

Safe Passage Youth Foundation Volunteer Orientation

A new volunteer orientation ensures your VALUABLE efforts don't go to waste. An effective Safe Passage orientation serves; but not limited to:

1. Acquaint volunteers with Safe Passage mission
2. Outline role expectations, responsibilities, and tasks
3. Types of tasks or other ways in which volunteers contribute
4. Check-in and out procedures for youth
5. Record keeping
6. Safety
7. Continuation/termination policies
8. Youth Protection Policy, Mandatory Reporting alleged abuse

What's the difference between volunteer orientation and volunteer training? Generally, your volunteer orientation is an overview of Safe Passage Youth Foundation mission and expectations and understanding. An orientation is the first step to training volunteers in nonprofit participation. Volunteer orientation is just one part of a productive volunteer training program. It is imperative that all volunteers also are familiar with the Safe Passage Youth Foundation Youth Protection Policy and reporting procedures.

• Promote safe passage for youth functional literacy and the purpose
• Recruit, train and support volunteer mentor tutors to work with youth literacy
• Provide an enjoyable and safe learning environment for all participants of the Safe Passage Youth Program.
• Provide learning and role model opportunities to meet individual K-12 student needs as:
Perceived by the volunteer coordinator and expressed by the Safe Passage Youth
• Provide the required resources to achieve the expressed goals of the student
other community organization and agencies.
• Network with other local mentoring, school literacy programs and organizations.

What is our Safe Passage Youth "Literacy Mission"

Literacy is important to individuals and to avoid youth recruitment into violence.

- Access to information that allows youth to orient themselves in the world.
- Develop strong communication skills include reading with understanding.
- conveying ideas in writing, speaking so that others can understand, listening actively, and observing critically.
- Build a capacity of empowerment to express ideas and opinions with

confidence that they will be heard and taken into account.

- Increase their capacity to solve problems and make decisions that increases independence, self-reliance, and the ability to take responsibility.
- Live a fuller and more participatory life.

Literacy is important to our local Conejo Valley Communities.

- It is the foundational skill upon which personal problems can be solved and upon which personal responsibility of community can be fostered. When issues can be more readily solved at a personal level social issues begin to resolve at a social level. With more individuals empowered by the ability to read and write to take responsibility for their own lives and decisions the onus which is placed on police and social agencies is lessened.
- Literacy is the key to education and learning and education and learning are the key to social and economic development. In other words, emerging from this basic foundation is an individual's capacity to develop skills for living and working and hence contribute more fully to community health and development.

Volunteer Code of Conduct:

- *Take your commitment to our organization to heart, performing your duties to the best of your ability.*
- *Honor confidentiality of families and children.*
- *Respect the mission and goals of Safe Passage Youth.*
- *Deal with conflicts or difficulties in an appropriate manner as defined by common sense, policy and the law.*
- *Respect the property and life of all.*
- *Never be alone with a child. Report any such incidents observed by anyone.*
- *Read Youth Protection Policy and be vigilant about youth personal safety.*
- *Do not accept gifts or money from any persons.*
- *Do not contact any youth outside of official duties. Refer to the Youth Protection Section.*
- *Be courteous, friendly and cooperative to all.*
- *Offer constructive feedback about our organization in an appropriate manner .*
- *Be willing to learn and take part in any training sessions.*
- *Follow through on commitments and advise your supervisor or Board Member if you are unable to work as scheduled.*
- *Treat co-workers, kids, clients and members of the public fairly and without discrimination.*

This list is not exhaustive and may not cover every situation or provide you with a set of absolute standards. When in doubt ask a leader or Board.

Emergency Procedures:

1. Safety of the children is paramount. When in doubt call 911 and stay on the line. Provide the 911 dispatcher: Your Name, Call Back Number, Address, Description of incident.
2. Provide basic first aid for any injured person. Call 911
3. Earthquake: Avoid staying in buildings, gather children in safe open area.
4. Fire: Always be aware of both exits to all locations. Call 911
5. Active Shooter/Intruder: Remember- First Run with children to safety, if unable then Hide, if unable to run or hide, then Fight (and Barricade Room) Call 911
6. Trespassers: All staff must be aware of the surroundings of youth activities. If an adult intruder or non-parent adult or suspicious subject is observed, advise staff and call 911 if assistance is needed. Keep children safe above all.

Hours of Operation:

1. Hours will vary and be adjusted for such things as school schedule, breaks etc.

Confidentiality:

1. California is very specific to protect the name of minors. Do not release any names or family or medical HIPPA details of children to the media or other organizations or persons without permission from their guardian(s) and Safe Passage Youth Organization.

Dealing with Media

1. Everyone in Safe Passage, should know how to respond if approached by the media to give a statement about our organization or their experience here. If a volunteer is approached to make statements to the media be aware that you are speaking on behalf of an entire organization and consultation with Safe Passage directors or officers is highly encouraged.

Importance of Volunteers:

1. *Since 2014 Safe Passage Youth has been operating and we have seen many milestones. Our program has grown from serving a handful of students in improving literacy skills to now serving many children from micro communities. Volunteers have played a significant role in each of our milestones by contributing time, skills, enthusiasm and passion in all that they do. Volunteers have served in a variety of capacities in growing our organization. They have served to organize and implement a number of events, acted as mentors, been public advocates within the community and of course acted as tutors to the increasing student population. The work of our organization has been greatly extended through volunteer service into areas that, otherwise, could not be considered because of limited resources. We are grateful for all that our*

volunteers do and look forward to continued growth and relationship in the coming years.

Screening of Volunteers:

- 1. All volunteers will have a criminal background check completed and the clearly communicated screening process for youth protection is adopted and consistently applied by this organization. No persons will be associated with Safe Passage Youth Foundation that have a criminal background or legally documented allegations of child abuse, child endangerment, domestic violence, or harassment of any kind.*

Supervision: *1. Volunteers receive a level of supervision appropriate to the task and are provided with regular opportunities to give and receive feedback. Volunteers will supervise youth as a priority and maintain a safe ratio of supervision to youth.*

Records: *1. Youth must be checked in and out each day, in addition the parents must identify the means at which they depart Safe Passage.*

Insurance: *1. As a volunteer **you do not** receive Workman Compensation, Auto, Health insurance or medical insurance benefits. You must provide your own healthcare and your own accident and healthcare /auto insurance.*

Appearance:

- 1. Dress appropriate for your duties. For example, physical work requires clothing that is comfortable and durable but appropriate around youth.*
- 2. Hats and t-shirts with logos are generally not permitted.*
- 3. Clothes should not be torn, frayed, dirty.*
- 4. When in doubt as a leader or Board member.*

Grievance:

- In situations where differences arise between volunteers or between volunteers and staff or youth/families it is advised to first try to resolve these differences in a safe- non-biased manner amongst the parties involved.*
- If a third party is needed, a Safe Passage Board Member, Officer or Coordinator is to be informed and involved.*
- If the grievance is in regard to the Program Coordinator or staff, a grievance notification and or appeal may be made to Board.*
- All persons must notify staff or the Board if they are aware of any perceived hostile environment, crime or abuse, harassment, bullying that is present.*

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