

2.38.1 GUIDELINES FOR YOUTH TEACHERS, FACILITATORS, AND ADVISORS

2.38.2 ICSL adopts the following policy relating to Youth Facilitators. The term, youth facilitator includes ministers, directors, teachers, facilitators and advisors of ICSL Centers/Centres and ministers, directors, teachers, facilitators and advisors for all ICSL sponsored camps, seminars, or conferences and any other person in a direct supervisory capacity for minors.

2.38.3 1. Be a member in good standing of their current congregation for at least 6 months, hold a certificate of completion of SOM 100 and/or are currently enrolled in SOM 100, or have the approval of the senior minister.

2.38.4 2. Complete an application and registration forms which have been verified for accuracy. (sample application to be provided)

2.38.5 3. Complete a of successful background check. (Check with your insurance carrier and/or local law enforcement for best organizations to carry out the background check.)

2.38.6 • Where any background check is unclear, a decision to permit this person to work in the youth program must be approved by the ICSL Director of Youth. In all cases where there is a record of child abuse or molestation, these individuals are not to be permitted to volunteer in any capacity in the youth program.

2.38.7 All staff and volunteers working with minors must agree to the following:

2.38.8 Standards of Conduct:

2.38.9 • Refrain from, and discouragement of, intimate or inappropriate sexual contact or relationships, verbally or in action, between adults and any minors during all formal and informal Center/Centre/ICSL activities, in any capacity, at any location.

2.38.10 • Refrain from the use of abusive and/or profane language while in the presence of minors.

2.38.11 • Refrain from the use or possession of any alcohol, illegal drugs, or other intoxicants while in the presence of minors, during all formal and informal Center/Centre/ICSL related activities, and for a period of 8 hours prior to said activities.

- 2.38.12
- Report your medical use of any controlled prescriptions substance to your immediate supervisor or other adult(s) in a directorial capacity for the purpose of determining possible limitations of responsibilities and contact with minors, within 24 hours of use or until termination of use. Report knowledge of the above circumstances regarding others.

2.38.13 Mandated Reporting:

- 2.38.14
1. It is required by law that anyone working with children and minor teens to report immediately, directly to your immediate supervisor or other adult(s) in a directorial capacity any knowledge or firm suggestions of:
 - 2.38.15 a. Sexual misconduct between adults, adults and minor(s), and minor(s).
 - 2.38.16 b. Abusive conduct between adults, adults and minor(s), and minor(s).
 - 2.38.17 c. The use or possession of alcohol, illegal drugs, or intoxicants by adults or minors.
 - 2.38.18 d. Any suicidal words or actions by adults or minors.
 - 2.38.19 2. Maintain the direct or implied confidence and privacy of all adults and minors except in the circumstances of the above.
 - 2.38.20 3. A training regarding when and how to report any of the above incidents will be provided by the Center no less than annually. (Contact your insurance carrier for materials for such a training.)
 - 2.38.21 4. General note: Youth Minister or Director of Youth need to contact their local Social Services Office and discuss Mandated Reporting Requirements. Though the Law is generally the same, the implementation of that Law changes district to district. (We will be providing a sample mandated reporting form.)

2.38.22 Other General Policy Suggestions:

- 2.38.23
1. There will be two adults who meet the minimum standard present in any classroom and at any Center/Centre sponsored activity.
 - 2.38.24 2. When driving minors to and from a Center/Centre sponsored activity, the driver of the car must be a minimum of 25 years old, and have the minimum insurance of Public Liability (PL) = \$100,000/\$300,000 and Property Damage (PD) = \$50,000.
 - 2.38.25 3. When traveling with Center/Centre/ICSL, all minors will carry a consent and release form signed by that minor's parent or legal guardian. The consent and release form includes name of activity, dates of travel, parent contact numbers, special needs of minor, and insurance carrier information. (For sample, see Youth Seminar Consent and Release form on ICSL web site.)

2.38.26 Policy for any adult working with minors at any ICSL sponsored camp, seminar, conference or event:

- 2.38.27 1. The above guidelines ICSL Policy 2.38.1 – 2.38.25 are required for all staff and volunteers working with minors at any ICSL sponsored camp, seminar, or conference. This will also include:
- 2.38.28
- Before participating in any ICSL sponsored camp, seminar, or conference, verification of successful background check is required, and must be submitted to the chairperson of that event.
 - Before participating in any ICSL sponsored camp, seminar, or conference, verification of mandated reporting training is required, and must be submitted to the chairperson of the event. If such training has not occurred, the Chairperson of the Event may supply the required training.
- 2.38.29