

Manage: Youth Protection Policy

Contact Us:

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Prohibition of Sexual Exploitation and Harassment

The (name of organization or conference) is committed to creating and maintaining a community in which members, friends, staff, and volunteers can work together in an atmosphere free of all forms of discrimination, harassment, exploitation, or intimidation.

Specifically, all persons associated with the (name of organization or conference) should be aware that the organization is strongly opposed to sexual exploitation and harassment, and that such behavior is prohibited by organization policy. It is the intention and responsibility of the organization to take whatever action may be needed to prevent and correct behavior which is contrary to this policy and, if necessary, discipline those persons who violate this policy.

Care-Givers Conduct Policy

Employees or volunteers engaged in the work of the organization are responsible for knowing the possible impact of their words and actions in caring for the emotional, mental, and spiritual needs of persons who come to them for help or over whom they have any kind of authority. Sexual harassment or sexual exploitation of a youth or other individual with whom an employee or volunteer engaged in the work of the organization has a care-giving relationship is unethical and unprofessional behavior and will not be tolerated within the (name of organization or conference) .

Because employees or volunteers engaged in the work of the organization often deal with individuals who are emotionally and psychologically fragile or otherwise personally vulnerable, it is imperative that the care-givers be healthy psychologically, emotionally, and spiritually, and that the care-givers have adequate preparation and education for helping those individuals under their care. It is the policy of the (name of organization or conference) to encourage its staff and volunteers to nurture safety within care-giving relationships by being attentive to self-care, education, and the importance of referring those in need. It is also expected that employees and/or volunteers engaged in providing services will complete and submit a disclosure document in a form substantially similar to that attached as an exhibit to this policy.

Youth Protection Policy

The (name of organization or conference) is committed to creating a safe and healthy environment in which young people can learn about and experience the services offered by (name of organization or conference). In order to ensure this, we expect that all people applying to be volunteers who work with minors will have been members for at least six months or friends of the organization they represent for one year. It is the policy of the (name of organization or conference) to provide adequate supervision for all youth activities. We also expect all employees or volunteers who work with minors to complete and submit a disclosure document in a form substantially similar to that attached as an exhibit to this policy.

DEFINITIONS for STATEMENT OF POLICY FOR PROTECTING YOUTH

Sexual exploitation is sexual activity or contact (not limited to sexual intercourse) in which an employee or volunteer engaged in the work of the organization takes advantage of the vulnerability of a participant by causing or allowing the participant to engage in sexual behavior with the worker.

Sexual harassment includes repeated or coercive sexual advances toward another person contrary to his or her wishes. It also includes behavior directed at another person's sexuality or sexual orientation with the intent of intimidating, humiliating, or embarrassing the other person, or subjecting the person to public discrimination.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- **submission to such conduct is made either explicitly or implicitly a term or condition or circumstance of instruction, employment, or participation in other organizational activity; or**
- **submission to or rejection of such conduct by an individual is used as a basis for evaluation in making personnel or related decisions affecting an individual; or**
- **such conduct has the purpose or effect of unreasonably interfering with an individual's performance or participation in organizational activities, or creating an intimidating, hostile, or offensive work environment.**

Prohibited sexual harassment includes unsolicited and unwelcome contact that has sexual overtones. This includes:

- **written contact, such as sexually suggestive or obscene letters, notes, invitations;**
- **verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits or sexual orientation, sexual propositions;**
- **physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse; and**
- **visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, or magazines.**

Sexual harassment also includes continuing to express sexual interest after being informed directly that the interest is unwelcome and using sexual behavior to control, influence, or affect the career, salary, work, learning, or worship environment of another. It is impermissible to suggest, threaten, or imply that failure to accept a request for a date or sexual intimacy will affect a person's job prospects, organizational leadership, or their comfortable participation in the life of the organization. For example, it is forbidden either to imply or actually withhold support for an appointment, promotion, or change of assignment, or suggest that a poor performance report will be given because a person has declined a personal proposition. Also, offering benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations or reclassifications in exchange for sexual favors is forbidden.

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BACKGROUND CHECK AND RELEASE FORM FOR ADULT ADVISORS

Please read accompanying statements and definitions.

Advisor Name: _____

Name of organization where I am currently a friend or member: _____

I have been a member since I have been a friend of this organization since: _____

I have never been found guilty, or plead guilty or no contest, to a criminal charge:

True Not true

If not true, give a short explanation of the charge. (Please indicate the date, nature, and place of the incident leading to the charge, where the charge was filed, and the precise disposition of the charge.) _____

No civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct has ever resulted in a judgment being entered against me, been settled out of court, or been dismissed because the statute of limitations has expired.

True Not true

If not true, give a short explanation of the lawsuit. (Please indicate the date and nature of the incident leading to the lawsuit, where the lawsuit was filed, and the precise disposition of the lawsuit.) _____

I have never terminated my employment, professional credentials, or service in a volunteer position, or had my employment, professional credentials, or authorization to hold a volunteer position terminated, for reasons relating to allegations of actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct.

True Not true

If not true, give a short explanation. (Please indicate the date of termination, name, address, and telephone number of employer or volunteer supervisor, and the nature of the incident(s) leading to your termination.) _____

Do you have a valid driver's license?

Yes No

If yes, from which state Driver's License Number

With respect to my driving record, I have not had my license suspended or revoked within the last five years due to reckless driving or driving while intoxicated and/or under the influence of a controlled substance.

True Not true

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Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the responsibilities of the position for which you are applying?

o Yes o No

If yes, please provide a brief explanation. _____

The covenants between persons seeking authorized volunteer positions in the organization require honesty, integrity, and truthfulness for the health of the organization. To that end, I attest that the information set forth in this application is true and complete. I understand that any misrepresentation or omission may be grounds for rejection of consideration for, or termination of, the position I am seeking to fill. I acknowledge that it is my duty to reasonably amend the responses and information I have provided if I come to know that the response or information was incorrect when given or, though accurate when given, the response or information is no longer accurate.

Beginning such relationships with an open exchange of relevant information builds the foundation for a continuing and healthy covenant between volunteers and the organization they seek to serve. To that end, I authorize the (name of organization or conference) and/or its agents to make inquiries regarding all statements I have set forth above. I also authorize all entities, persons, former employers, supervisors, courts, law enforcement, and other public agencies to respond to inquiries concerning me, to supply verification of the statements I have made, and to comment on and state opinions regarding my background character. To encourage such persons and entities to speak openly and responsibly, I hereby release them from all liability arising from their responses, comments, and statements made in good faith and without malice.

The (name of organization or conference) volunteer recruitment process involves the distribution of information regarding applicants with those persons in a position to recruit, secure, and supervise the position I am seeking to fill. To that end, I authorize the (name of organization or conference) and/or its agents to circulate, distribute, and otherwise share information gathered in connection with this application. I understand that the (name of organization or conference) will share with me information it has gathered about me if I request it to do so.

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Applicant's Signature Date: _____

Authorizing Sponsor's signature (local organization official): _____

Title/Position: _____

Date: _____

Your signature shows that you have reviewed this form for accuracy and completeness, to the best of your knowledge, and that you have no reason to doubt this person's appropriateness to serve as an advisor to youth attending the _____

Parent/Guardian Name Signature Date

Address Telephone

Witness Name Signature Date

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