



## **City of Mebane Youth Protection Policy**

### **Purpose**

The City of Mebane is committed to protecting youth in the community, especially in City programs, providing a safe and secure environment. The City has adopted this policy to ensure practices that will protect youth from incidents of misconduct or inappropriate behavior. All adults working with youth under 18 at City-sponsored events must read, understand, agree to, and abide by this policy.

### **Definition**

Staff/Leaders – all employees, full-time, part-time, and program volunteers with any contact with youth or access to facilities approved by the City to work with youth members at specific events.

Youth – individuals under the age of 18

### **Screening**

All City of Mebane staff will be screened in accordance with this policy. The screening will include at least the following:

#### Written Application

All potential staff must complete and sign a written application, including a Fair Credit Reporting Act (FCRA) compliant release allowing the City to conduct a background information search. The application requests basic information from the applicant, including previous experience with children, references and employment information, and disclosure of any previous criminal convictions. The application will be maintained in a personnel file in the City's Human Resources Department.

#### Personal Interview

If the application is satisfactory, management staff will conduct a personal interview with the applicant to discuss the position and the applicant's talents, qualifications, and abilities. Multiple and/or group interviews may be conducted as appropriate.

#### Reference Checks

All applicants must provide at least three (3) references. References may be personal or professional and be presented in written form or by providing telephone contact information. All references will be confirmed by management staff and documented in the applicant's personnel file. At least one reference will be from a personal contact if available.

#### Criminal Background Check

Criminal background checks will be conducted for all potential staff after they have completed an application. The background check will include a Federal Criminal Background check, a sex offender



registry search, and a motor vehicle record check. Background checks will comply with applicable rules and regulations. Background checks will be performed at least every two years on volunteers.

### Disqualifications

The City of Mebane may deny an individual the right to work in youth athletics based on any of the following:

- Felony convictions within the last fifteen (15) years
- Misdemeanor convictions within the last five (5) years
- Any narcotic drug offenses within the last five (5) years
- Two or more alcohol-related convictions within the last five (5) years
- Any child abuse or domestic violence convictions
- Any conviction against the welfare of a juvenile
- Any sex or sexual misconduct convictions
- Aberrant behavior that presents a potential danger to self and others

Failure to disclose a criminal conviction on the application may also terminate an individual's application and/or service.

### **Training and Education**

All adults (coaches, support volunteers, and parents) working with youth under the age of 18 at any City-sponsored events will receive an orientation that includes:

- Review and receipt of the City of Mebane Code of Conduct, an original signed copy will be kept in the individual's personnel file.
- Review of policies related to:
  - transportation,
  - medications,
  - use of alcoholic beverages and tobacco,
  - prevention and reporting of child abuse, and
  - emergency procedures

All parents and coaches must sign a form acknowledging that they attended and participated in the orientation session. Records of attendance must be taken for all orientation and training sessions.

### **Supervision**

Supervision of youth, programs, facilities, and staff will always be designed to protect youth and staff. Practices to ensure a safe and caring environment will include:

- Transportation: Staff transporting youth in a vehicle should do so with a second adult. If a second adult is not available, the "rule of threes" is recommended: at least three people in the car at all



times. All transportation decisions should be made in accordance with local laws and school policies.

- Supervision: A Staff member will never be alone with an individual youth where he or she is not observable by others.
- Medications: Staff is prohibited from administering prescription and nonprescription medications to youth at events.
- Use of Alcoholic Beverages and Tobacco: Use of alcoholic beverages and tobacco is prohibited at events.
- Reporting: If a staff member observes troubling behavior involving a youth at an event or becomes aware of a situation that is illegal or potentially unsafe for a youth at an event, he or she must immediately contact the appropriate personnel at the event as well as provide notification to law enforcement personnel as appropriate. If staff becomes aware of the troubling behavior after the event, they must immediately contact the appropriate personnel at the event and provide notification to law enforcement personnel as appropriate. All local, state, and federal laws regarding reporting must be followed.
- Personal Information: All documents bearing personal information of any youth participating in an event, including registration forms, medical information forms, permission to treat forms, etc., should be treated as confidential. Processes that protect this information must be observed, including minimizing the number of people with access to such documents. The documents shall be maintained for at least three years or longer as local and state laws and regulations require. After the maintenance period has expired, the documents shall be destroyed in a way that maintains confidentiality, such as shredding.
- Emergency and medical procedures: A qualified physician or certified athletic trainer should be available in person or by phone at every athletic practice or competition. Staff will be supplied with local emergency medical responder contact information or will have access to 911 services at each practice or competition.
- Contact with Youth: Staff will not initiate contact with or accept supervisory responsibility for youth outside of City programs and activities, including babysitting or private instructions. Staff with prior or family relationships to youth may be relieved of this restriction with prior written parental approval. Staff will not communicate with youth outside of programs via written, electronic or other means without written parental approval.

## **Monitoring**

This policy will be reviewed and updated as needed by the City Risk Manager and Parks and Recreation Director or their designees on an annual basis.



**ACKNOWLEDGMENT**

I hereby acknowledge that I have received, read, and understand the City's Youth Protection Policy and agree to comply with this policy in all respects.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Sign Name

\_\_\_\_\_

Date