

STEPS TO REDUCE RISK WHEN WORKING WITH YOUTH

Volunteers working with Youth (Includes Other Youth)

- Complete Application & Screening
- Search National Sex Offender Registry (nsopw.gov)
- Do a Free Background Check (<http://www.nccourts.org/Citizens/GoToCourt/Obtainsingle.asp>)
- Review Organization's Policies & Procedures
- Orientation and Training

Youth Activities (Trips, Volunteer Work, etc.)

- Get Liability Insurance
- Screening
- Bring Proof of Insurance if Driving

Volunteers in Staff Positions (unpaid)

- Complete Application & Screening
- Search National Sex Offender Registry (nsopw.gov)
- Do a Free Background Check (<http://www.nccourts.org/Citizens/GoToCourt/Obtainsingle.asp>)
- Review Organization's Policies and Procedures
- Orientation and Training

Adults with Access to Youth

- Complete Application & Screening
- Search National Sex Offender Registry (nsopw.gov)
- Do a Free Background Check (<http://www.nccourts.org/Citizens/GoToCourt/Obtainsingle.asp>)
- Review Organization's Policies and Procedures
- Orientation and Training

WORKING WITH YOUTH CHECKLIST

- General liability insurance obtained to cover all activities
- Parents/guardians have signed permission forms and waivers of liability for each participant
- Applications have been completed for each volunteer or staff person
- Develop guidelines for releasing young person to non-parent, and get names of authorized individuals from parents
- Screen and complete background checks on all adults who will have contact with youth
- Implemented a “Code of Conduct” for everyone participating in the program, as well as, policies and procedures covering:
 - Sexting
 - Bullying
 - Cyber Bullying
 - Weapons
 - Drug Abuse
 - Abuse of Social Media
 - Sexual/Physical Abuse
 - Fighting
 - Gang activity
- Developed protocols for ensuring that youth and adults (including participants, leaders, trainers, and parents) with disabilities and others with access and functional needs, including accommodation needs, can take part in the program.
- Developed protocols for how adults and minors interact in the program.
- Understand state laws related to volunteering and working with children.
- A first aid kit is stocked and available
- Ensured that facilities and equipment meet safety standards.
- Protected sensitive information, especially the names and contact information of youth and adult program participants. Be sure to collect emergency contact information for youth ¹
- If paying stipends over \$600, prepared to complete the 1099-MISC form

RESOURCES

TRAINING:

- ❖ Stewards of Children: Darkness to Light <http://www.d2l.org/education/stewards-of-children/stewards-plus/>

BACKGROUND CHECKS:

- ❖ Department of Justice National Sex Offender Public Website <https://www.nsopw.gov/>
- ❖ FBI CJIS Division: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>

REPORTING CHILD ABUSE AND NEGLECT IN NORTH CAROLINA

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