



# VOLUNTEER POLICY HANDBOOK

(Last Updated: May 5, 2021)



## Mission Statement

**To Erase the Fatherless Epidemic  
Through Mentorship.**

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# Child Abuse

## Definition:

For purposes of this guideline, “child abuse” is any action (or lack of action) which endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- **Physical abuse** – any physical injury to a child, which is not accidental, such as beating, shaking, burns, and biting.
- **Emotional abuse** – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- **Sexual abuse** – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- **Neglect** – depriving a child of their essential needs, such as adequate food, water, shelter, and medical care.

## Responding to Allegations of Child Abuse:

Volunteers may have the opportunity to become aware of abuse or neglect of the youth under our care. In the event that an individual involved in the care of youth at any Outdoor Adventures event becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to an Outdoor Adventures staff member for further action, including reporting to authorities as may be mandated by state law.

In the event that an incident of abuse or neglect is alleged to have occurred at one of Outdoor Adventures’ events or during our sponsored programs or activities, the following procedure shall be followed:

1. Outdoor Adventures will be notified, and an Outdoor Adventures staff member will complete an incident report and follow the remaining procedure listed below.
2. The parent or guardian of the child will be notified. The exception would be if the parent were the alleged perpetrator. Then the proper authorities will be contacted.
3. The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with youth pending an investigation.
4. Outdoor Adventures will comply with the state’s requirements regarding mandatory reporting of abuse as the law then exists.
5. Outdoor Adventures will cooperate with any investigation of the incident by state or local authorities. In the event there is no investigation of the incident by state or local authorities, a team will be formed to investigate the circumstances of the incident. The team should act only in consultation with Outdoor Adventures’ insurance company and/or attorney.
6. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position with youth.
7. The Senior Pastor will be the Outdoor Adventures spokesperson to the media concerning incidents of abuse or neglect, unless he or she is alleged to be involved. All other workers should refrain from speaking to the media.
8. A pastoral visit will be arranged for those who desire it.

# Training Policy

## **Two Adult Rule:**

It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when youth are being supervised during our programs and activities. Some youth programs may have only one adult staff member or volunteer in attendance during a mentor session; in these instances, doors to any room should remain open and there should be no fewer than two students with the adult teacher. We DO NOT allow minors to be alone with one adult of the opposite sex during any of our activities, while being transported in conjunction with an Outdoor Adventures activity, in a counseling situation or in any sponsored activity. If individual counseling is taking place with a staff member or volunteer, it will only be conducted in accordance with Outdoor Adventures' Open Door policy in a room with clear visibility from outside and other adults in the immediate vicinity.

## **Open Door Policy:**

Room doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.

## **Restroom Guidelines:**

For the protection of all, workers should *never* be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child. During outdoor events (e.g. backpacking/camping), adults will NOT escort students to use the bathroom.

## **Inappropriate Behavior:**

The following activities and/or behaviors are not permitted during Outdoor Adventures' events or mentor sessions:

- A. Profanity
- B. Drinking
- C. Smoking
- D. Carrying a weapon

# Discipline:

## **Discipline Policy:**

It is the policy of Outdoor Adventures to not administer corporal punishment, even if parents have suggested or given permission for it. There should be no physical discipline of youth. Volunteers should consult with an Outdoor Adventures staff member if assistance is needed with disciplinary issues.

## **3 Strikes & 3 Outs Rules**

- **Warning:** calmly asking the student to respect Outdoor Adventures' expectations and discontinue their behavior
- **Strike 1:** The inability to move forward with the lesson after having given the student a warning
- **Strike 2:** The student is briefly removed from the group and a volunteer discusses the student's behavior
- **Strike 3:** The student is sent home
- **Immediate Out:** fighting, threats of violence, or violence
- 3 strikes = out for the day
- 3 outs = out of the program

# Medical:

Outdoor Adventures' definition of medical attention is "any person feeling sick or requiring first aid including a band aid." The First Aid Qualified Volunteer on duty will handle all medical situations. All incidents will be documented on official Outdoor Adventures medical incident forms.

## Medications Policy:

It is the policy of Outdoor Adventures not to administer either prescription or non-prescription medications to the youth under our care. Medications should be administered by a parent at home. During overnight events (*e.g.* backpacking, camping), volunteers will remind students to take their medicine and observe them doing so, but will not directly handle any medications.

Exceptions to the medications policy may be granted to parents of youth with potentially life-threatening conditions (such as diabetes, asthma or severe allergic reactions). Parents of such youth should address their situation with an Outdoor Adventures volunteer to develop a plan of action.

## Minor Medicals:

1. Minor Medicals includes:
  1. Small cuts.
  2. Scrapes.
  3. Bruises.
2. The First Aid coordinator must be notified immediately.
3. The First Aid coordinator will handle the situation for treatment and documentation.
4. ALL minor medicals must be logged on Outdoor Adventures medical incident forms.

## Major Medicals:

1. Major Medicals include:
  - CPR in progress.
  - Any degree of loss of consciousness.
  - Allergic reactions- shortness of breath or trouble breathing.
  - Severe bleeding.
  - Any form of seizure.
  - Falls from greater than 5 feet - no matter what the student/volunteer says.
  - Shock of any kind.
  - Deformities to any limb or body part resulting from an accident.
  - Impalements/imbedded objects of any kind [any object stuck in the body (i.e. sticks, pencils, etc...)]
  - Snake bites (if the snake is poisons or unidentifiable)
  - Suspected head, neck, or back injures
5. The First Aid coordinator must be notified immediately.
6. The First Aid coordinator will assume immediate responsibility for the situation after being notified.

7. The First Aid coordinator is responsible for contacting 911 and all other parties that need to be notified about the situation. In the unlikely event that the first aid coordinator is not immediately present, a volunteer will take action.
8. Once the situation is under control, parents will be notified.

\*\* Volunteers with medical certification wanting to assist the First Aid Coordinator with medical incidences MUST provide an Outdoor Adventures staff member with a copy of their valid certification. Volunteers assisting the First Aid Coordinator with medical situations should **DO ONLY WHAT THEY ARE CERTIFIED TO DO.**



# Legal:

## **Background Checks:**

- Before the third visit to a youth event, all adults must submit a background check and sign all relevant waivers.
- Within 30 days of completing the background check, all volunteers must complete child safety training.
- Visit [Outdooradventures.org](http://Outdooradventures.org) and click on “Background Check” to pay for and submit the information needed to complete a Background Check.

## **Impermissible Crimes:**

Adults who have been charged with any of the following crimes are not permitted to participate in any youth events:

- Any crime involving violence
- Any crime involving sexual misconduct

# Transportation:

## General:

- Unless all genders are represented, all vehicles used to transport students/participants must have two (2) Outdoor Adventures adult volunteers on board. If there are not enough adults to meet this standard the vehicle will not be used to transport students/participants.

## Drivers:

- Drivers must complete a Volunteer Driver Application
- Drivers must do a thorough walk around and safety check before each trip. If there is any cause for concern the driver will immediately notify an Outdoor Adventures staff member.
- Drivers must drive the designated routes provided by an Outdoor Adventures staff member. A driver may deviate from the selected route if: an emergency arises, traffic control devises direct (construction or emergency personnel), or an Outdoor Adventures staff member directs. This is for safety and security reasons.
- When driving, volunteers will adhere to ALL traffic laws and drive with respectful driving etiquette.
- Drivers will immediately inform an Outdoor Adventures staff member if they (driver) discover a problem with any vehicle no matter how large or small after the pre-trip inspection.
- **Drivers will NOT use their cell phone while driving.** If it is an emergency phone call they must pull over and come to a complete stop before getting on the phone.

## Vehicle Accident:

1. In the event of an accident, the driver is to immediately ensure the safety of all persons onboard. The local emergency department or 911 should be contacted.
2. After ensuring the safety of the passengers and 911 being contacted, the driver is to immediately notify an Outdoor Adventures staff member with the following information:
  - a. The location of the vehicle accident
  - b. Are there students/participants onboard? If so the number and names.
  - c. Is anyone injured?
  - d. Extent of damage
  - e. Are emergency crews/police on scene?
3. An Outdoor Adventures staff member will contact the appropriate people about the situation.

# Statement of Faith:

1. We believe that the Bible is the inspired and inerrant Word of God and as such allows us to confidently know about God Himself and about how we should live in relationship with Him and others.
2. We believe that just as God calls us to community with Himself, He Himself is a God of community, existing in the form of the Father, the Son, and the Holy Spirit, all of whom are worthy of equal honor and praise.
3. We believe that all humankind was created by and for God, but that the human race has consistently chosen its own path away from God, both individually and corporately. The result of humanity's choice has been a broken relationship with God.
4. We believe that Jesus Christ lived a sinless life and through His death and resurrection has provided a way for all who trust in Him to have their sins forgiven and to enter into relationship with Him.
5. We believe that simultaneous with an individual's trust in the person and work of Christ, the gift of God's Spirit is given to the individual so that life with God can be lived out by Christ's strength and on His terms.
6. We believe in life after death for everyone who has lived. Those who have trusted in Christ will enjoy a relationship with Him forever, but those who have not trusted in Him will incur the wrath of a God whose offer of forgiveness and reconciliation has been rejected.
7. We believe that the call of each Christian is to live in obedience to the Lord as they seek to obey God's Great Commandment, His Great Commission and to pursue holiness.
8. We believe in adhering to the standard set forth in Scripture, no matter how unpopular they may appear to a fallen world. For example, we believe that God created man and woman. We also believe that marriage is to be between a man and a woman.

# Code of Conduct:

I agree that I will at all times during the course of my work with Outdoor Adventures Club comply with the following Child Protection Code of Conduct:

- Not engage children in any form of sexual activity or acts, including paying for sexual services or acts, where under the law(s) applicable in United States, the child is below the age of consent or the acts are an offense under relevant laws;
- Not sleep in the same bed as a child unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present.
- Use any computers, mobile phones, or video and digital cameras appropriately, and never to exploit or harass children or to access child pornography through any medium;
- Not engage in 1/1 messaging with an Outdoor Adventures' minor of the opposite sex;
- Refrain from ever using snap chat with Outdoor Adventures' minors and from ever deleting messages between an Outdoor Adventures' child and you;
- Refrain from physical punishment or discipline of children;
- Treat children with respect regardless of race, color, language, ethnicity, or political status;
- Not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- Whenever possible, ensure that another adult is present when working in the proximity of children; and
- Immediately report concerns or allegations of child abuse in accordance with appropriate procedures.