



Guidelines for Working with Children

Back to School Clothing Drive has implemented this policy to safeguard children while promoting a positive, nurturing environment in which to serve them. These guidelines are to be strictly followed.

Two Adult Guideline:

A child will not be left alone with only one individual. If for some reason a child needs to leave the group, two individuals (preferably male and female adults) will supervise.

Guidelines for Touching:

1. Appropriate physical contact between workers and children is important for a child's development and is generally suitable. These include gestures like high-fives and guiding a child through the event with hand-holding and/or placement of your hand on the shoulder area. Keep in mind that the method of guidance should be age appropriate. For example, while it is generally acceptable to lead a kindergartener with hand-holding, it is not generally acceptable when guiding a 6th grader.
2. The child should initiate any contact. It should be a response to the child's need for comfort, encouragement, or affection. It should not be based upon the adult's emotional need.
3. If a child wants to give the volunteer worker a hug, the individual should give a side hug (arm around the child's shoulder).
4. All touching (including measuring children for garment fitting) should only occur in the presence of other volunteer workers. It is much less likely that touches will be inappropriate, or misconstrued as such, when two individuals are present and the touching is open to observation.
5. Behavior should not give even the appearance of wrongdoing. When in doubt, don't.
6. A child's preference not to be touched should be respected. Do not force contact (high-fives, etc.) upon a reluctant child.
7. Volunteers must promptly notify the Executive Director or other BTSCD Supervisor if they witness any inappropriate or questionable behaviors by others.

Corporal Punishment: Corporal punishment and other forms of punishment are never appropriate in Back to School Clothing Drive activities. Volunteers should notify the school/district representative or a BTSCD Supervisor if they need help with misbehaving or unruly youth.

Open Door Guideline: All rooms housing activities and events should have the door open enough so that passers-by can see what is happening inside.

Note: No individual with prior incidents of sexual misconduct or abuse may be a volunteer in any capacity. Volunteers who ignore these guidelines will be asked to leave the premises.