

Volunteer Resource Packet

Selecting Volunteers and Establishing Safe Environments In Extension Youth Development Programs

Volunteers and Extension Professionals:

“Together, caring for Extension participants in youth programs.”

Updated August, 2005



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OVERVIEW

Volunteer Screening Process

The intent of the University of Florida IFAS Extension Child Protection Policy is to share a common philosophy and follow appropriate protocol to provide safe and secure environments for everyone involved in Extension youth programs.

Two sections of the Child Protection Policy include:

- III. Careful selection and screening of adults who work with youth in Extension programs.
- IV. Establishing safe environments for everyone in Extension youth programs.

PURPOSE

This policy provides an opportunity to:

- F. Reaffirm the organization's dedication to youth and their well-being.
- G. Carefully select adults to work in University of Florida IFAS Extension youth programs.
- H. Establish policies that will help provide a safe, positive environment for all participants.
- I. Provide education and resources to detect and prevent child maltreatment, and establish barriers to unsafe situations in Extension youth programs.
- J. To provide documentation of volunteer selection for coverage under the State of Florida Tort Claims Act.

RATIONALE

- 6. A selection and screening process is a method of strengthening recruitment and placement of volunteers and staff in University of Florida IFAS Extension youth programs.
- 7. When all volunteer and paid staff are purposefully selected and requested to uphold high standards, there is increased credibility of all individuals working in University of Florida IFAS Extension youth programs.
- 8. Every University of Florida IFAS Extension youth program consistently meets acceptable standards for safety and well-being of participants.
- 9. The University of Florida IFAS Extension program joins youth-serving organizations across the nation to institute similar policies.
- 10. Courts are finding employers liable for negligent hiring and placement of employees/volunteers.

This policy is developed in accordance with the rules and statutes of the University of Florida.

DEFINITIONS

WHO IS A VOLUNTEER?

*“A **volunteer** is any person who, of his or her own free will, provides services to the University (and its programs) with no monetary compensation, on a continuous, occasional, or one-time basis.”*

Rules of University of Florida, 6CI-3.0031 (1b)

An **adult volunteer** - anyone age 18 and over.

A **teen volunteer** - is between the ages of 14 -19.

“All volunteers shall be at least 14 years of age.”

Rules of University of Florida, 6CI-3.0031 (3a)

RISK MANAGEMENT

Definitions

Risk management - is protecting assets by minimizing the potential for negative outcomes.

Assets - are things of value held by a person or organization.

Three Assets = 3 P's

4. People = clientele, members, volunteers, paid faculty and staff
5. Property = things the organization or individual owns or manages, such as: money, buildings, equipment or materials.
6. Perpetuation = an organization's (reputation) ability to continue doing the business they do best.

Risk Management Strategies

Retain the Risk - Accept the risk and prepare for the possibilities that loss can occur.

An organization or individual can create a fund to cover such situations or absorb expenses from current, existing resources when loss occurs. Many risks are retained, especially when the consequences are deemed minor, or, at least, acceptable within the situation.

Reduce the Risk - Change the conditions to decrease likelihood that loss will occur.

Some ways to reduce risk is to: select and train staff; restrict and secure hazardous areas; develop emergency procedures; and, provide (increased) adequate supervision.

Share the Risk – Find someone to share some of the risk.

The risk can be shared by contract, agreement, or insurance. Contracting with a business for transportation or for recreation (roller skating) can shift the primary liability to the contractor. Carrying insurance transfers the financial part of the risk to the insurer in exchange for a payment.

Avoid the Risk – Means the activity is not held.

If the risks are too severe and the possibilities of risk are too great, then it may be unacceptable to conduct the activity. Even a reasonably safe activity may be too risky if stakes are high and insurance can not be secured, for an acceptable cost.

RISK MANAGEMENT FOR ESTABLISHING SAFE ENVIRONMENTS FOR YOUTH

Abuse

Any willful act or threatened act that results in physical, mental or sexual injury...or significant impairment....

Florida Abuse Hotline, Sept. 2000

Maltreatment

Includes emotional, physical, sexual abuse or neglect.

Neglect

Occurs when a child is deprived or, or is allowed to be deprived of necessary food, clothing, shelter, or medical treatment....

Florida Abuse Hotline, Sept. 2000

Negligent

Is conduct in which a reasonable and prudent person would not engage.

Reasonable and Prudent

Means that a person acts in a way that others, who have similar background and training, would act in these circumstances.

Threatened Harm

A situation, circumstances, or behavior which leads a prudent person to have reasonable cause to suspect abuse or neglect has occurred, or may occur in the immediate future, if no intervention is provided.

Source

Adapted from: University of Illinois, Extension 4-H, "Avoiding a Can of Worms: Developing Risk Management Strategies for 4-H Meetings and Events."

ESTABLISHING SAFE ENVIRONMENTS

1. Adults should work with young people in reasonably open places where others are welcome to enter. (NOT behind closed or locked doors.)
2. Be aware that while spending time alone with a single youth can be positive and helpful, it may also create reasons for concern.
3. Always welcome and encourage parents and guardians to attend meetings and events.
4. Respect privacy of youth especially when clothes are changed or showers are taken. Adults should get involved when there is a health or safety issue.
5. Be alert to the physical and emotional health of the young people you work with.
6. Never use physical punishment.
7. Never deny basic necessities, such as food, shelter or medical care.
8. One unrelated adult should not be lodged with one youth during an overnight stay.
9. There shall be a minimum of one responsible adult (at least age 18) for every 10 youth for any events including an overnight stay. This is consistent with national 4-H guidelines (12/1/93). (Younger children usually require a higher ratio of adults to youth.)

The following policies and processes are best youth development practices and are designed to protect youth, adults, families and the organization.

Participation Form – Health Form; Media Release; Code of Conduct

Every youth and adult participant must complete a “Participant Form,” and have it available on file at an Extension program. The Participant Form includes a Health Form; a Media Release Form; and Code of Conduct. This information is important to the health, care, and well-being of the individual if an emergency occurs.

Every adult is expected to function within the guidelines of the “Adult Agreement” while working in an Extension program role, or when supervising youth.

Insurance

Personal Liability

It is important that every adult act in a reasonable and prudent manner when working with youth. A reasonable and prudent person will use this document to understand personal obligations and responsibilities related to promoting the well-being of youth in Extension programs.

It is critical that the roles and responsibilities of volunteers and staff who work with youth, be documented in written form before an accident happens. Extension volunteers and staff must record activities and related plans through participation rosters; job descriptions; and/or reports.

A volunteer is protected under the Florida law, if the volunteer:

- Is acting in a reasonable and prudent manner;
- Is enrolled or registered, as a volunteer with a local or state Extension program;
- Is functioning within a role sanctioned for a youth program of the University of Florida, IFAS Extension programs;
- Understands he/she is acting on behalf of the University of Florida at this activity.

Automobile Liability

Volunteers need to rely on their own vehicle insurance policies when working with a youth program. It is recommended that all volunteers and staff review their personal property liability coverage and consider a personal/family umbrella liability policy.

Safe Operation of Motor Vehicles, Machinery and Equipment

Anyone who transports youth to participate in Extension youth program activities and events must possess a valid motor vehicle operator's license. Volunteers must also have liability insurance coverage to meet minimum state law.

Adults are role models. Adults are responsible for the safety of youth they work with and influence the development of lifelong safety habits in youth program participants. Adults need to use safe practices and common sense when equipment, lawn and garden equipment, chemicals, pesticides, and/or shooting equipment. Protective clothing (helmets, ear and eye protection, etc.) should be used as appropriate for the situation.

Safe Handling and Care of Animals

Adults and youth in Extension programs are often involved in situations where animals are present and/or part of the learning environment. Extension volunteers and staff are expected to handle animals in a responsible manner and prevent physical mistreatment. In addition, Extension volunteers and staff will teach youth appropriate animal care practices. Some specific animal care practices include:

- Providing animals with clean, fresh water and sufficient food.
- Keeping the animal cage or stall, by cleaning and disposing waste frequently.
- Supplying adequate shelter and bedding.
- Using approved handling procedures.

Anti-Discrimination Policies

Using the Civil Rights Act of 1964 and subsequent legislation as a guide, Extension volunteers and staff will plan, promote, and implement programs to meet the needs of all youth and adults. **Those who represent the University of Florida must ensure programs are equally accessible to anyone who wants to participate, without regard for race, color, national origin, gender, religion, sexual orientation or handicap.**

The intent of Affirmative Action is to strengthen and expand Extension youth program opportunities to all youth and volunteers, particularly those who have not had full access to programs in the past. In addition, it ensures that programs are being fairly and equally delivered to the people who have funded them. Inclusion of diverse participation brings varied perspectives and experiences, which enriches learning and developing life skills necessary to live in a multi-cultural society.

EDUCATIONAL RESOURCES

WHY IS IT DIFFICULT FOR A CHILD TO TELL (DISCLOSE) ABUSE OR NEGLECT?

It is an almost universal reaction that adults have when discussing the subject of child abuse or neglect – is questioning how a child can allow an adult to molest or abuse him/her. Dr. Roland Summit, noted psychiatrist and authority on the impact of child sexual abuse on the victim, has identified five reasons children don't tell:

Secrecy

Secrecy is a necessary condition for a person to be sexually abused. It is through secrecy that the child is both intimidated and comforted. The abuser will often state to the child, "This is our secret;" or "If you tell someone, I'll kill you;" or even, "I will kill your parents." A clear message is given that if others find out, something bad will happen. On the other hand, the child is led to believe that if no one finds out, everything will be alright.

The average child, according to Dr. Summit, never asks and never tells. Based on surveys of adult survivors, the majority never told anyone during their childhood. They feared blame and retaliation.

Helplessness

In this society, adults are given inherent power over children. In these "power" relationships the child has no power to dissent, particularly if the abuser is one to whom the child must look for food, clothing and shelter.

Most adults are uncomfortable with the fact that a child is three times more likely to be molested by a trusted adult, than by a stranger. That trusted adult usually has a degree of authority over the child.

IDENTIFYING SIGNS OF CHILD ABUSE AND NEGLECT

The Federal Child Abuse Prevention and Treatment Act provides this definition of child abuse:

Child abuse and neglect means the physical or mental injury, sexual abuse or exploitation, negligent treatment, or maltreatment of a child under the age of eighteen.

Some incidences of child abuse and neglect are easily recognized:

- an infant left alone in a hot car
- a three-year-old with multiple facial bruises
- a child who is repeatedly locked out of the house for long periods of time

Child abuse is usually not an isolated event, but is a pattern of behavior that an adult uses in interacting with a child. It usually occurs behind closed doors, and is obscured by clothing. Child abuse is often attributed to "accidents," and is usually denied or concealed by the victim. Abusive behavior generally increases in severity and frequency and may be exhibited on a regular or sporadic basis.

Most persons are capable of abuse under conditions of excessive stress.
Many adult abusers have been victims of abuse.

FOUR AREAS OF MALTREATMENT

- Neglect (ei: poor supervision; lack of attention to basic needs)
- Physical abuse (ei: hurtful actions)
- Emotional abuse (ei: verbal, psychological abuse)
- Sexual abuse (ei: inappropriate interest in children, exploitation)

Possible Characteristics of An Abuser

- ❑ Poor self-concept
- ❑ Passive marital relationship
- ❑ Marital difficulties
- ❑ Fear of authority
- ❑ Lack skills to meet own emotional needs
- ❑ Undue fear of spoiling a child
- ❑ Unreasonable expectations of a child
- ❑ Rigidity or compulsiveness
- ❑ Acceptance of violence as a means of communication
- ❑ Poor emotional control, impulsivity
- ❑ Emotional dependency on abusive adult - to the point that he/she will not intervene nor protect other family members from an abusive adult

TYPES OF INDICATORS OF MALTREATMENT and INDICATORS

These are three types of indicators that provide clues to help tune in to needs or danger.

A. Physical indicators

Visible signs

B. Behavior indicators

A typically happy child becomes angry, quiet, misbehaving

C. Environmental indicators

Adult guardian(s) view a child as different or difficult to manage

Adult(s) have unrealistic expectations of a child

Adult(s) are unaware of age appropriate behavior

Social isolation of a family

Severe personal problems such as drug addiction, alcoholism or mental illness

Family crises of unemployment, ill health, or death

Physical Indicators of Physical Abuse

Bruises, Welts, Lacerations

In unusual patterns, or distinctive shapes

In clusters

On the face - especially on an infant

On the face, buttocks back or thighs

In various stages of healing

Of gum tissue – caused by forced feeding

On external genitals

Burns

Immersion burns, such as: “stocking burns,” “glove burns,” or doughnut-shaped burns on the buttocks

Cigarette-type burns: especially on the palms of hands, soles of feet or genitals

Friction of tether burns: on wrists, ankles or neck, possible rope burns from confinement.

Dry burns: such as those caused by an iron, radiator grates or stove burners

Fractures, Dislocations, Injuries

Spiral fractures

Stiff, swollen, enlarged joints

Multiple fractures

Unexplained fractures or dislocations

Fractures in various stages of healing

Absence of hair

Hemorrhaging beneath scalp caused by pulling hair

Nasal or jaw fractures

Abdominal injuries

Behavior Indicators of Physical Abuse

The behavioral indicators of physical abuse are varied and are influenced by the:

Severity and frequency of the abuse

- Age of the child at the onset of abuse
- Nature of the child's relationship to the abuser
- Availability of supportive persons, and
- The child's genetic endowment for coping

A child who is abused at an early age, frequently and severely, may exhibit some or all of these behavior characteristics:

- Has unusually neat eating habits
- Is overly compliant to avoid confrontation
- Lacks curiosity
- Rarely exhibits enjoyment
- Is fearful of physical contact
- May appear autistic
- Is excessively self-controlled – cries little
- Is under-developed for age/stage, due to efforts being directed to self-protection.

An older child, who is less severely, or less often abused, may exhibit these behaviors:

- Is timid; easily frightened
- Has psychosomatic complaints
- Craves affection; indiscriminate attachment to strangers
- Protects adults and affirms love for abusing adult(s)
- Experiences language delay
- Has difficulty in school in spite of normal ability
- Has sporadic temper tantrums
- Assumes role of parent; or is extremely immature in parent/child interactions

A child who is mildly, infrequently or inconsistently abused at an older age, may exhibit these characteristics:

- Hurts other children
- Is manipulative
- Shows extreme aggressiveness
- Is demanding and has temper tantrums
- Is hyperactive and has a short attention span
- Shows lag in development
- May seem accident prone or clumsy

Other overall behavioral indicators of physical abuse, may include, the child:

- Requests punishment
- Punishes other children
- Is afraid to go home
- Is afraid of adults
- Exhibits behavior extremes or drastic behavior changes
- Reports injuries that seem unbelievable
- Is extremely aggressive or withdrawn
- Is uncomfortable when other children cry
- Has poor self-concept
- Is self-mutilating

EMOTIONAL ABUSE

Physical Indicators of Emotional Abuse

- Eating disorders
- Nightmares or restlessness
- Wets the bed
- Speech disorders
- Fails to thrive
- Exhibits developmental lags physically, emotionally and/or mentally
- Hyperactive

Behavior Indicators of Emotional Abuse

- Rocking behavior
- Frequently bangs head
- Poor peer relations; seeks adult contact
- Overly eager to please; unrealistic goal setting
- Views abuse as being warranted; or feels responsible for abuse
- Exhibits noticeable change in behavior
- Excessively anxious; impatient
- Depressed; apathetic; passive; withdrawn
- Exhibits aggressive or bizarre behavior; even fits of screaming
- Exhibits inconsistent behavior
- Runs away from home; attempts suicide
- Low self-esteem; self-deprecation; lacks self confidence
- Sabotages personal chances of success
- Unable or unwilling to express feelings, needs or problems

NEGLECT

Neglect is, the consistent failure by a parent or caretaker to provide a child (under 18) with appropriate care, support, attention or affection. Most reported neglect cases involve lack of proper food, shelter, clothing, medical care, education opportunities, protection and supervision. Some neglect occurs as a result of ignorance. Other forms of neglect involve deliberate maltreatment of a minor.

Physical Indicators of Neglect

- Inadequate supervision (abandonment; unattended)
- Inadequate clothing for weather conditions
- Poor hygiene (frequently dirty; scaly skin)
- Lack of necessary medical or dental care (untreated illness or injury)
- Inadequate nutrition (hungry)
- Lack of safe, warm, sanitary shelter
- Engages in dangerous behavior due to lack of supervision
- Abnormal height to weight ratio
- Chronically tired or listless
- Appears to be overworked or exploited

Behavioral Indicators of Neglect

- Failure to thrive – especially among infants
- Poor attendance
- Chronic lateness
- Squinting
- Poor learning
- Steals or begs for food. Child may collect and save food.
- Comes early and stays late at events

- Lethargic behavior
- Uses drugs or alcohol
- Engages in sexual misconduct, such as acting out or even prostitution
- Runs away from home, attempts suicide
- Extremely dependent or detached
- Delinquent behavior, such as vandalism or stealing
- Assumes adult responsibilities at home
- States frequent absence of parent/guardian

Possible Environmental Circumstances of Neglect

- A large family with marital disruption
- Long term parental illness
- Indifferent parental attitude
- Situational stress, such as unemployment
- Lack of material resources

Possible Behaviors of Neglectful Guardians

- Apathetic
- Frequently unkempt
- Craving excitement or change
- Desire to be rid of the demands of a child
- Lack of interest in the child's activity
- Low acceptance of child's dependency needs
- Lacking parental skills
- Little planning or organization of care of child

Neglectful parents frequently were victims of the same type of parenting that they now provide for their children.

SEXUAL ABUSE

Sexual abuse is exploitation of a child for the sexual gratification of another person. Incest is sexual abuse within a family. Sexual abuse is difficult to detect outside the clinical setting.

Physical Indicators of Sexual Abuse

Physical evidence of sexual abuse, if present at all, tends to be temporary. The physical trauma is not exposed. There is a general lack of awareness of the prevalence of child sexual abuse and lack of confidence in detecting it.

- Pain or irritation of genitals.
- Bruises, swelling or bleeding in genital or anal region
- Sexually transmitted disease
- Torn, bloody and/or stained underclothing
- Is pregnant
- Unexplained infections (sore throat, yeast or urinary infections)
- Vaginal or penile discharge
- Wets beds

Behavior Indicators of Sexual Abuse

The victim is usually reluctant to reveal the abuse. These behavioral indicators are frequently the best or only signs you may have.

- Behavior extremes

Avoids dressing or changing clothes in front of others
Wears lots of clothing, especially to bed
Withdrawn; isolated; fearful; anxious; self-mutilating
Reluctance to participate in recreational activity
Regression (may appear mentally disabled)
Inappropriate understanding of sex for age
Reluctance to be alone with a particular person
Pre-occupation with sexual organs of self, parents or other children
Persistent and inappropriate sex play with peers or toys
Fear of touch; self-consciousness
Sexual promiscuity; seductive behavior
Obsessively clean
Psychosomatic complaints (headaches, backache)
Delinquent or aggressive behavior
Engages in fantasy or infantile behavior
Poor peer relationships
Either avoids or seeks out adults

Environmental Indicators

Prolonged absence of one parent
Overcrowding of living conditions
Alcoholism
Social and/or geographical isolation
Inter-generational pattern of incest
Parental characteristics such as extreme protection of child, jealousy of child, refusing to allow child social contact, distrusting child, accusing child of sexual promiscuity.

Information Provided or Adapted from:

For Their Sake, Becca Cowan Johnson
It Shouldn't Hurt to be a Child, North Dakota Department of Human Services
Identifying Possible Signs of Child Abuse, Ohio Extension Service

ADDITIONAL SOURCES OF INFORMATION

VECHS – Volunteer Employee Criminal History System

Florida Department of Law Enforcement, User Services Bureau – Protecting Florida's Children, Elderly and Disabled.

<http://www.fdle.state.fl.us/BackgroundChecks/>

http://www5.myflorida.com/cf_web/myflorida2/healthuman/childabuse/

<http://www.childabuse.org>

http://www.kidsrus.org/4Hpolicy/Volunteers/Youth_Protection_Planning.asp

http://www.reeusda.gov/f4hn/v2k/Screening_Orienting_Volunteers.htm

State 4-H Programs

<http://www.uwex.edu/ces/4h/volunteers/html>

<http://4h.missouri.edu/volunteer/youthprotect.stm>

<http://www.ext.nodak.edu/4h/volunteers/YPPmaltreatment.htm>

Other Youth Organizations

<http://niowagirlscouts.org/safety-wise/>

<http://www.usscouts.org/safety/g2ssl.html>

Books and Articles

Herman, Melanie L., and Jackson, Peggy M. (2004.) *No surprises: Harmonizing risk and reward in volunteer management*, 3rd Ed.. Nonprofit Risk Management Center.

Toelle, Andrew. (2005.) *Save a child: Know how to identify and report child abuse*. University of Florida, Extension. EDIS FCS2199.

Request for Volunteer Screening Information from Another Agency

If you are a volunteer with another youth program and were screened during the past year by that organization to work directly with youth, the University of Florida IFAS Extension may waive the screening process. The screening in that organization must be at least as thorough as University of Florida IFAS Extension. You may authorize the University of Florida IFAS Extension to request the information on file with that organization. If this information is received, additional screening may be waived.



Volunteer Name _____

Address _____

Birth Date ____/____/____ Social Security Number ____ - ____ - ____

Name of Organization to Contact _____

Address of Organization to Contact _____

Phone Number of Organization () _____

I authorize the _____ to release references and information on file that may relate to my work with youth. This information is requested as part of a screening process for me to work directly with youth in University of Florida IFAS youth programs. Any information received will be treated in a confidential manner.

Volunteer Signature _____ Date ____/____/____

Please return this form to:

Application For a Teen to Volunteer With Extension Youth Programs

Teens (14-18) will complete an application to directly with work with youth, on an ongoing basis, or for overnight activities. A parent or guardian is required to sign this application.

Print Name _____

Present Address _____
Street and/or P.O Box City State / Zip

Home Phone _____ Cell Phone _____

How long have you lived at this address? _____ years _____ months
(If less than 5 years, attach a sheet listing all previous addresses for the past 5 years.)

Day Phone _____ Evening Phone _____

List **work** experience during the past five (5) years, current/most recent experiences first. (Add page if needed.)

<u>Employer</u>	<u>Your Position/Title</u>	<u>Town / State</u>	<u>Years</u>
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- 1.
- 2.
- 3.
- 4.
- 5.

List **volunteer** experience during the past five (5) years. Identify work with youth and community groups. List current/most recent experiences first. (Add page if needed.)

<u>Organization/Group</u>	<u>Your Role/Title</u>	<u>Town / State</u>	<u>Years</u>
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- 1.
- 2.
- 3.
- 4.
- 5.

Volunteer Interest

Why are you interested in being a volunteer with University of Florida Extension programs?

MORE

Personal References

List three (3) references, who have knowledge of your qualifications, but are not related to you, and represent various activities in your life.

1. Print Name _____ Phone _____
Mailing Address _____

_____ Box / Street / Apartment _____
_____ Town _____ State _____ Zip _____

2. Print Name _____ Phone _____
Mailing Address _____

_____ Box / Street / Apartment _____
_____ Town _____ State _____ Zip _____

3. Print Name _____ Phone _____
Mailing Address _____

_____ Box / Street / Apartment _____
_____ Town _____ State _____ Zip _____

Have you been accused or convicted of a criminal offense in the past seven (7) years?
___ Yes ___ No If yes, explain: _____

Have you ever been accused or convicted of a crime involving a minor (including a deferred imposition of sentence)?
___ Yes ___ No If yes, explain: _____

Note: A criminal record will not necessarily disqualify an applicant. A criminal record will be considered as it relates to specific responsibilities of the volunteer role.

I understand that serving as a volunteer and working directly with youth in University of Florida IFAS Extension programs, is a big responsibility. I will accept guidance from adults and experienced volunteers to focus on safety.

Signature _____ Date _____
Signature of Teen Volunteer

Signature _____ Date _____
Signature of Parent / Guardian

Return this application to the address below at your earliest convenience, to assure prompt processing. Please contact us if you have questions or need more information.

THANK YOU for your application.

Return to:



**Adult Agreement
University of Florida - Extension
Youth Development Programs**

The purpose of Adult Agreement is to promote the safety and well being of all program participants in Extension youth programs. All adult and teen volunteers who work directly with youth in University of Florida IFAS Extension programs are expected to function within the following guidelines. In my role, I _____ will:

1. Be courteous, and respect the individual rights of all participants.
2. Be a positive role model at all times, and exhibit good sportsmanship.
3. Represent the educational mission of the University of Florida Extension Service.
4. Accept support and supervision from Extension program representatives.
5. Comply with equal opportunity and anti-discrimination laws.
6. Treat animals in a humane and ethical manner, and guide youth to do the same.
7. Operate machinery and equipment in a safe and responsible manner.
8. Understand the responsibility of transporting youth in my vehicle, by having a current driver's license, carrying proof of automobile liability insurance, driving safely, obeying laws, and ensuring that every passenger wears a seat belt.
9. Obey local, state and federal laws. Follow policies set for county, district, state and national youth programs.
10. Act wisely and responsibly to report threats toward the safety and wellbeing of participants.
11. Establish and maintain safe environments for youth and adult participants.
12. Only use the 4-H name/emblem and 4-H group funds when a 4-H group is chartered and as defined through the Florida 4-H Handbook.
13. Not leave youth under my supervision, without notifying an adult in charge of the event or delegation.
14. Not use or be under the influence of, alcohol or illegal drugs, while present at youth programs or while having responsibilities at Extension programs.
15. Not commit any criminal act involving youth or activities with Extension youth programs.
16. Not threaten or abuse any participant by verbal, physical, sexual or emotional means. And, if I observe abuse I will report it as outlined by the UF IFAS Extension Youth Protection Policy.

I have read and understand the Adult Agreement outlined above. I understand and agree that any action on my part that contradicts any portion of these expectations may be grounds for the suspension or termination of my role with University of Florida IFAS Extension youth program or my removal from the program activity. I understand that being involved with youth participants in Extension programs, is a privilege, not a right. (Appointments are renewed on an annual basis.)

Signature of Adult	Date
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Signature of authorized University of Florida IFAS Extension Representative	Date
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Effective January 1, 2005 a signed copy of the Adult Agreement will be kept on file (with the adult's immediate supervisor) for each adult working with Extension youth programs.

Application for an Adult to Volunteer With Extension Youth Programs

Volunteers who want to work with youth in University of Florida Extension programs must complete this application. Acceptance as an Extension volunteer is contingent on return of this form to your county Extension office (or district/state Extension program contact) for submission and clearance through appropriate screening processes. These processes are in place to help ensure the safety and well-being of all Extension program participants (youth, volunteers, families, and staff).

General Information

Date _____

Name _____ County _____

Male ___ Female ___ Former or Other Names _____

Mailing Address _____
Box / Street / Apartment

Town _____ State _____ Zip _____

How long have you lived at this address? _____ years _____ months
(If less than 5 years, attach a sheet listing all previous addresses for the past 5 years.)

Day Phone _____ Evening Phone _____

List **work** experience during the past five (5) years, current/most recent experiences first. (Add page if needed.)

<u>Employer</u>	<u>Your Position/Title</u>	<u>Town / State</u>	<u>Years</u>
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Volunteer Interest

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List three (3) references, who have knowledge of your qualifications, but are not related to you.

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Box / Street / Apartment _____

Town _____ State _____ Zip _____

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Town _____ State _____ Zip _____

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Mailing Address _____

Box / Street / Apartment _____

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Yes No If yes, explain: _____

Note: A criminal record will not necessarily disqualify an applicant. A criminal record will be considered as it relates to specific responsibilities of the volunteer role.

I certify that the above information is correct. I authorize the University of Florida Extension Service, to request information for conducting a background check and to contact references. I authorized a check of my driver's license record as needed. I understand that misrepresentation or omission of the facts requested is just cause for non-appointment as an Extension program volunteer. My signature and information below are necessary to process this application.

Signature _____ Date _____
Date of Birth ____/____/____ Social Security # _____
Driver's License Number _____ State _____

THANK YOU for your application. Return this application to the address below at your earliest convenience, to assure prompt processing. Contact us for questions or information.

Return to:

INDEX

Acknowledgements	2
Overview	3
Purpose	
Rationale	
Volunteer Screening and Selection Process	4
Volunteer Screening Applies To...; Screening May Not Apply To...	
Three Levels of Screening	5
When Screening is Complete	6
Volunteer Role Descriptions	
Register Volunteers	
Overall Extension Faculty Responsibilities	
Extension Faculty or Staff Responsibilites	
A Volunteer Can Expect Extension Staff To...	7
Screening Potential Volunteers Who Want to Work with Youth	7
Screening Volunteers Currently Working with Youth in Extension	8
Re-screening Volunteers	
Confidentiality	9
Personnel Committee	
Decision to Accept or not Accept an Application	
Dismissal of a Volunteer	10
Establishing Safe Environments	11
Code of Conduct	
Participant Forms	
Insurance: Personal Liability; Automobile Insurance	
Safe Operation of Motor Vehicles; Care of Animals	12
Anti-Discrimination	
Definitions	14
Who is a Volunteer?	
Risk Management and Strategies	
Reporting Youth Maltreatment	16
Information Needed to Make a Report	
3 Ways to Make a Report	
What Happens to a Report?	17
Liability of a Reporter: Protection and Consequence	
File Management : Active Files; Permanent Files; Inactive Files	20
Educational Resources	21
Additional Sources of Information	27
Frequently Asked Questions & Answers	28
Checklist for Recruiting, Screening and Selecting a Prospectiv Volunteer	30
Application for An Adult to Volunteer - FORM A	31
Adult Agreement, - FORM B	33
Application for a Teen to Volunteer - FORM C	34
Request for Volunteer Screening Information from Another Agency, - FORM D	36
Volunteer Interview – FORM E	37
Volunteer Reference Check – In Person (or Phone) – FORM F	39
Volunteer Reference Check – By Mail – FORM G	41
Confidentiality Statement – FORM H	43
Sample Letter, Reference Check By Mail	44
Sample Letter, Acceptance of Volunteer Application	45
Sample Letter, Rejection of Volunteer Application	46
Sample Letter, Dismissal of a Volunteer	47

VOLUNTEER SCREENING and ESTABLISHING SAFE ENVIRONMENTS FOR YOUTH

Teaching Outline

Resource Packet for each Volunteer will include:

- A Cover Letter
- Primary Purpose and Summary of Policy
- List of Ways to Ensure Safe Environments for Youth
- Copy of Adult Agreement
- How to Report Suspected and Observed Maltreatment
- How to Listen and/or Recognize Signs of Possible Maltreatment
- Common Q & A

Sample Lesson Plan for Extension Staff will include:

- Outline
- Powerpoint presentation and/or Overhead visuals to use
- Invite questions. Invite group responses.

- Activity to assist learning about policy
 - “Stand Up – Sit Down”
- Scenarios to assist learning in decision-making

Key Messages

1. You, as Extension volunteers work directly with many youth in our communities. You are their teachers, coaches, tutors, guides, helpers, and role models. You are very valuable to University of Florida, EFAS Extension programs. You are appreciated.
2. Many of you are involved in 4-H programs, because you care about youth. Caring about youth, is the purpose of this policy to screen and select adult who work with the young people too.
3. As volunteers and staff with the University of Florida, we work with many of the same young people regularly. As friends and neighbors in this county/community, we all have a responsibility to help keep young people safe. Children are not always capable to protecting themselves. When they need us, we need to know how to help. That may mean that we remove them from harms way. And it may mean that we take action to prevent them from being hurt in the future.

During group discussion and sharing experiences, ask participants NOT TO MENTION NAMES.

Activity

Stand Up / Sit Down

Instructions

STAND UP if your answer is yes; SIT DOWN if your answer is no.

1. I enjoy working with youth.
2. I am left-handed.
3. I was born and raised in Florida.
4. I have visited Washington D.C.
5. I have been to McDonalds.
6. I have worked at McDonalds.
7. I have seen or heard a report of child maltreatment on the evening news.
8. I have seen something that made me want to submit a report for child maltreatment.
9. I know someone who reported, or was involved in a child maltreatment issue.
10. I am comfortable with the process for how to submit a report of child maltreatment.

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