



## Westborough ASP

### Safe Sanctuary & Abuse Prevention Statement

1. We CORI all adult and youth volunteers - we will live and work side by side with each other and with children in the communities we serve.
2. We have clearly defined abuse prevention strategies and guidelines.
3. We require all volunteers to commit to following a code of conduct, to know and agree to rules in order to keep us all safe and minimize the potential for sexual, physical or emotional abuse.
4. Our volunteers are informed of their responsibility for reporting incidents.
5. We have a clear reporting procedure for a suspected incident of abuse.
6. We have a clear response plan to be implemented in case an allegation of inappropriate behavior or abuse is made against someone in the program or by someone in the program.
7. We take our policies to prevent abuse seriously, and we are committed to their enforcement for the safety and security of the youth & adults in our program and the communities we serve.
8. Youth are aged 18 or under. Adults are 19+ years old.

#### CORI Checks

All volunteers are asked to provide their full legal name, date of birth and last 6 of their social security number so that FUMC can run CORI checks. Offenses against children and violent offenses disqualify volunteers from service. Other offenses will be considered by FUMC staff on a case-by-case basis.

#### Prevention Strategies & Rules

- ✓ High adult to youth ratio on the trip
- ✓ Youth are never to be alone with an adult. (Except a parent)
- ✓ Sleeping areas are designated by gender and the opposite gender is not allowed in the other sleeping area.
- ✓ In each sleeping area, there must be at least 2 adults of the same gender as the youth. These adults will sleep in a separate corner from the youth if possible, and preferably near the egress. Youth will be asked to move to make space for adults if necessary.
- ✓ Sleeping rooms are only for the persons assigned to those rooms. They are not a gathering place for other youth, even if of the same gender. Gathering areas will be designated along with clear expectations for when those areas can be used and when youth & adults should be back in their own sleeping areas.

- ✓ Adults in a sleeping area are responsible for making sure all the youth in their sleeping area are in their assigned room for the night. Adults and youth will notify a person in charge if a youth is missing.
- ✓ Free time will be for a set period of time and boundaries will be established regarding 'where' and 'where not' participants may go during breaks and free time. Both youth and adults will respect the boundaries and will return to the designated meeting area prior to the end of free time.
- ✓ A system for letting adults know youth whereabouts is in place. Youth: During the van trip down to Appalachia and returning home from Appalachia, your van drivers are responsible for you at all times. Once you are assigned to a work crew, your crew leaders must know where you are at all times, even back at the center. If you want to leave the center for ice cream or a Wal-Mart trip, etc, you must let your crew leader know when you are leaving and who you are going with.
- ✓ Youth are to be in groups of at least two in the center, and groups of three during free time if not in the immediate center area (but within the designated free time area).
- ✓ Adults and youth will have separate showering times or separate shower areas.
- ✓ We follow a modest and respectful dress code.
- ✓ A covenant is signed by all volunteers when entering the program to act responsibly as well as to follow the letter and spirit of the rules.
- ✓ Youth are to refrain from intimate contact for the entire duration of the trip, from the time we leave home to the time we return. This is called the no-twaining rule; i.e. never the twain (two people in this case) shall meet.
- ✓ We have a zero-tolerance policy for drugs & alcohol.

### **Responsibility to Report, Reporting Procedure, Response Plan**

As a volunteer with the ASP program, you are responsible to follow the letter & spirit of the prevention strategies & rules and encourage others in their respectful adherence as well. You are to report any suspected bullying, abusive behavior, sexual harassment or inappropriate conduct. Youth can report to any ASP adult they feel comfortable approaching. Adults report to a member of the Westborough ASP Steering Committee. Two or more steering committee members (as available) will evaluate the reported violation and determine an appropriate response (including the potential legal obligation to report suspected abuse of a minor to the authorities). If the incident occurs while on the ASP trip, the ASP staff will be notified and may also participate in the determination and response.

### **Seriousness of the Statement**

Youth will be sent home for violating the behavioral covenant or rules. Adults will also be asked to leave the program if in violation of the behavioral covenant or rules. Persons dismissed from the program are responsible for their own expenses to return home.