible should be given, including the names of the people involved, what occurred, the location and time. 180 Youth Outreach Board of Directors will strive to keep the initial reporter's identity confidential to the full extent allowable by law. Below are the questions asked by the DCS hotline:

1. Demographic of the child (birthdate, address, phone number)
2. Child's parents/caregiver
3. Siblings of the child
4. Details of the abuse/neglect, any physical evidence (injuries, behaviors, or environmental conditions)
5. Name of alleged perpetrator/person and relationship to the victim who may have abused or neglected the child
6. Child's current whereabouts
7. How did you come to know about the abuse/neglect?
8. Any danger for DCS investigator?
9. Who else knows the circumstances?
10. Aware of anyone or available resource for the child or family?
11. What is the non-offending parent or caregiver feelings toward the child and reaction to the abuse?

DCS will respond based on three tier levels: 1) immediate – 24 hours, 2) non-life threatening – 48 hours, 3) low risk of harm – 72 hours. We will have the option to receive communication by DCS of the investigation.

SUPPORTING VICTIMS OF ABUSE

Connecting the victims of abuse with proper support services is an important goal of 180 Youth Outreach. When an allegation of abuse has been made, refer the alleged victim and his/her family to the District Attorney's **Crime Victim Assistance Office** (<https://www.tndagc.org/district/04>) judicial system information and orientation. In addition, the Crime Victim's Office can provide a Crime Victim's Compensation application which may provide for long-term counseling to address the impact of the crime on the youth.

Instances involving sexual abuse or misconduct must be reported to 180 Youth Outreach Board of Directors. We will provide survivors of sexual abuse with referrals to support services that are available in the immediate area.



SECTION 6 – OUR TERMS



DEFINITIONS

Youth Program - defined as activities and events specifically directed to children 17 years of age or younger. Youth Programs include activities and events directed towards achieving goals of youth development, academic enrichment, recreation, or enrollment in postsecondary education. Such activities and events may be conducted on- or off-campus by staff and approved volunteers.

Child Abuse - any assault, physical or mental injury (other than accident), rape, incest, sexual abuse, exploitation, negligent treatment, maltreatment, failure to provide adequately for needs, threatened harm or subjecting child to risk of harm to the child's welfare.

Child sexual abuse - involves any sexual activity with a child where consent is not or cannot be given. This includes sexual contact that is accomplished by force or threat of force, regardless of the age of the participants, and all sexual contact between an adult and a child, regardless of whether there is deception, or the child understands the sexual nature of the activity. Sexual contact between an older and a younger child also can be abusive if there is a significant disparity in age, development, or size, rendering the younger child incapable of giving informed consent. The sexually abusive acts may include sexual penetration, sexual touching, or non-contact sexual acts such as exposure or voyeurism.”¹

Child and Youth - in this document the terms “child” and “youth” are used interchangeably and are defined broadly to include minors under the age of 18



SECTION 7 – OUR VOLUNTEERS



WHAT IS A “VOLUNTEER”?

A VOLUNTEER IS A PERSON THAT:

- 180 Youth Outreach appoints in writing to perform official business; and
- Receives no remuneration for his/her services to 180 Youth Outreach; and
- 180 Youth Outreach receives the primary benefit from the work performed by the volunteer; and
- Works at 180 Youth Outreach’s request or consent under 180 Youth Outreach’s direction and control.

WHAT PROTECTION DOES 180 YOUTH OUTREACH AFFORD A VOLUNTEER?

180 Youth Outreach will defend, save harmless and indemnify any of its officers, employees, volunteers, and agents... arising out of an alleged act or omission occurring in the performance of stated duty.

180 Youth Outreach volunteers are considered agents of 180 Youth Outreach so long as:

- There is a clearly written position description for the volunteer; and
- The volunteers are trained to operate within their assigned duties.

180 Youth Outreach would not consider volunteers agents under the following circumstances:

- The volunteer is serving only his or her own interest.
- The volunteer is only serving the interest of another organization.
- The volunteer is clearly operating outside the scope of his or her duties.

VOLUNTEERS AND MOTOR VEHICLE LIABILITY

If a volunteer uses a personally owned vehicle in the course of their duties, they are required to have automobile liability insurance to provide primary coverage for any accidents involving that vehicle. Proof of insurance is required.

VOLUNTEERS AND WORKER’S COMPENSATION INSURANCE

Generally, worker’s compensation insurance is not available for volunteers. If the volunteer is an official volunteer and has signed the Conditions of Volunteer Service form, there is medical coverage available up to \$15,000 per occurrence. This coverage is limited to only injuries due to an accident while performing the volunteer duties.

VOLUNTEERS AND REPORTING AN ACCIDENT

Volunteers must report all accidents to their supervisor immediately.

180 YOUTH OUTREACH CONDITIONS OF VOLUNTEER SERVICE

This form must be signed by all volunteers in order for them to be recognized as agents of 180 Youth Outreach. This recognition provides the protections noted above.

WHAT IS “SPECIAL EVENT INSURANCE”?

Special Event Insurance covers accident medical expense benefits to persons who are generally not affiliated with the 180 Youth Outreach but participate in organizational-sponsored short-term programs/events/activities. Such events/activities include but are not limited to sports camps for minors, non-sports clinics, and trips or tours for adults.

When does my program need Special Event Insurance?

You need Special Event Insurance when:

- a. Your program/event/activity is **held at an 180 Youth Outreach designated facility.**

- b. Your program/event/activity is officially sponsored by 180 Youth Outreach and **held at a non-180 Youth Outreach facility** (e.g., a school, club, organization)
- c. Participants are NOT affiliated with 180 Youth Outreach (i.e., they are NOT 180 Youth Outreach staff or faculty)
- d. Participants are NOT participating in a 7-12 school-sponsored program (e.g., NOT on a school-sponsored field trip).

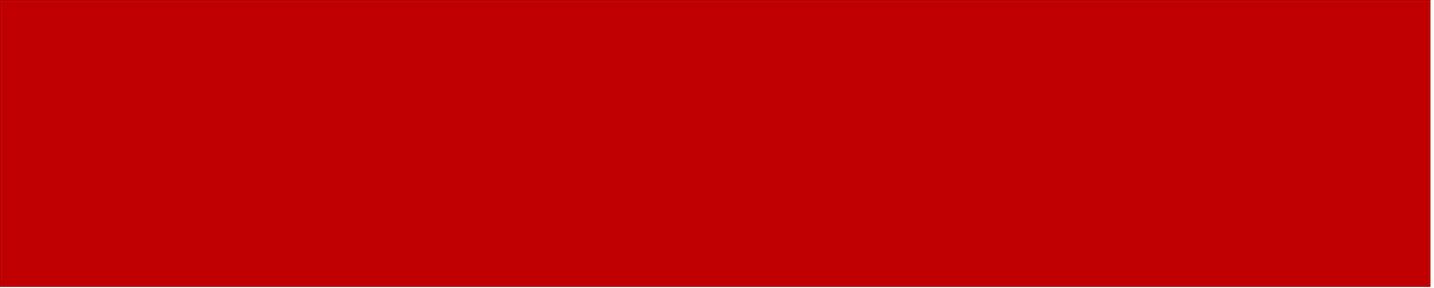
When does my program NOT need Special Event Insurance?

You do not need Special Event Insurance when:

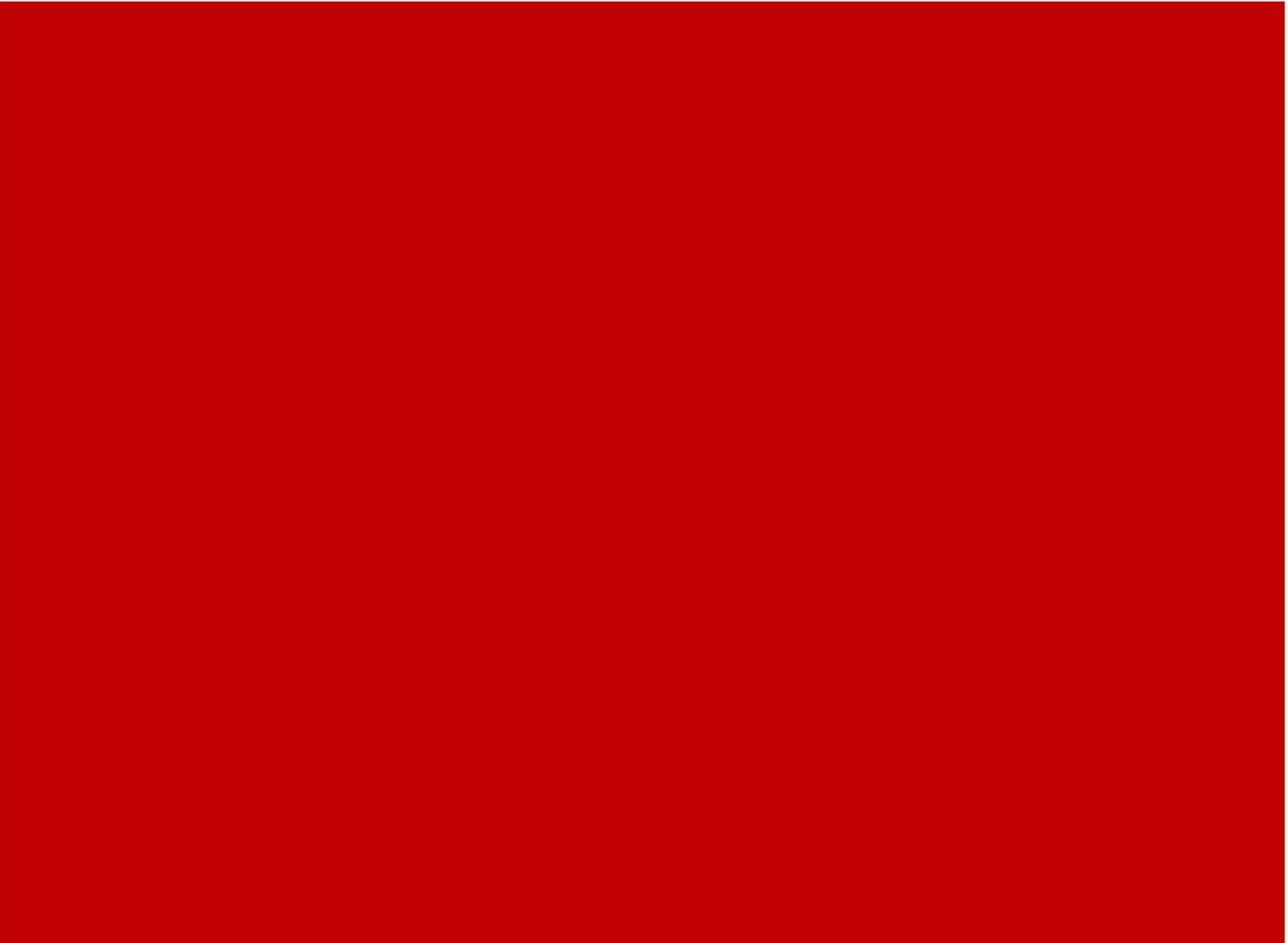
- a. Your program/event/activity is held in a facility not owned or leased by 180 Youth Outreach (e.g., 7-12 school or Boys and Girls Club) AND your program/event/activity is not sponsored by a 180 Youth Outreach staff member.
- b. Participants are part of a 7-12 school-sponsored program (e.g., field trips and tours)

How do I purchase Special Event Insurance?

Special Event Insurance must be purchased PRIOR to the program/event/activity through a pre-authorized insurance company.



SECTION 8 – APPENDIXES



DOWNLOADABLE FORMS LINKS:

1. Liability Waiver and Media Release
2. Conditions of Volunteering
3. Reporting Suspected Child Abuse
4. Code of Conduct
5. Consent Form for Criminal Background Investigation
6. Volunteer Application
7. Volunteer Reference Check
8. Training Program – Empowering Our Future Principles

LIABILITY WAIVER AND MEDIA RELEASE FORM

ACKNOWLEDGEMENT OF RISK AND WAIVER OF LIABILITY FOR YOUTH PROGRAMS

PROGRAM: _____ ACTIVITY: _____

Please read this Acknowledgement of Risk and Waiver of Liability for Youth Program carefully and in its entirety; it is a binding legal document.

Return signed forms to: Bryon Ownby, 180 Youth Outreach, Inc. PO Box 1751, Dandridge, TN 37725

By signature, with full knowledge of the facts and circumstances surrounding the ACTIVITY, I acknowledge my child's participation in the ACTIVITY may expose him/her to actions, events, and environments that may be hazardous to his/her person and/or property. I acknowledge that I am solely responsible for any action that my child may participate in associated with this ACTIVITY or around this ACTIVITY, regardless if occurring before, during or after the period of the ACTIVITY.

I have adequate applicable insurance necessary to provide for and pay any medical costs that may directly or indirectly result from my child's participation in the ACTIVITY, or otherwise understand that I am solely responsible for any medical costs that may directly or indirectly result from my child's participation in the ACTIVITY. I understand that there may be participant insurance available for some camps/clinics and if so, that information will be shared with me for processing and handling of any claims.

I will indemnify and hold 180 Youth Outreach (hereafter referred to as 180), it employees, directors, officers, harmless with respect to any and all claims, injuries, and costs associated with my child's participation in this ACTIVITY.

It is my express intent that this Acknowledgement of Risk and Waiver of Liability shall bind my spouse, the members of my family and my estate, heirs, administrators, personal representatives and assigns. I further agree to save and hold harmless, indemnify and defend the 180 from any claim by the aforementioned parties arising out of my participation in the ACTIVITY.

I recognize and acknowledge that 180 makes no guarantees, warranties, representations, or other promises relative to the ACTIVITY, and assumes no liability or responsibility for injury or property damage that my child may sustain as a result of participation in the ACTIVITY.

I further understand and agree that this is a release of liability and indemnity agreement, and it is intended to be as broad and inclusive as permitted by law. If any portion hereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full force and legal effect.

SIGNATURES

In signing this Acknowledgement of Risk and Waiver of Liability I hereby acknowledge and represent: (a) that I have read this document in its entirety, understand it, and sign it voluntarily; and (b) that this Acknowledgement of Risk and Waiver of Liability is the entire agreement between the parties hereto and its terms are contractual and not a mere recital. Further, I certify that I am the parent or legal guardian of the above-named participant in the ACTIVITY. On behalf of myself and my spouse, partner, co-guardian or any other person who claims the participant as a child. I acknowledge that my child and I have agreed to the terms and conditions of my child's participation in the ACTIVITY, and I hereby give my consent to participation by my child in the ACTIVITY, and to receive medical treatment determined to be necessary. I further agree to hold harmless, indemnify and defend 180 from and against all claims, demands or suits that my child has or may have.

SIGNATURE: _____ DATE: _____

MEDIA RELEASE

I recognize and acknowledge that 180 may record my child's participation and appearance in ACTIVITY on any recorded medium (including, but not limited to video, audio, photos) for use in any form. I authorize such recording and release 180 to use my child's name, likeness, voice, and biographical material to exhibit or distribute such recordings in whole or part without restrictions or limitations for any educational or promotional purpose. No signature below represents my choice to opt out of this media release.

SIGNATURE: _____ DATE: _____

CONDITIONS OF VOLUNTEER SERVICE



CONDITIONS OF VOLUNTEER SERVICE

180 Youth Outreach Board of Directors

833-988-4180

As a volunteer working at 180 Youth Outreach (180), you need to understand the extent to which you are covered by insurance for liability and personal injury or illness. Please read the following carefully and sign below.

TORT LIABILITY

180 will indemnify and defend you against civil actions for injuries or damage to the person or property of others, subject to the following general conditions:

1. You are working on a 180 task assigned by an authorized 180 supervisor;
2. You limit your actions to the duties assigned (defined in the assigned duties section below); and
3. You perform your assigned duties in good faith, and do not act in a manner that is reckless or with the intent to unlawfully inflict harm to others.

VOLUNTEER INJURY COVERAGE (VIC)

Worker's compensation coverage is not provided. However, 180 has an injury protection plan to cover injuries of authorized volunteers in excess of the volunteers' own insurance coverage (i.e., personal medical insurance). It is limited to injuries resulting from the volunteer acting within the course and scope of his/her assigned duties with a cap of \$15,000.

REPORTING RESPONSIBILITY

Any time you are involved in any accident or injury to person or property while performing assigned duties, you **MUST** inform your immediate supervisor as soon as possible.

WAIVER OF LIABILITY

As an authorized 180 volunteer, I understand that 180 will provide limited medical and accidental death, dismemberment and disability coverage for me in the event I suffer injury due to an accident while performing authorized volunteer duties. In exchange for the coverage, I, for myself, my heirs, executors, administrators and assigns, release and forever discharge 180 from any and all demands or claims for damage or injury, from any cause of suit or action, known or unknown, that I may have against 180 or its officers, agents or employees, and from all liability for any and all harm or damage to my health in any matter resulting from or arising out of my volunteer activities. This release does not extend to or waive any rights I may have under applicable state law to defense and indemnification from any demand, claim, suit or action brought against me, or liability I may be subject to, or arising out of my authorized volunteer activities.

SIGNATURE: _____ DATE: _____

REPORTING SUSPECTED CHILD ABUSE

TENNESSEE LAW ON MANDATORY REPORTING OF CHILD ABUSE AND CHILD SEXUAL ABUSE POLICY

All staff and volunteers of 180 Youth Outreach are responsible for compliance with Tennessee laws on mandatory reporting of child abuse and child sexual abuse. Please go to the following website to find detailed information from the Tennessee Department of Children's Services on how to identify and report child abuse and child sexual abuse: <https://apps.tn.gov/carat/>

The following is a summary of key provisions of Tennessee law on mandatory reporting of child abuse and child sexual abuse.

Who Must Report

Tennessee law mandates reporting by **any person** who has knowledge of physical or mental harm to a child if: (1) the nature of the harm reasonably indicates it was caused by brutality, abuse, or neglect; or (2) on the basis of available information, the harm reasonably appears to have been caused by brutality, abuse, or neglect.

Tennessee law also mandates reporting by **any person** who knows or has reasonable cause to suspect that a child has been **sexually abused**, regardless of whether it appears the child has sustained an injury as a result of the abuse.

The Tennessee mandatory reporting laws define a child as a person under 18 years of age.

How to Report

Notify 180 Youth Board of Directors or Program Sponsor.

Call 911 if the situation is a life threatening emergency. In other cases, a report of child abuse or child sexual abuse must be made immediately to one of the following four authorities:

- The Tennessee Department of Children's Services (reports can be made by calling the Central Intake Child Abuse Hotline at 877-542-2873);
- The sheriff of the county where the child resides and offense has occurred;
- The chief law enforcement official of the city where the child resides and offense has occurred; or
- A judge having juvenile jurisdiction over the child.

Criminal Penalties for Failure to Report

Any person who knowingly fails to make a report of child abuse as required by Tennessee law commits a Class A misdemeanor.

Any person who knowingly and willfully fails to report known or suspected child sexual abuse, or who knowingly and willfully prevents another person from doing so, commits a Class A misdemeanor.

I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH THE REQUIREMENTS OF TENNESSEE LAW DESCRIBED IN THIS DOCUMENT.

PRINTED NAME: _____

SIGNATURE _____

DATE _____





CODE OF CONDUCT

This Code of Conduct has been approved by the 180 Youth Outreach Board of Directors to state expected professional relationships between staff and children. It includes staff/staff interactions as well as staff/children interactions. The care and safety of other people's children is our number one priority. Your safety as staff, volunteers and program participants is of equal importance to us. Your signature on this document is acknowledgment that you understand the contents and are in complete agreement.

1. At no time during a program may any staff, volunteer or program participant be alone with a single child where they cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them. Do not isolate a single child for discussion or discipline unless you are clearly visible in a public area.
2. Staff must never leave a child alone and unsupervised.
3. Bathroom supervision of children must always occur with another staff member or group chaperone within sight or hearing distance. Do not enter these areas when in use by a child of the opposite sex except when summoned in an emergency. Do not enter these areas when in use by a single child of any sex without others present.
4. Staff must not abuse children including:
 - a. Physical abuse- to strike, spank, shake, slap
 - b. Verbal abuse- to humiliate, intimidate, threaten
 - c. Sexual abuse- to inappropriately touch or speak
 - d. Mental abuse- to shame, withhold kindness, be cruel
 - e. Neglect- to withhold food, water, basic care such as medical or bathroom needs
5. Staff will respect a child's right not to be touched in ways that make them feel uncomfortable. Children are not to be touched between their waist and knees, front and back and the chest for a girl.
6. Staff should use positive techniques of behavior management, including redirection, positive reinforcement, and encouragement. Physical restraint is used only when necessary to protect the child or other children from harm and must be documented with your supervisor and director.
7. Staff will respond to children, other staff and parents with respect and consideration and treat all children equally regardless of gender, race, religion, sexual orientation, economic background, or any type of physical or mental ability.
8. Staff members will refrain from intimate displays of affection towards other staff in the presence of children, parents, and staff.
9. Staff must appear clean, neat, and appropriately attired at all times. So that staff may be distinguished from guests, staff are required to wear staff shirts, vests, or their name badge while working.
10. Using, possessing, or being under the influence of alcohol, or illegal drugs during working hours is prohibited. The use of prescription drugs that may impair your judgment during working hours is also prohibited; see your supervisor so that your shift may be covered if you require them.
11. Smoking or use of tobacco in the presence of children or participants is prohibited.

12. Profanity, inappropriate jokes, and sharing intimate details of your personal life in the presence of children, or participants are prohibited. Doing such with other staff is unprofessional and always is at risk of being overheard.
13. Staff members must be free of contagious conditions that may adversely affect any child's physical or mental health and must not act in any way that adversely affects a child's physical or mental health. See your supervisor if you are too sick or stressed to work. And, please contact 180 Youth Outreach Board of Directors if you have a physical or mental disability and believe you need reasonable accommodation to safely and effectively perform your duties.
14. Staff members will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
15. Staff members may not be alone with children they meet in 180 Youth Outreach programming outside of 180 Youth Outreach work. This includes babysitting, tutoring, sleepovers, inviting children to your home or taking them places without acknowledgement of supervisor or Board of Directors. Any exceptions require a written explanation before the fact and are subject to the supervisor's knowledge and approval. Parents or guardians requesting your services directly should be referred to your supervisor.
16. Giving children personal contact information, including, but not limited to social networking websites, personal e-mail or home addresses and phone numbers is not recommended without acknowledgement by management and/or Board of Directors.
17. Posting photos or info about children without parent or guardian permission is prohibited.
18. Staff members must have approval to transport children in their personal vehicle in their job duties.
19. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult as documented by the parent or guardian on file in our programs.
20. Staff members are required to immediately report any instances of child abuse or neglect, whether at home, or during 180 Youth Outreach programming to their supervisor. Suspicion or concerns about the possibility of abuse should also be reported to your supervisor or Board of Directors and will make the call to authorities with you if the child is not in immediate danger.
21. In the event that a child discloses that they have been abused, listen to them but under no circumstances can you tell them that you will not disclose the information that they gave you. Ask no questions of any kind and recite the following four statements:
 - a. Thank you for telling me
 - b. I believe you
 - c. You have done nothing wrong
 - d. I will get help for you (not I will help you)

SIGNATURE: _____ DATE: _____

CONSENT FORM FOR A CRIMINAL BACKGROUND CHECK



Consent Form for a Criminal Background Check

I understand that 180 Youth Outreach will conduct a criminal history background check as part of the procedure for processing my employment/volunteer application.

I understand that 180 Youth Outreach will conduct an investigation that verifies my Social Security Number and includes obtaining information regarding my past employment and criminal background.

I understand that criminal history background check will include my counties of residence to search for criminal records.

I understand that before I am denied employment based on information obtained in the report, I will receive a copy of the report and written description of my rights under the Fair Credit Reporting Act.

I understand if I disagree with the accuracy of any information in the report, I must notify 180 Youth Outreach representatives three (3) business days of the receipt of the report. If reported within this time, I will have the opportunity to address the information contained in the criminal history background check report.

I understand that the information contained in the criminal history background check will be available to those involved in making employment decisions or performing the background investigation and that this information for the purpose of making employment decisions.

180 Youth Outreach employs First Advantage to conduct background checks for potential employees/volunteers.

Name: _____ Signature of Consent to Perform Background

Date: _____ Checks: _____

Date of Birth: _____ Recheck

State of Birth: _____

Social Security Number: _____ - _____ - _____

Current Address: _____

For Office Use Only:

Date Received: _____ Date Background Check Submitted: _____

Results Received: _____ Date Cleared to Start: _____

Employment/Volunteer Location: _____

Position: _____ Date Supervisor Notified: _____

Staff Signature: _____ Date of Signature: _____

VOLUNTEER APPLICATION

180 Youth Outreach

Volunteer Application



Printed Name: _____ Date: _____

I am volunteering as a/an: (check one below)

Organization/Program Member Individual

Organization/Program Name: _____

Organization/Program Contact: _____

Your Home Address: _____ Apt. # _____

City: _____ State: _____ Zip code: _____

Phone: (____) _____ Email: _____

I prefer to be contacted via: phone email

Current Employer: _____ Phone Number: (____) _____

(If student) Name of high school/college: _____

Emergency Contact: _____ Relationship: _____

Emergency Contact Phone: (____) _____

How did you learn about 180 Youth Outreach? _____

Background Information:

Do you have a valid TN driver's license? Yes No

If yes, please provide the number: _____

If you will be utilizing your vehicle for transportation of youth, please provide the following:

Carrier: _____ Policy Number: _____

Please list previous volunteer experience: _____

Please provide (3) references of no relation to you:

Name	Phone #	Years Known
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

180 Youth Outreach

Volunteer Application

Interests and Special Skills: (check all that apply)

- | | | |
|---|--|---|
| <input type="checkbox"/> Educational/Tutoring | <input type="checkbox"/> Mentoring | <input type="checkbox"/> Health & Self-Esteem |
| <input type="checkbox"/> Facility Maintenance | <input type="checkbox"/> Sports | <input type="checkbox"/> Arts & Culture |
| <input type="checkbox"/> Leadership Development | <input type="checkbox"/> Administrative Help | <input type="checkbox"/> Transportation |

Other (IT, photography, finance, etc.): _____

Are you Bilingual? Yes No

If yes, what languages(s)? _____

Availability

Times available to volunteer: (check all that apply)

School year Semester Summer One-time Commitment

Estimated hours per week:

1-5 5-10 10-15 15+

Please provide additional information about availability in the space below:

Desired location/event: _____

Please check yes or no to the statement below:

"I am NOT a registered sex offender and I am not required to register on any state sex offender list. Misrepresentation on this point is subject to discipline through the Board of Directors, which may impose sanctions up to and including suspension or expulsion from 180 Youth Outreach."

Yes No

By signing below, you agree that all information you have provided in this application are true to the best of your knowledge.

Signature: _____ Date: _____

REFERENCE FORM FOR VOLUNTEER APPLICANT
 180 YOUTH OUTREACH REFERENCE CHECK BY MAIL



NAME: _____ is applying to be a volunteer with the 180 Youth Outreach _____ Program and has given your name as a reference.

180 Youth Outreach asks for your help in selecting well-qualified people to serve in volunteer roles. Please complete and return this reference form as quickly as possible. To the extent allowed by law, information you provide will be treated in a confidential manner.

If you have questions or additional comments, you are welcome to call (name) _____ local office (phone number only) _____.

1. How long have you known the applicant? ____ Years / ____ Months
2. What is your relationship to the applicant? _____
3. Please rate how you would rate the applicant in each of the following qualities:

	Excellent	Good	Fair	Poor	Unknown	Comments
Understands children						
Communication skills						
Personal initiative						
Respect for others						
Positive attitude						
Sense of fairness						
Role model						
Sensitivity						
Flexibility						
Resourcefulness						
Patience						
Dependability						
Ability to complete a task						
Ability to organize						
Enthusiasm						
Sense of humor						

Please share your impressions and knowledge of the applicant's qualifications for a volunteer role, by using specific examples whenever possible.

4. Describe how well the applicant interacts and works with children/youth:
5. Describe how well the applicant interacts and works with adults:

6. How would you describe the applicant's ability to handle records and/or money?

_____ Very good. I would trust this person with my organization's money and financial records.

_____ Fair. The person would do O.K., but would need some help.

_____ Poor. Handling money and financial records is a problem for this person.

_____ Not Applicable

7. What other strengths would this applicant bring to a volunteer role in a program like this?

8. What difficulties might this applicant have fulfilling a volunteer role that needs to be focused on positive youth development or safety?

9. Describe how effective this applicant might be, when working with people who may have a disability, different values, religion, economic background, culture, or traditions?

10. What additional skills, abilities, and attributes does the applicant have that would be helpful in a volunteer position?

11. Would you be willing to place your child, or any other child for whom you are responsible, under his/her supervision?

Yes No Maybe Comments:

12. Do you have any reason(s) why this person should **not** be considered for this position? If yes, please explain:

Yes No Maybe Comments:

13. Would you recommend this applicant to be a volunteer in in this program?

Yes, definitely Yes Yes, hesitantly No Comments:

Reference Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Signature: _____ Date: _____

Thank you for helping identify volunteers to approve for 180 Youth Outreach programs.

Return Volunteer Reference Form by mail, e-mail, or fax to:

180 YOUTH OUTREACH REFERENCE CHECK BY PHONE

Applicant's Name: _____ **is applying for a volunteer position, to work with youth in 180 Youth Outreach Programs as a** _____ (Identify the role and describe it as needed to help the reference respond effectively.)

(The applicant) has given your name as a reference. I would like to ask you several questions. Do you have a few minutes to talk? (pause)

Thank you. Your comments will be confidential.

1. How long have you known (the applicant)? _____

2. What is your relationship to (the applicant)? _____

3. Have you ever worked with (the applicant) in a volunteer capacity? _____

If yes, please describe: _____

4. Describe (the applicant's) attitude toward his/her volunteer work? _____

5. Would you consider this applicant a positive role model? ___Yes ___No Comments:

6. Describe a situation where you've observed (the applicant) interacting with children:

7. How does (the applicant) interact and work with adults? Describe a situation:

8. How does (the applicant) respond when he/she interacts with people who have opinions and actions different from his/her own? Please explain:

9. Is (the applicant) dependable? ___ Yes ___ No Comments:

10. *(Use this question if it relates to the volunteer role.)* How would you describe (the applicant's) ability to keep records, provide reports, and/or handle money?

11. What are (the applicant's) greatest strengths and weaknesses as they relate to working with people (youth or adults)?

Strengths

Weaknesses

12. Would you be willing to place your child, or any other child for whom you are responsible, in his/her supervision? _____ Yes _____ No Why or why not?

13. Do you know any reason why this person should **not** be considered for this volunteer role? _____ Yes _____ No If yes, please explain.

14. Would you recommend this applicant for this position?
() Very Strongly () Yes () With Some Hesitation () No Comments:

Reference Name: _____

Interviewed By: _____ Date Interviewed: _____

APPROVED INTERVIEW QUESTIONS

Questions for Screening and Selecting Employees and Volunteers

The following questions may be used in a written application or personal interview. A single answer should not determine whether an applicant is selected or rejected. Along with other forms of information, answers to these questions can help you build a more complete picture of an applicant.

- ***What type of supervisory situation do you prefer?***

If applicants are very independent, they may not fit in an organization whose policies and procedures require close supervision.

- ***What age/sex of youth do you want to work with? How would you feel about working with a different age/sex?***

If an applicant seems fixated on one age/sex, be wary. However, it may be that the applicant has experience or is gifted with working with certain age groups. Asking follow-up questions about why an applicant has a strong preference can help you determine if there is cause for concern.

- ***Is there anyone who might suggest that you should not work with youth? Why or why not?***

- ***Why do you want the job?***

- ***What would you do in a particular situation?***

Set up scenarios that involve potential concerns, boundary issues, or youth protection policies and interactions to gauge the applicant's response. Be concerned if applicants disregard the organization's policies and procedures or handle a situation poorly.

- ***What makes you a good candidate for working with youth? What would your friends or colleagues say about how you interact with youth?***

- ***What other hobbies or activities do you enjoy?***

Determine if applicants have mature, adult relationships—not just relationships with youth.



TRAINING PROGRAM – EMPOWERING OUR FUTURE PRINCIPLES

180 Youth Outreach Youth Programs are dedicated to offering physically, psychologically and emotionally safe environments for all youth. Ensuring comprehensive safety requires more than simply following a list of policies and precautions; we must adopt a shared set of values and practices that provides empowerment of our future that centers around youth safety.

EMPOWERING OUR FUTURE (EOF) PRINCIPLES

- **Sharing:** All community members (*program leaders, staff, volunteers and youth participants*) share responsibility for assuring safety at all times.
 - Safety is part of daily conversation in designing, delivering, and enhancing programs.
 - EOF safety principles (**Sharing, Understanding, Acting**) are communicated as an integral aspect of each program.
- **Understanding:** All community members understand the expectations, responsibilities and opportunities to create a safe environment.
 - It is each member's responsibility to address unsafe practices and procedures.
 - Members understand that safety is situational. Ongoing training allows the adaptability necessary to be prepared, attentive and responsive.
- **Acting:** All organizational members act to resolve safety concerns in a timely fashion and follow mandatory reporting requirements.
 - Members practice open, honest communication and are aware of effective reporting pathways to address safety concerns without repercussions.
 - Community members are expected to hold each other to high standards of practice and engage in challenging conversations to elevate program safety.

INTEGRATING EOF PRINCIPLES INTO OUR PROGRAMS

- Leaders, staff and volunteers foster open communication and hold each other to high standards. Hierarchical barriers to communication are broken down.
- Proactively design collective responsibility, high standards and best practices into each Youth Program.
- Our community offers professional development and leadership training to enable the design and delivery of safe programs.

PROGRAMS SAFETY TRAINING

180 Youth Outreach Youth Programs are dedicated to offering physically, psychologically and emotionally safe environments for all youth. Ensuring comprehensive safety requires more than simply following a list of policies and precautions; we must adopt a shared set of values and practices that provides empowerment of our future that centers around youth safety.

SUPERVISION GUIDELINES

- The **recommended supervision ratio** for on-site programs is one staff or volunteer for every ten youth (1:10).

- Staff and volunteers should **avoid situations where they are alone with one, unrelated youth**. Another faculty, staff and/or volunteer should be made aware prior to an unavoidable one-on-one event. A “Two Deep” policy where two or more adults are present with youth at all times is highly recommended.
- Youth should be within **visual and/or hearing supervision of volunteers or staff at all times**. Exceptions to visual supervision include bathroom or changing room use. Under these circumstances staff or volunteers should respect youth privacy but remain within hearing supervision by waiting nearby. Send youth to bathroom in groups of 3-5 to reduce risk.
- To avoid youth-youth abuse, **youth should not be left alone with another unrelated youth for more than a few minutes**. For example, avoid prolonged periods in bathrooms or changing rooms where youth are not under visual supervision. Groups of 3-5 youth are safer than 2.

APPROPRIATE BEHAVIOR AND BOUNDARIES

- Share your enthusiasm! This is your chance to inspire future scientists and engineers—make the most of your time with them.
- Model respectful behavior for the participants, other staff and volunteers. Avoid inappropriate adult conversations and topics, including adult-oriented jokes or discussion of sexual interactions.
- Disciplinary measures never include use of physical punishment or failure to provide necessities of care, such as food, water or shelter. Nor should punishments single out an individual for group ridicule.
- Observe the physical and emotional state of youth each time they participate in a program. Signs of injury or suspected child abuse must be reported (see section below).
- Bullying, hazing or secret initiations are never allowed. Maintain adult-youth boundaries. Staff should ensure that programs are psychologically and emotionally safe for everyone, in addition to physically safe.

“GRAY AREA” BOUNDARIES

Below is a list of frequently encountered areas of concern related to appropriate boundaries. None of these areas is always a definite indication of a problem. In fact, when done publicly and with proper supervisor approval, many would be considered well-intentioned and positive. However, when done without proper consideration and approval, they can be indicative of an adult or youth forming the beginnings of an inappropriate relationship.

- **Social media** communication with youth: Twitter, Facebook, Myspace, etc.
- **Cell phone** communication, including texting.
- **Discussing personal issues** and information with youth or within earshot of youth. This includes any subject that one would normally discuss with a same-age friend: i.e. relationships, finances, family, gossip-type information, etc.
- **"Holding contracts" with youth**. Holding a contract with a youth means agreeing to keep a secret with a youth, however innocuous it may seem. Example: Staff A observes Youth X taking an extra

snack despite instructions that it is one snack/camper. Staff A responds by saying "It's a good thing only I saw you, Staff B would be really mad." Two things happen as a result. First, Staff A now has leverage with which to manipulate Youth X and Youth X now knows that Staff A is willing to operate outside the authority of the other staff. This is one of the most common precursors to deviant behavior by adults and youth.

- **Physical contact.** This issue has a great deal of complexity and requires some training. Training points include public/private contact, gender awareness, age awareness, frequency and the "needy" youth, awareness of one's own needs, the role of horseplay, etc.
- **Consistent application of authority among youth.** It is human nature to relate more closely to some youth than others. However, it becomes a boundary issue when adults apply their authority inconsistently and some youth receive consideration not available to others.

MEDIA POLICY

Advances in technology are enabling new forms of social interaction that may extend beyond the appropriate use of cameras or recording devices. The following policies are meant to ensure the appropriate use of digital media:

- **Inappropriate use of cameras, imaging, cell phones or digital devices is prohibited.** It is inappropriate to use any device capable of recording or transmitting visual images in showers, restrooms, changing rooms or other areas where privacy is expected by participants.
- **Participants must sign a media release form** before pictures or videos can be used for reports, advertising or promotional materials. See the Appendix for liability waiver and media release forms. These forms must be used verbatim and cannot be modified by individual programs without approval by the 180 Youth Outreach Board of Directors.

REPORTING SUSPECTED CHILD ABUSE

All 180 Youth Program staff, volunteers and contractors are mandatory reporters of child abuse. This means we are required to report suspected abuse to appropriate agencies immediately upon witnessing or being notified of suspected abuse.

As part of our EOF Principles, timely and diligent reporting of suspected abuse is critical for ensuring safe environments. Trust your instincts; if you see suspected evidence of abuse, report it immediately to your supervisor and the Department of Human Services (DHS) Child Welfare child abuse hotline: 800-237-0004 or for non-emergency, 615-254-6018.

YOUTH PROGRAM SCENARIOS: WHAT WOULD YOU DO IN THESE SITUATIONS?

1. One of your students is monopolizing your attention and is clearly developing a crush on you.
2. One of your students is withdrawn and not participating in the activities.
3. You arrive at an activity and two of your students are missing.
4. A student smashes their finger in a door while fooling around.

5. One of your students left her backpack at the last activity and wants to go back and get it.
6. The teacher chaperone for your group does not participate in activities.
7. One of your students constantly wants hugs.
8. One of your students is using foul language and misbehaving and won't stop when you ask them to volunteer training for low-risk events.

I confirm that I have read, understand, and will adhere empowering our future principles as listed above.

SIGNATURE: _____ DATE: _____



180 YOUTH OUTREACH PROGRAM COMPLIANCE CHECK LIST

The following checklist covers the required procedures for offering a Youth Program at 180 Youth Outreach.

BEFORE YOUR PROGRAM STARTS:

Hiring staff and volunteers (YPPG pg.10)

- Volunteer Application and Reference Forms (3 references recommended)
- Conditions of Volunteer Service (YPPG pg. 30)
- Criminal history checks (YPPG pg. 10 and release form pg. 36)

Staff and Volunteer Training (minimum 2 hours)

- Supervision policies (YPPG pg. 8-10)
- Appropriate boundaries and social controls (YPPG pg. 8)
- Media policy (YPPG pg. 10)
- Emergency and abuse reporting procedures (YPPG pg. 20-21)
- Liability waiver and media release for each participant signed by their parent or guardian (YPPG pg. 29-30)
- Special Event Insurance (purchase from a pre-authorized insurance carrier prior to your event) (YPPG pg. 25)
- Contracts from off-site facilities or vendors must be signed by 180 Youth Outreach Board of Directors

DURING YOUR PROGRAM:

- Follow recommended supervision ratios and procedures (YPPG pg. 8-10)
- Program logbook of incidents and accidents (YPPG pg. 21)

AFTER YOUR PROGRAM:

- Submit actual number of participants to 180 Youth Outreach Board of Directors for Special Event Insurance
- Retain participant and program records for two years (YPPG pg. 18)
- Submit program data to 180 Youth Outreach Board of Directors

I acknowledge that I have received and understand all procedures for offering a 180 Youth Outreach program.

SIGNATURE: _____ DATE: _____