



Carmel Youth Center  
Non-Profit 501(c)(3)

## Volunteer/Internship Application

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

School/Business: \_\_\_\_\_ Grade completed: \_\_\_\_\_

How did you hear about this volunteer opportunity: \_\_\_\_\_

Briefly explain why you would like to be a youth leader at the Carmel Youth Center.

*Ex: Fulfilling academic requirement, earning community service hours, for fun, etc.*

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Interests: *Ex. Sports, art, cooking, tutoring, coding, design, etc.*

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Special Skills: *Please list any relevant special skills below:*

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Volunteer/ Intern Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**AVAILABILITY**

Please only include the times you **ARE** available to volunteer.

WK: _____ ex: 6/15-6/19	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
HOURS ex: 8-4pm					

WK: _____ ex: 6/15-6/19	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
HOURS ex: 8-4pm					

WK: _____ ex: 6/15-6/19	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
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WK: _____ ex: 6/15-6/19	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
HOURS ex: 8-4pm					

For office use only:

Reviewed\_\_\_ Contacted\_\_\_ Approved\_\_\_ Background Check\_\_\_ Letter of Recommendation\_\_\_

Start date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_



## Child Protection Policy Carmel Youth Center

*Children are not a distraction from more important work. They are the most important work. (C.S. Lewis)*

Thank you to Carmel Youth Center staff and volunteers who play an integral part in creating a safe, healthy and respectful environment for our children. We are committed to the protection of all children and other persons participating in the activities and programs at The Carmel Youth Center. Abuse, exploitation or harassment in any form, physical, emotional or sexual, will not be tolerated.

This Child Protection Policy applies to any person employed by or volunteering at The Carmel Youth Center in any capacity involving children as well as all outside organizations using The Carmel Youth Center facilities for programs for children.

By signing this Child Protection Policy, you as a staff member, volunteer or parent at the Carmel Youth Center agrees that the safety and protection of all children is your number one priority, and promise to strictly follow the rules and guidelines in this Child Protection Policy as a condition of caring for children.

### **REQUIREMENTS FOR WORK OR VOLUNTEER SERVICE:**

In order to provide a safe community for children and adults, the Carmel Youth Center requires all employees and volunteers working with children to comply with the following requirements *prior* to beginning work or volunteer service:

1. Fill out appropriate applications which require references and an interview
2. Submit to requested drug testing
3. Agree to a thorough background check that includes local, state and federal criminal checks as well as CPS reports.
4. Complete Mandated training within 1 month of service.
5. Review, sign and follow The Carmel Youth Center's Child Protection Policy.

### **Code of Ethics and Rules**

While acting in our capacity as an employee or volunteer of Youth/Children at The Carmel Youth Center, the following rules shall apply.

1. Smoking or using tobacco products in the presence of minors is prohibited.
2. Using, possessing, or being under the influence of alcohol, illegal, or illicit drugs will not be tolerated.
3. Volunteers, sponsors or employees responsible for minors shall not abuse such minors including:
  - a. Any direct observations or evidence of sexual activity in the presence or in association with a minor;
  - b. Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor;
  - c. Sexual advances or sexual activity of any kind between any person and a minor;
  - d. Sexual advances or sexual activity of any kind to a minor(s);
  - e. Infliction of physically abusive behavior or bodily injury to a minor;
  - f. Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities at The Carmel Youth Center.
  - g. Mental or emotional injury to a minor;
  - h. The presence or possession of obscene or pornographic materials at any function of The Carmel Youth Center.
  - i. The presence, possession, or being under the influence of any illegal, illicit drugs;
  - j. The consumption of or being under the influence of alcohol while leading or participating in a function for minors of The Carmel Youth Center.
4. Employees and volunteers must treat all people of all races, religions, and cultures with respect and consideration.

5. Employees and volunteers shall not use or tolerate the use of profanity in the presence of minors.
6. Employees and volunteers will portray a positive role model for minors by maintaining an attitude of respect, loyalty, patience, courtesy and maturity.
7. Employees and volunteers will be expected to act and react with kindness, respect and understanding in all situations.
8. Employees and volunteers will do everything in their power to avoid being put in a situation where they are alone with a minor other than their own except in cases where an adult has a legitimate reason to be alone with a child (i.e., counseling, visitation), all workers should obtain the written consent of the child's parent or guardian prior to being alone with the child and doors should be open or a window in place where child and adult are visible.
9. I understand as an employee or volunteer with minors for The Carmel Youth Center, I will be subject to a background check, including criminal history.
10. I understand that any violation of this code may be grounds for removal as an employee or volunteer with minors.

**The following has been put in place to ensure the Code of Ethics will be followed.**

1. One employee or volunteer shall not be alone with a child unless the contact occurs in a public place where other persons are able to clearly witness the interaction by being in and out of the area where an employee or volunteer is working with the child. If a situation unexpectedly does not meet this criteria of the policy, then alternatives must be put into place so that the event is in compliance. If a situation unexpectedly leaves one employee or volunteer alone with a child, it must be documented using The Exception to the "Two Adult Rule" Report ( Form A-4).
2. Employees and volunteers shall never leave a child unsupervised.
3. The Carmel Youth Center will adopt the "open door" policy. A door without windows will remain open at all times.
4. No child regardless of age should enter a public restroom alone. Preschool age children shall be accompanied to the restroom by an adult, leave the door open and make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Employees and volunteers should stand in the doorway while children are using the restroom. Always send children to the restroom in pairs. Younger children must always be accompanied by an employee or volunteer. Elementary school age children should routinely be monitored when they leave the class or activity room.
5. Employees and volunteers must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than criticism, competition or comparison and agree to treat everyone equally with respect, consideration, dignity, integrity, patience and loyalty regardless of sex, race, religion and culture.
6. Displays of affection (i.e. hug, etc.) show our love and concern and should only be done in public areas with other adults present. All staff and volunteers will undergo training regarding appropriate touch with children and youth.
7. Employees and volunteers must respect children's right not to be touched in ways that make them feel uncomfortable, and their right to say no. Children are not to be touched in areas of their bodies that would be covered by a bathing suit.
8. Employees and volunteers will refrain from intimate displays of affection toward others in the presence of children.
9. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment during Carmel Youth Center activities or in the presence of children is prohibited.
10. Employees and volunteers must be free of physical or psychological conditions that might adversely affect children physical or mental health. If in doubt, an expert should be consulted.
11. Employees and volunteers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.
12. Employees and volunteers must refrain from giving to and must not accept expensive gifts from children.
13. Employees and volunteers are not to transport children in their private vehicles without a parental waiver on file.
14. Employees and volunteers must not date any youth in their care.

15. Under no circumstances should employees or volunteers release children to anyone other than the authorized parent, guardian or other adult authorized by the parent or guardian.
16. While recognizing the important role of youth volunteers in children/youth programs, youth volunteers should be under the supervision of a staff member or an adult volunteer and are required to follow Child Protection Guidelines and Procedures.
17. In accordance with this policy, all adults including youth volunteers are required to report immediately, any suspicious or inappropriate behavior that suggests (1) sexual abuse or exploitation, (2) neglect, (3) physical abuse, or (4) emotional abuse to Carmel Youth Center leadership and authorities.
18. Volunteers are required to read and sign all policies related to identifying, documenting and reporting child abuse and attend trainings on the subject as instructed by The Carmel Youth Center administrators.

**For Off-site Activities when children and employees or volunteers are participating in a Carmel Youth Center sponsored event.**

- a.** As each facility will be different, it will be the responsibility of the program director to determine how best to use the facility and comply with the Child Protection Policy.
- b.** Prior to The Carmel Youth Center youth, attending an event hosted by an organization other than The Carmel Youth Center, such organization shall be required to provide our Child Protection Team with its policy for review in cases where The Carmel Youth Center children might be in the care of non- Carmel Youth Center staff. The Child Protection Team is the Executive Director and Executive Board Members.
- c.**Overnights:Males and Females shall be segregated during sleeping time. If it is deemed necessary for adults to share sleeping accommodations with the children or youth, a minimum of two adults, the same sex as the children or youth being chaperoned, shall sleep in each area.
- d.** All volunteer and staff persons who drive and/or chaperone on off-site trips involving minors shall be in conformance with all aspects of the Child Protection Policy.
- e.** Written parental permission is required for transporting minors and for programs which are scheduled off Carmel Youth Center property. (Form B-2e)

The following acts or omissions are violations of this policy and will not be tolerated or accepted during any Carmel Youth Center activity or program, and are to be immediately reported to the designated program staff and authorities after the safety of the minor involved has been assured. The designated program staff is the Executive Director.

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Employee or Volunteer Signature      Date

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Executive Director                              Date



## **Child Protection Policy Carmel Youth Center Covenant Statement**

The Carmel Youth Center (CYC) is committed to providing a safe and secure environment for all children, youth, and volunteers and staff who participate in ministries and activities sponsored by the Carmel Youth Center. The following policy statements reflect our organization's commitment to preserving this center as a place of safety and protection for all who would enter and as a place in which all children can experience mentorship, friendship and safety with others.

1. All adult volunteers and employees will be screened to assure their suitability for work with children. No adult who has been convicted of child abuse (sexual, physical, or emotional) should volunteer to work with children or youth in any CYC-sponsored activity.
2. Adult survivors of child abuse need the love and support of our center. Any adult survivor who desires to volunteer in some capacity to work with children or youth is encouraged to discuss his/her willingness with the CYC Director before accepting an assignment.
3. Adult volunteers and employees who work with children and youth shall observe the "Two-Adult Rule."
4. Adult volunteers and employees shall attend training and educational events provided by the CYC both to learn effective ways to work with children and youth and to become informed of the CYC policies and state laws regarding child abuse.
5. Adult volunteers shall immediately report any behavior that seems abusive or inappropriate as outlined in the *Child Protection Policy*.
6. The Carmel Youth Center Board of Directors shall receive reports at least annually from program staff persons and respective ministries as to the effectiveness of this Child Protection Policy, shall suggest improvements and shall report to the Board at least annually on the status of the policy.
7. All applications, forms and training must be repeated every 3 years.

I have read this *Child Protection Policy Covenant Statement* and attached policies and agree to observe and abide by the Covenant Statement and all Carmel Youth Center policies pertaining to it regarding working with children and youth.

Date: \_\_\_\_\_ Signature of Volunteer/Employee: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Supervisor/Director: \_\_\_\_\_