

Code of Conduct

It is our desire to provide the highest quality services available to our youth. Our commitment as an organization is to create an environment for youth that is safe, nurturing, empowering, and which promotes growth and success for the youth and their families who participate in our services. To clarify our vision of how this will be accomplished, the Code of Conduct outlines specific expectations of staff as we strive to accomplish our mission together.

1. Youth will be treated with respect at all times.
2. Youth will be treated fairly regardless of race, sex, age, or religion.
3. Staff/Volunteers will not swear or tell off-color jokes.
4. Staff/Volunteers will not discuss their sexual encounters with youth or in anyway involve youth in their personal problems or issues.
5. Staff/Volunteers will not use or be under the influence of alcohol or illegal drugs in the presence of youth.
6. Staff/Volunteers will not have sexually oriented materials, including printed or Internet pornography, in the presence of youth.
7. Staff/Volunteers will not have secrets with youth.
8. Staff/Volunteers will dress conservatively and avoid wearing provocative and revealing attire including midriffs, tank tops, halter tops, short shorts, or short skirts.
9. Staff/Volunteers will not stare or comment on a youth's body.
10. Staff/Volunteers will adhere to uniform standards of affection.
11. Staff/Volunteers will avoid affection that cannot be observed.
12. Staff/Volunteers shall not abuse youth in any way including the following:
 - Physical abuse:* hitting, spanking, shaking, slapping, unnecessary restraints
 - Verbal abuse:* degrading, threatening, cursing
 - Sexual abuse:* inappropriate touching, exposing oneself, sexually oriented conversations
 - Mental abuse:* shaming, humiliation, cruelty
 - Neglect:* withholding food, water, shelter

Any type of abuse will not be tolerated and will result in immediate dismissal from the Center.

The Center will fully cooperate with authorities if allegations of abuse are made and investigated.

13. Staff/Volunteers will report concerns or complaints about the Agape Center staff or youth to _____ who can be reached at _____ or _____ at _____.
14. Staff/Volunteers who work at The Center may not have engaged in or been accused or convicted of child abuse, indecency with a child, or injury to a child.

I have read the Code of Conduct and understand the items discussed. I understand that any violation of this Code of Conduct may result in my immediate dismissal.

I declare that I have not perpetrated physical abuse, sexual abuse, emotional abuse, or neglect against a child or an adult, and that I have never been accused of these acts.

Signature

Date

Appropriate and Inappropriate Interactions Between Staff/Volunteers & Youth

Appropriate Displays of Affection:

- Side hugs.
- Shoulder to shoulder or “temple” hugs.
- Pats on the shoulder or back.
- Handshakes.
- “High-fives” and hand slapping.
- Verbal praise.
- Pats on the head when culturally appropriate.
- Touching hands, faces, shoulders, and arms.
- Arms around shoulders.
- Holding hands (with smaller children in escorting situations).

Inappropriate Displays of Affection:

- Full frontal hugs.
- Kisses on the mouth.
- Touching bottoms, chests, or genital areas.
- Showing affection in isolated areas of the building, such as closets, employee only areas, or other private rooms.
- Staff sleeping in bed with a child
- Touching knees or legs.
- Wrestling with children.
- Piggyback rides.
- Tickling.
- Allowing a child to cling to a staff’s leg.
- Any type of massage given by a child to a staff.
- Any type of massage given by a staff to a child.
- Any form of affection that is unwanted by the child or the staff.
- Compliments that relate to physique or body development.

Appropriate Verbal Interaction:

- Positive reinforcement.
- Appropriate jokes.
- Encouragement.
- Praise.

Inappropriate Verbal Interactions:

- Name calling.
- Discussing sexual encounters or in anyway involve youth in the personal problems or issues of Staff/Volunteers.
- Telling secrets.
- Cursing.
- Telling off color or sexualized jokes.
- Shaming.
- Belittling.
- Derogatory remarks.
- Harsh language that may frighten, threaten, or humiliate youth.
- Making derogatory remarks about the youth or about their family.

Inappropriate Discipline Practices

- Hitting.
- Spanking.
- Shaking.
- Slapping.
- Physical exercises as a consequence.
- Withholding food, light, or medical care.
- Name calling.
- Shoving.
- Hair and ear pulling.
- Biting.
- Pinching.
- Shaming.
- Derogatory remarks.
- Ostracism.
- Restraints of youth. (mechanical, tape, rope)
- Punishment as a result of toileting accidents.

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General Supervision Policies

- No youth are allowed unsupervised in the building.
 - When someone (youth or adult) comes early for an appointment, they must wait in the front multipurpose room and not be given access to the rest of the building until the Staff they have come to see is available. No one should be left downstairs unsupervised; whoever lets them into the building must either provide direct supervision or ask them to come back later.
 - When someone comes early for a program, they may wait in the front glassed in area until the program begins. Whenever someone is waiting in the glassed in area, there needs to be a Staff/Volunteer at the front desk to supervise them.
 - Staff can give up to 4 youth of the same gender (5th grade and older) the privilege to remain in an assigned room of the building without direct supervision. The staff must check on these youth at least every 10 minutes. The youth are not allowed to leave the room without permission of the staff that is supervising them. The staff should be accessible at all times (not in programs, not out of the building, etc.).
- During Free Times and Open Gym Times the Hallways and Stairwells need to be checked by a Staff/Volunteer at least once every 10 minutes.
- Guests that come to observe our programs should never be allowed unsupervised with any youth (individually or in a group). They must first go through the Screening Process before being able to supervise our youth.
- Since members of Groups have not completed the Screening Process, they should never be allowed unsupervised with any youth.
- High School Volunteers should never be alone with an individual youth. They are only permitted to supervise groups of youth. (Praesidium recommends that high school volunteers never supervise youth without a screened adult staff /volunteer present.)
- Only people who have been approved by the Cru[®] Director are allowed in the staff office area without direct supervision.
- Only people who have been given permission by a Cru[®] Staff are allowed in the copy file room without direct supervision.
- Only people who have been given permission by a Cru[®] Staff are allowed in the kitchen without direct supervision.
- The Agape Center bathrooms are not to be used as public bathrooms. Except if the Staff that lets them in is willing to escort them to the bathroom, wait until they are done, and then escort them back to the front door. During any youth program this exception does not apply (i.e. No public bathrooms!).

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Policies on 1-1 Contact between a Staff/Volunteer and a Youth

- Staff / Volunteer should avoid being alone (1-1) with the youth.
 - Unless you have been granted special permission from the parents according to the Policies concerning “Outside Contact between a Staff/Volunteer and a Youth”. (This permission slip must be kept on file at the Agape Center.) And even with this permission, you should always meet in public places where there are plenty of other people around.
 - Unless you meet with them at the Agape Center when others are in the building as long as you are visible to others. (Not meeting in a room without windows unless the door is kept open).
 - Unless you are transporting youth (the last one in the car). Staff/Volunteer should follow transportation policies (keeping a log, not making any extra stops etc).
- Staff / Volunteers are NEVER to take a youth to their home unless they have followed the Policies outlined in the “Outings” section (more than one screened volunteer, permission slips, etc).
- Staff/Volunteers are required to keep meeting notes of their 1-1 interactions with the youth.
 - These notes will be turned into their Supervisor monthly.
 - Meeting notes are kept in the youth files.
 - Supervisors review the meeting notes.
 - Supervisors meet with Staff/Volunteers about their interactions with the youth.

Procedures for Minimizing Risk During 1-1 Interactions:

- Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, and handshakes.
- Document any unusual incident, including but not limited to disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.
- Leave the door open or move to an area that can be easily observed by others passing by.
- Meet in a public location where informal monitoring is possible.
- Inform other Staff/Supervisors that you are alone with one youth.
- Ask other Staff/Supervisors to randomly drop in.

Front Door Policies

- Only Staff are allowed to answer the door. Everyone else must receive Staff permission.
- If an individual is assigned/allowed to answer the front door, the Staff needs to instruct them not to let anyone in that they don't know.
- The front door cannot be taped unlocked unless there is an adult assigned to give constant supervision at the front door. (This includes New Hope Fellowship).
- Any youth registered for a program will be dismissed at the end of the program according to the parent's instruction on their Registration Form. A parent can choose from the following:
 - "My child is allowed to leave the building on their own in order to walk home.
 - "My child is allowed to leave the building on their own in order to wait outside for pick-up."
 - "My child is NOT allowed to leave the building and must wait inside for one of the following people to pick him/her up."
 - The Designated Person must be on a list that the parent provides on the Registration Form.
 - This Designated Person must sign the youth out each time they pick them up. The Cru® Program Supervisor should keep track of this Sign Out sheet and keep it filed in the appropriate place.
- All Visitors must sign in when they enter the building. (Name, Time In, Time Out, Reason for visit). Registered program participants, Staff, and Volunteers are not considered 'Visitors'; therefore, they don't need to sign in.
- The reception area should be kept clear of people as much as possible. The primary purpose of an individual being behind the front desk is for them to answer the door (and this should always be done according to these Front Door Policies).
- Reminder on our Bathroom Policy for Visitors: The Agape Center bathrooms are not to be used as public bathrooms. Except if the Staff that lets them in is willing to escort them to the bathroom, wait until they are done, and then escort them back to the front door. During any youth program this exception does not apply (i.e. No public bathrooms!).

Bathroom Supervision Policies (inside the Agape Center)

Bathroom Policies (for youth under 13 years old):

- Youth need to ask permission and Staff/Volunteer will only allow a limited number of youth in the bathroom at one time (typically limited to the number of stalls in the bathroom).
- Prohibit youth from being in the bathroom alone for extended periods of time.
- Youth need to be supervised in and around the bathroom. If possible, Staff should assign supervision according to gender (male Staff/Volunteer with male youth).
- High School Volunteers are prohibited from escorting children to the bathroom..
- If the Staff/Volunteer is the same gender as the student then:
 1. The Staff/Volunteer needs to go into the bathroom to see if anyone is in there.
 2. If no one is in there, then the child should stay in bathroom unsupervised.
 3. If there are people in there, then the Staff/Volunteer should stay in the bathroom with the child.
 4. High School Volunteers are prohibited from escorting youth to the bathroom.
- If the Staff/Volunteer is the opposite gender than the student then:
 5. Send the child in to see if anyone is in there.
 6. If no one is in there, then the child should go back in the bathroom unsupervised.
 7. If there are people in there, then the child should wait until they are done before they to go in.
 8. High School Volunteers are prohibited from escorting youth to the bathroom.
- These policies are in effect even during Open Gym times. There needs to be at least one Bathroom Monitor assigned to carry out these safety policies.

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Bathroom Policies (for youth 13-18 years old):

- The Staff/Volunteers should have a monitoring system that includes the following:
 1. Staff/Volunteers should be aware of which teens are in the bathrooms. The teens should ask permission before leaving the group.
 2. If the group is meeting in the upstairs, they should have a Staff/Volunteer supervising them to the bathroom.
 3. During Open Gym times there should be a Staff/Volunteer assigned to monitor the hallway area outside of the bathrooms. This Monitor should be aware of which teens are in the bathrooms and only allow a limited number of youth in the bathroom at one time (typically limited to the number of stalls in the bathroom).
 4. Prohibit youth from being in the bathroom alone for extended periods of time.

Bathroom Policies (during large, mixed-age events)

- There should be a Staff/Volunteer assigned to monitor the hallway area outside of the bathrooms. This Monitor should be aware of who is in the bathrooms and only allow a limited number of people in the bathroom at one time (typically limited to the number of stalls in the bathroom).
- Pay careful attention to whether there are adults and youth in the bathroom at the same time. Don't allow a youth to be in the bathroom alone with any adult except his/her family member.
- Prohibit anyone from being in the bathroom alone for extended periods of time.

Transportation Policies

- Staff/Volunteers need to keep a Transportation Log that records every time a youth is transported in his/her car. This log should include date, destination, beginning and ending mileage, beginning and ending time, and youth present. Deleted:
- The Transportation Logs should be copied, reviewed by a Supervisor, and kept in the appropriate file at the Agape Center.
 1. Staff need to file their Transportation Log once a month. Formatted: Bullets and Numbering
 2. Volunteers need to turn in their Transportation Log weekly to their Staff Supervisor.
- Volunteers who transport youth, must be at least 21 years old, have a valid Drivers License and proof of Insurance on the vehicle being used. Copies of these should be made by their Staff Supervisor and kept with their Application.
- Whenever a Staff/Volunteer is transporting youth, they should go directly to the destination without making any side-trips or stops along the way. Formatted: Bullets and Numbering
- All youth must wear a seat belt at all times when being transported.
- When possible staff and volunteers should use the “rule of three” when transporting youth in vehicles. At least two adults are required to transport a single youth. At least two youth must be present if transported by a single adult.
- Children must never be transported without written permission from a parent.
- Staff/Volunteers should avoid unnecessary and/or inappropriate physical contact with children while in vehicles.

When the program provides transportation on a bus:

- There should be at least one Staff/Volunteer to every 10 youth to give adequate supervision for the youth on a bus. Formatted: Bullets and Numbering
- The bus driver should not be assigned as a supervisor for the children.
- Staff/Volunteers should be randomly seated throughout the bus for easier supervision of children.
- Youth should be seated by age or grade.
- On overnight bus trips male Staff/Volunteers should not sit with female youth and female youth should not sit with male youth. Staff should not share blankets with youth or sleep in the same seat with youth.

When public transportation is used:

- There should be at least one Staff/Volunteer to every 5 youth to give adequate supervision for youth on public transportation. Formatted: Bullets and Numbering
- Youth should remain in one area of the bus, if possible.
- Staff/Volunteers that are assigned to a group should remain with that group on the bus.
- Take a head count or call roll immediately after leaving the bus.

Outing Policies

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- All outings will require a written request prior to scheduling. All written requests must be approved by the appropriate Program Supervisor (and the City Director). The written request will include the date and location of trip, purpose, number of youth planned to participate and the staff and volunteers who will participate.
- No youth is allowed to go on an outing without a completed Registration Form.
- All youth need a signed Permission Slip (using our standard template) to participate on an outing.
- The Cru® Supervisor should take a copy of all the participant's Registration Forms and their Permission Slips with them on the outing.
- On outings each youth needs a specific Staff/Volunteer assigned to supervise them.
 - Youth up to 9th grade should have constant supervision on all outings.
 - High School youth need an assigned Staff/Volunteer, but they may not need as much direct supervision on the outing.
- No Staff/Volunteer can be assigned more than 5 youth to supervise on an outing.
- Whenever possible assign supervision according to gender (male volunteers with male students).
- The only people that are allowed to supervise youth on outings are those that have gone through our Volunteer Application and Screening process.
 - Anyone who hasn't been through the Volunteer Screening Process must be paired up with another Staff/Volunteer in order to supervise youth on an outing. A 'non-screened' Volunteer (Observing Guest) should never be allowed to be alone with any of our youth (either in the Agape Center or on an Outing). (This policy may have an exception for Day Camp).
- High School Volunteers can only supervise youth that are 6th grade and under and they must be paired up with another adult Staff/Volunteer in order to supervise youth on an outing. High School Volunteers are prohibited from ever being alone with a lone youth or with a group of youth without a screened Staff/Volunteer.
- The Cru® Supervisor should do a head count of the youth and Staff/Volunteers before leaving for the field trip and again before leaving the site of the field trip.
- The Transportation Policies should be followed when taking youth on outings.

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Outings Between Volunteers and Youth (not chaperoned by Staff)

- If a Volunteer wants to take youth on an outing they must:
 1. Present the Outing Plan (in writing) to their Cru® Program Supervisor for approval. The written request will include the date and location of trip, purpose, number of youth planned to participate and the volunteers who will participate.
 2. the Cru® Program Supervisor will provide permission slips for each child. This permission slip will state that this is not an Agape Center sponsored outing and that there will not be any Agape Center Staff participating in the outing.
 3. There must be at least two screened Volunteers supervising the outing.
- All other Outing and Transportation Policies must be followed on these outings.

Bathroom Policies for Outings (for youth under 13 years old):

- [Youth must ask permission to use the bathroom.](#)
- Youth need to be supervised in and around the bathroom. If possible, Staff should assign supervision according to gender (male workers with male students).
- If the Staff/Volunteer is the same gender as the student then:
 - Staff/Volunteer needs to go into the bathroom to see if anyone is in there.
 - If no one is in there, then the child should stay in bathroom unsupervised.
 - If there are people in there, then the Staff/Volunteer should stay in the bathroom with the child.
 - High School Volunteers are prohibited from escorting youth to the bathroom.
- If the Worker is the opposite gender than the student then:
 - Send at least 2 children in together while you wait outside the door
 - High School Volunteers are prohibited from escorting youth to the bathroom.

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Bathroom Policies for Outings (for youth over 13 years old)

- Staff/Volunteers should be aware of who is in the bathrooms and pay careful attention to whether there are adults and youth in the bathroom at the same time. Don't allow a youth to be in the bathroom alone with any adult.

Outings that Include Water Activities (Beach, Swimming Pool, Water Park)

- No Worker can be assigned more than 3 youth to supervise on a water outing.
- On outings to the beach or the pool where the large group will be in the same visible area, then High School Volunteers don't have to be paired up with another Volunteer (adult).
- Never allow youth in the water unless there is a Lifeguard on Duty.
- Staff/Volunteers should never change clothes or shower in the presence of any of the youth.
- Staff/Volunteers should never be alone with children while they change clothes or shower.
- Youth need to be supervised in and around the changing rooms and showers. If possible, you should assign supervision according to gender (male staff/volunteers with male youth).
 - If the Staff/Volunteer is the same gender as the student then:
 - Staff/Volunteer needs to go into the changing room to see if anyone is in there.
 - If no one is in there, then the child should stay in changing room unsupervised.
 - If there are people in there, then the Staff/Volunteer should stay in the changing room with the child.
 - High School Volunteers are prohibited from escorting youth to the changing room.
 - If the Staff/Volunteer is the opposite gender than the student then:
 - Send at least 3 children in together while you wait outside the door
 - High School Volunteers are prohibited from escorting youth to the changing room.

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Overnight Outing Policies

- All outings will require a written request prior to scheduling. All written requests must be approved by the appropriate Cru® Program Supervisor (and the City Director). The written request will include the date and location of trip, purpose, number of youth planned to participate and the staff and volunteers who will participate.
- There must be a minimum of two screened adults on an overnight outing. At least one of these adults must be a Staff.
- There needs to be at least 2 youth on an overnight outing.
- All the "Outing Policies" need to be abided by on an overnight outing.
- When there are both guys and girls on overnight outing, there must be the at least one male leader for every 5 male youth and one female leader for every five female youth.
- The girls and guys would need separate sleeping quarters.

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Overnight stays at staff homes:

- Require staff to obtain prior approval from a supervisor.
- Require staff to get the parents written permission.
- Require staff to adhere to a staff to child ratio, with a minimum of two adults.
- Require supervisors to randomly visit the overnight activity.
- Prohibit staff and children from sleeping in the same bed.
- Require at least one staff to stay awake throughout the night with children.
- Prohibit staff from changing clothes in front of staff.
- Prohibit children from going into staff bedrooms.

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Overnight stays in lock-ins at the Agape Center:

- Require staff to obtain prior approval from a supervisor.
- Require staff to get the parents written permission.
- Require staff to adhere to a staff to child ratio, with a minimum of two adults.
- Require supervisors to randomly visit the overnight activity.
- Plan where children will sleep ahead of time and separate males and females.
- Define appropriate and inappropriate physical and verbal interactions between boys and girls.
- Define facility areas as on and of limits.
- Require children to be monitored at all times.
- Require staff to have a schedule of activities throughout the night.

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Overnight stays in cabins or large rooms with multiple beds/bunks:

- Require staff to sleep in beds scattered around the cabin to maximize supervision.
- Prohibit staff from changing in front of children.
- Prohibit staff from showering with children.
- Require staff to stay up for one hour after bed time or the last child falls asleep.

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Overnight stays at a hotel:

- Prohibit staff and children from sleeping in the same bed.
- Prohibit staff from changing in front of children.
- Require all children to change clothes in the bathroom.
- Attempt to get adjoining rooms and leave the adjoining door open at night.

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Policies for Outside Contact between a Staff/Volunteer and a Youth

- In order for a Staff/Volunteer to have any direct communication with a youth (visits, phone calls, emails, letters, online chats, etc.), they must:
 1. Get the approval of their Cru® Staff Supervisor.
 2. The Cru® Staff Supervisor will get the specific written permission from the child's parent. This permission slip should state the specific details of the communication that the parent is allowing between their child and the Volunteer.
 3. The Cru® Staff Supervisor will also inform the parent of who they should contact if they become concerned about any of the communication between their child and the Volunteer.
 4. The Volunteer's Supervisor needs to keep this permission slip in the appropriate file at the Agape Center (the original in the youth's file and a copy with the Volunteer's Application).

- Staff/Volunteers should not exchange any personal contact information with any youth unless they have gone through the above process.

- This policy includes the time that Staff/Volunteers are actively serving at the Agape Center as well as when they have completed their service (i.e. direct communication with a youth should only be initiated through the representation of the Agape Center Staff receiving permission from the youth's parents on behalf of the Volunteer).

- Parents should be informed about the policy concerning contact between their child and any Agape Center Staff/Volunteer and know the appropriate contacts for filing grievances or concerns.

Reporting Incidents and/or Abuse

- All Volunteers need to sign the “Mandated Reporter” Form and understand what it means to be a Mandated Reporter.
- All Volunteers will be instructed that if they have any concerns or witness suspicions or inappropriate behaviors they should immediately notify their Cru® Program Supervisor or the Cru City Director (Milton Massie). These individuals can be reached at 773-821-7060.
- Reporting Suspected Abuse: If a Staff/Volunteer suspects a youth is being abused (outside of the Agape Center) they need to:
 1. Go to their Cru® Program Supervisor to report their suspicion.
 2. Together with their Cru® Supervisor, call the abuse hotline.
 3. Together with their Cru® Supervisor, fill out an Incident Report Form.
 4. The Cru® Supervisor should inform the Cru City Director of the actions taken.
 5. The Cru® Staff needs to place a copy of the IRF in the file of each youth that was involved in the incident.
 6. The Cru® Staff needs to place the original IRF in the appropriate General File.
- Reporting Incidents: If a Staff/Volunteer observes any Youth or Adults involved in any type of Child Abuse (verbal or physical), Physical Aggression, Verbal Aggression, Sexual Behavior, Altercations, or Accidents/Injuries they need to:
 1. Go to their Cru® Program Supervisor to report the incident.
 2. Together with their Cru® Supervisor, fill out an Incident Report Form.
 3. The Worker or Cru® Supervisor needs to inform the youth’s parent immediately.
 4. The Cru® Supervisor needs to inform the Cru City Director of the incident.
 5. The alleged offender will be removed from access to minors and placed on leave until the outcome of the investigation has been completed.
 6. The Cru® Supervisor and Cru City Director will inform the necessary authorities (police, DCFS, etc) to carry through with any investigation that needs to take place.
 7. The Cru® Staff needs to place a copy of the IRF in the file of each youth (or volunteer) that was involved in the incident.
 8. The Cru® Staff needs to place the original IRF in the appropriate General File.
- Reporting Incidents that a Parent communicates to Cru®: If a Parent contacts Cru Staff about a concern, the Staff/Volunteer needs to:
 1. Go to their Cru® Program Supervisor to report the incident.
 2. Together with their Cru® Supervisor, fill out an Incident Report Form. (Marking the incident as “Parental Complaint” or “Other”)
 3. The Cru® Staff will inform the Program Supervisor and the City Director and they will investigate and address the parent’s concern in an appropriate manner.
 4. The Cru® Supervisor and Cru City Director will inform the necessary authorities (police, DCFS, etc) to carry through with any investigation that needs to take place.
 5. The Cru® Staff needs to place a copy of the IRF in the file of each youth (or volunteer) that was involved in the incident.
 6. The Cru® Staff needs to place the original IRF in the appropriate General File.
- Discussion and Reporting of incidents should respect the confidentiality of the individuals involved. Staff/Volunteers should be instructed not to discuss these incidents with anyone other than those who ‘need to know’.

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SECTION 2: For Cru® Staff only

Screening & Selection of Volunteers

- Every Moody Student and Community individual that is interested in volunteering needs to have:
 - A completed APPLICATION
 - Three REFERENCES FORMS (professional, personal, & family)
 - An INTERVIEW with a Cru® staff
 - ~~A BACKGROUND CHECK~~
- The Application and Interview must be completed before the individual can work with our youth. (Divide Moody students among the Cru® staff so that all volunteer applicants are interviewed.)
- Reference Forms ~~and Background Check~~ need to be completed within the first month after our initial contact with the potential volunteer.
- The Reference Forms will be mailed directly to the reference with a return envelope so the Applicant never needs to handle Reference Forms. Once these are collected, they will be spot checked through phone calls.
- High School Students that are being hired to work with S.A.Y. Yes!® or Day Camp need an Application, 2 References (family and teacher/pastor), and an Interview.
- Returning Volunteers – At present, we will treat them as a ‘new volunteer’. (In the future we will make adjust their screening according to the following suggestion: If they only work one week and then are gone all year we recommend that you complete another criminal background check, conduct a new interview, and a reference from where they have been working that year.)
- Guests that come to observe our programs should never be allowed unsupervised with any youth. They must first go through the volunteer process before being able supervise our youth. They are only allowed 3 days as an observing guest, then they need to go through application process.

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The following policies apply to Day Camp, SITC, and Urban Immersion. There may be further revisions to these as we approach them in our calendar year.

- Day Camp Groups do not need individual Applications and Background Checks, but they will need to sign an Indemnity Agreement.
- Urban Immersion Groups do not need individual Applications and Background Checks. Non-Cru® Groups will need to sign an Indemnity Agreement. Cru Groups do not need to sign an Indemnity Agreement.
- Since members of Groups have not completed the Screening Process, they should never be allowed unsupervised with any youth.
- Day Camp Volunteers (that are not part of an organized group) that are working more than 3 days, need to complete an Application, 3 References, and an Interview. If they are working more than 5 days, they also need a Background Check.
- SITC Students need Background Checks and 3 additional/supplemental References with youth specific questions.

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Training of Staff & Volunteers

- All New staff and volunteers need to be trained in detection, prevention and response of child abuse.
- All New staff and volunteers need to be trained in the specific policies of Cru® Chicago.
- Everyone that works with youth will go through this training within one week of beginning to work with the youth.
- All volunteers must sign the “Code of Conduct” Form.