



Youth Protection Policy & Procedures
(revised 7/2020)

This document outlines the policies and procedures that have been adopted in order to provide a safe environment for children and to protect children from danger, as well as minimize the volunteer's and the organization's vulnerability to unwarranted accusation.

The Youth Protection policy has been approved by the President and Executive Vice President of Youth Programs.

Volunteer Level Description & Requirement Overview

There are three levels of volunteers who work with youth. The level determines the screening requirements as well as the level of interaction that is permitted between the volunteer and youth.

Level 1 – “Compassionate Partner” (Learning and Sharing)

A level 1 volunteer is usually short-term or one-time volunteer who is almost always a part of a group of volunteers, interacting with youth in our programs. This might be a special event, a holiday program, or a celebration. There is always a CGM staff person or Level 3 key volunteer present and interaction always takes place in a group. A level 1 volunteer is required to register online but no background check is required.

Level 2 “Relational Partner” (Building Relationships)

A level 2 volunteer often has regular, one-on-one interaction with youth. A level 2 volunteer focuses on the early stages of relationship building and agrees to a one program year commitment. A level 2 volunteer is required to register and pass a background check and must read the City Gospel Mission Statement of Faith and agree not to speak against it. A level 2 volunteer can interact with program youth within a group setting only.

- Minimum age requirement: 16 years (exception: 14 years old - Princesses Ballet Dance Instructor)
- Never permitted to be alone with a child under any circumstances.
- No interaction outside of the regular program time/day meeting is permitted (exception: weekly reminder phone call to encourage program attendance or a program sponsored event with other program volunteers and youth).
- Cannot transport youth (exception: site leader may request clearance which requires volunteer to be: 21 years of age, additional background check completed, and another cleared volunteer is present in vehicle).
- Volunteers must wear name tags and follow sign-in procedures.

Level 3 “Transformational Partner” (Making Disciples)

A level 3 volunteer is committed to helping build life-changing relationships with youth and has clearance to interact one-on-one with youth. A level 3 volunteer is required to be a believer in Jesus Christ, regularly attend a church and agree to a one-year program commitment. A level 3 volunteer is required to register and pass a background check and must read, agree and abide by the City Gospel Mission Statement of Faith.

- Minimum age requirement: 21 years
- Has been working with youth through:
 - a City Gospel Mission youth program for a minimum of 6 months **OR**
 - has prior involvement working with youth in their church, another organization or job for at least 6 months (which can be verified) **OR**
 - has a combination of the above which totals at least 6 months of consistently working with youth
- Permitted to be alone with youth
- Can transport youth

Registration and Background Check Policy & Procedures

Level 1 – “Compassionate Partner” (Learning and Sharing)

- Registration online through CGM website or shared link is required each program calendar year.
- No background check required.

Level 2 “Relational Partner” (Building Relationships)

- Registration online through CGM website or shared link is required each program calendar year.
- Online Background check required through CGM partner Sterling Volunteers every three (3) program calendar years.
- Results of background check are reviewed by CGM staff and applicant is notified of volunteer status.

Level 3 “Transformational Partner” (Making Disciples)

- Referral from CGM staff, church or key volunteer required.
- Registration online through CGM website or shared link is required each program calendar year.
- Online Background check required through CGM partner Sterling Volunteers every three (3) program calendar years. In service years that do not require a background check, a volunteer criminal and driving renewal survey must be completed.
- Results of background check and volunteer criminal and driving survey are reviewed by CGM staff and applicant is notified of volunteer status.

On-Boarding and Training Policy & Procedures

Level 1 – “Compassionate Partner” (Learning and Sharing)

- Brief orientation which may take place before volunteer opportunity begins.

Level 2 “Relational Partner” (Building Relationships)

- **On-Boarding:** Volunteers are required to view the CGM Youth On-Boarding video PRIOR to the start of volunteer service each program year.
- **Training:** A level 2 volunteer is required to attend a program-specific in person training PRIOR to the start of volunteer service each program year. This can be administered by CGM Staff and/or a designated Level 3 program volunteer.

Level 3 “Transformational Partner” (Making Disciples)

- A new level 3 volunteer is required to attend comprehensive, program-specific on-boarding and training administered by CGM staff.
- A returning level 3 volunteer is required to meet in-person with designated CGM assigned staff for refresher training prior to the start of each program year.

Youth Transportation Description & Requirement Overview

Level 2 “Relational Partner” (Building Relationships) – must be at least 21 years of age and referred by their program leader. An additional background check is required. Once cleared as a driver, an additional cleared Level 2 program volunteer, 21 years or older, must be present at all times in the vehicle, no exceptions. At no time does a Level 2 driver have clearance to transport a youth alone. All drivers of youth must have a driving record in good standing and have been continuously licensed for past three (3) years. All results of driving records will be examined individually to determine eligibility to drive. Returning volunteers who are approved drivers will have a driver background check every three (3) years along with the regular background check.

Level 3 “Transformational Partner” (Making Disciples) - must be at least 21 years of age and will automatically have a driver’s background check conducted. Upon clearance, a level 3 volunteer will have the ability to transport registered program youth alone in their vehicle. All drivers of youth must have a driving record in good standing and have been continuously licensed for past three (3) years. All results of driving records will be examined individually to determine eligibility to drive. Returning volunteers who are approved drivers will have a driver check every three (3) years along with their background check.

Guidelines for Drivers

- All drivers’ accident/incident experience must reflect:
 - No more than one (1) at-fault accident in the past year **OR**
 - One (1) at-fault accident and one (1) minor moving traffic violation in the past three (3) years

- All drivers must not have had:
 - More than one (1) minor moving traffic violation (MTV) in the past year, or two (2) minor MTV’s in the past three (3) years. Minor includes all violations other than those listed as major below.
 - Any major speeding violation in the past two (2) years. Major speeding violations (a form of “reckless operation”) are:
 - More than 15 MPH over a posted limit 45-55 MPH
 - More than 12 MPH over a posted limit 40 MPH or lower
 - Any major moving violation in the past three (3) years. Major moving traffic violations are:
 - Reckless operation
 - Improper passing
 - Driving with known or non-inspected defective equipment
 - Any operational-behavioral violation in last five (5) years. Operational-behavioral violations are:
 - Driving while license is suspended or revoked
 - Driving under the influence (DUI) or driving while intoxicated (DWI)
 - Leaving the scene of an accident or incident

- All drivers must not have registered more than four (4) violation points with the Motor Vehicle Registration Bureau within the previous 24 months.
- All adults and youth must wear a seat belt.
- Youth under 12 must ride in the back.
- Drivers should not talk on cell phones or text while driving youth.

General Youth Policies & Procedures

Overnights and Out-of-Town Trips Policy - Overnight visits and out-of-town travel are permitted only for City Gospel Mission sponsored outings or events.

- There must be 2 or more screened adults present for every 5 youth.
- The transportation policy must be observed.
- Same-sex rooms only are permitted.
- Two adults must be present in the room for overnights.
- Youth must have written permission from a parent or guardian, along with written permission for medical treatment in case of a medical emergency.
- Mentors are permitted to have youth spend the night for family sleepovers or to travel out of town overnight with their mentee if permission is received from the parent or guardian and another adult is present.

Discipline Policy - Volunteers are never to spank, hit, shake, or otherwise physically discipline anyone. Appropriate physical restraint may be required in certain situations for the safety of others. Report any such actions or disciplinary problems immediately to program leader or CGM staff.

Physical Restrictions Policy - Volunteers should avoid the appearance of impropriety, such as sitting older youth on their lap, kissing or embracing others, etc. It is acceptable to appropriately embrace (hug) youth (with the youth's permission).

Parent/Guardian Pick-up Policy - A Youth Transportation Plan must be received for each registered youth in each program. Youth are to be released only to parents, guardians, or persons specifically authorized to pick up the youth. All Level 3 program volunteers should be familiar with, and have access to, the transportation plan for each registered youth.

Illness & Injury Policy - Volunteers, youth, and staff who are ill (with fever or a communicable disease which can be transmitted by cough or touch) are not permitted to participate in program activities. A youth who receives an injury which is obviously minor, should be given first aid as needed. The youth's parent or guardian should be notified of the minor injury at the conclusion of the program time. Any injury which may require medical treatment beyond simple first aid should be given immediate attention and the parent or guardian of the youth should be immediately notified. An ambulance should also be called immediately if warranted by the injury.

Child Abuse Reporting Policy - Any volunteer who becomes aware of, or is suspicious of, abuse or neglect of a minor, developmentally disabled person, or adult person should immediately inform their Level 3 program leader or City Gospel Mission assigned staff. City Gospel Mission will document and investigate the matter and provide information on any mandatory reporting requirements to ensure that applicable laws are complied with. If the volunteer chooses to notify anyone outside of their Level 3 program leader or City Gospel Mission assigned staff, the Level 3 program leader or City Gospel Mission assigned staff should be notified immediately afterwards. *CGM Internal Process:* If a volunteer or Level 3 program leader shares a potential child abuse situation to the City Gospel Mission assigned staff, this information will be shared with the Volunteer Child Abuse Assessment Team to determine whether outside reporting is necessary. The Volunteer Child Abuse Assessment Team is to consist of a minimum of four employees of City Gospel Mission. The team will include the following: Executive VP of Youth or Youth Chief Operating Officer, the Program Director, the City Gospel Mission assigned staff, and Volunteer Director. If outside reporting is necessary, the City Gospel Mission assigned staff will report it to the appropriate agency. City Gospel Mission will follow up with the Level 3 program leader and/or reporting volunteer regarding what was decided. We will file an incident report for all instances, document it for that volunteer's history, and will monitor situations ongoing.

Dealing with Media/Law Enforcement Policy - Legal counsel will be contacted for advice and guidance as soon as possible after the organization receives notice of possible abuse or molestation in connection with organization activities. Decisions concerning the ministry's response to the allegations will be made in accordance with such advice. A single organizational leader will be designated as the spokesperson following notice of any abuse or molestation in connection with activities of the ministry. This person will be the ONLY person to convey information concerning the situation and will convey only such information as is necessary under the circumstances.

Volunteer Screening Policy - Determination of Eligibility

All applicants should be informed of eligibility requirements prior to applying as a volunteer. This policy, along with disqualifying offenses will be posted on our website. Applicants whose prior history, including any criminal history, demonstrates a risk to the safety or well-being of youth or of our organization will be determined to be not eligible to work with youth.

Part A - Automatic Disqualifying Offenses

Applicants are automatically disqualified to work with youth if they have a conviction or have pled guilty to an offense in **Part A**, including:

- All sexual offenses
- Any felony or misdemeanor conviction involving violence. Possible examples of violent felonies or misdemeanors include, but are not limited to:
 - simple assault, battery, domestic violence, hit & run, cruelty to animals
- Any crimes against a child, regardless of the time (felony or misdemeanor)
- Any felony conviction in **past ten (10) years**
- Any drug related conviction in **past ten (10) years** (other than a minor misdemeanor)
- More than one (1) alcohol related conviction in **past ten (10) years**
- Any misdemeanor conviction that may indicate a lack of integrity and/or character of an individual in **past ten (10) years**

Part B - Possible Disqualifying Offenses

Applicants may be disqualified to work with youth if they have a conviction or pled guilty to an offense or offenses in Part B. Qualification will be determined by the Volunteer Screening Assessment Team.

The Volunteer Screening Assessment Team is to consist of three to four employees of City Gospel Mission who are appointed by the Executive VP of Youth Programs. One appointed person on the team will evaluate each “pending” case ahead of time, contact the applicant for clarification or missing information and make a recommendation to the team for eligibility or non-eligibility.

Procedures for determining eligibility of applicants with convictions in Part B:

- All other criminal offenses shall be reviewed on a case-by-case basis by the Volunteer Screening Assessment Team.
- Each case will be reviewed independently and fairly.
- An applicant may have offenses or an offense that is determined to be disqualifying that is not included on the list.
- Possible allowable offenses do not involve serious moral failure, including minor traffic violations (if limited in number), and non-violent, non-sexual misdemeanors.

Factors to consider regarding applicants with possible disqualifying offenses include:

- Did they disclose the information on their applications?
- How long ago did the conduct occur?
- Has the applicant displayed observable, consistent Christian character and conduct after the offense was committed?
- Is there a current church leader or volunteer who knows the applicant and can provide a strong, positive written reference?
- Are the charges a result of pre-meditated or a result of poor judgment (the nature and severity of the criminal conduct)?
- Is there a pattern of criminal charges, even if the charges were dismissed, which cause concern that the volunteer may pose a threat to the integrity or safety of the program?

Possible Disqualifying Offenses (Ohio Revised code)

Theft and Fraud

- RC. 2913.02 - Theft; aggravated theft
- RC. 2913.03 - Unauthorized use of a vehicle
- RC 2913.04 - Unauthorized use of property, computer, cable, or telecommunication property or service
- RC. 2923.02- Attempt
- RC. 2913.041 - Possession or sale of unauthorized cable television device
- RC 2913.33 - Making or using slugs
- RC 2913.05 - Telecommunications fraud
- RC 2913.06 - Unlawful use of telecommunications
- RC. 2913.11 - Passing bad checks
- RC 2913.21 - Misuse of credit cards
- RC 2913.31 - Forgery; identification card
- RC 2913.32 - Criminal simulation
- RC 2913.40 - Medicaid fraud
- RC. 2913.41 - Prima facie evidence of purpose to defraud
- RC. 2913.42 - Tampering with records
- RC 2913.43 - Securing writings by deception
- RC 2913.44 - Personating an officer
- RC 2913.441- Law Enforcement emblem display
- RC. 2913.45- Defrauding creditors
- RC. 2913.46 - Illegal use of food stamps or WIC program benefits
- RC 2913.47 - Insurance fraud
- RC 2913.48 - Worker's compensation fraud
- RC 2913.49 - Identity fraud

Offenses against justice and public administration

- RC. 2921.11-Perjury
 - RC. 2921.13- Falsification
 - RC 2921.35 - Aiding escape or resistance to authority
 - RC. 2927.12 - Ethnic intimidation
 - RC. 4511.19 – Operating vehicle under the influence of alcohol or drugs (A second violation within five years of the date of application for licensure or employment)
- Or an existing or former offense of any municipal corporation, this state, or any other state, or the United States that is substantially equivalent to any of these offenses. This is a prescribed form which must be used to meet the requirements of rules 5101:2-12-26 and 5101:2-13-26 of the Administrative Code. JFS 01328 (Rev. 8/2008)