

Title: Mentoring Youth

Policy and Procedure Number: 013

Effective Date: April 8, 2013

Approval Authority: Board of Directors

Purpose:

To maintain integrity and healthy relational boundaries necessary for Cornerstone Community Ministries, Inc. (CCM) staff and volunteers to mentor youth.

Basis of Understanding:

1. References made to *“Representative(s)”* of Cornerstone Community Ministries, Inc. (CCM) in this document are all volunteers, employees, and/or Board members of CCM.
2. This policy applies to all *“Representatives”* that interacts with youth.
3. All *“Representatives”* must comply with all CCM policies and procedures concerning Child Abuse and Code of Conduct.
4. It is understood that CCM youth may not have the same boundaries concerning appropriate and inappropriate/harmful behavior as the organization.
5. The following includes *“Inappropriate/Harmful Behavior”*:
 - a. Showing favoritism to one youth over another
 - b. Giving of gifts secretly
 - c. Looking for time alone with youth
 - d. Sexually provocative or degrading comments
 - e. Risqué jokes
 - f. Patting the buttocks or other private areas
 - g. Intimate/romantic/sexual contact
 - h. Corporal punishment (or physical abuse as define in CCM’s *Child Abuse Policy – PP#007*)
 - i. Showing of pornography or involving youth in pornographic activities
 - j. Any other behavior that is not Christ honoring
6. Mentoring of youth is encouraged during CCM hours of operation and during CCM sponsored events such as Creation, Service Clubs, etc.
7. *“Representatives”* accept personal responsibility for all action taken and mentoring of youth is discouraged during non CCM hours of operations.

Policy:

1. All *“Representative(s)”* are not to engage in any *“Inappropriate/Harmful Behavior”* as outlined in this policy and may be subject to dismissal and/or prosecution.
2. All *“Representative(s)”* are responsible for monitoring behavior and interactions with youth.
 - a. If a violation is suspected, the person witnessing the concerned action, is to report the suspected violation to his/her supervisor as defined in CCM’s *Whistleblower Policy and Procedures*.
3. All *“Representative(s)”* are discouraged from transporting any youth to/from CCM premises except those outlined in *“Cornerstone-Owned Vehicle Policy”*.
4. All *“Representative(s)”* are discouraged from having contact with CCM youth in his/her home.

5. All *“Representative(s)”* are to limit contact with youth outside CCM, including email, texting, and other social media.
 - a. Any communication that occurs should be in compliance with all CCM’s Policies and should be above reproach.
6. All *“Representative(s)”* volunteers, employees, and/or Board members are to limit one-on-one interactions with youth by doing **ANY** of the following:
 - a. Have at least two adults present at all times with youth.
 - b. Have the Executive Director and/or Team Leader close certain rooms from youth when ample volunteers are unavailable.
 - c. Be in a public area where another adult can visually check-in or have clear line of sight. (Usually center of the room with windows.)
7. A *“Representative”* may not engage in an exclusively confidential relationship between himself/herself and a youth.