

Safety and Policy Information

Safety

Safety is of the utmost importance to our organization! Please know that if we feel that participants were to be in danger in a community, we would cancel the trip or move to a different site. We want participants to feel safe throughout the entire week and we want parents and church leadership to know that we take every precaution in order to ensure their safety. With that said, we do rely on adult leaders and youth to help the YouthWorks staff in maintaining the safety policies and procedures for their mission week.

Each community we serve has four to five summer staff that lives in the community all summer. They build relationships with our ministry partners and community members. These are ongoing relationships, which a Regional Director and Area Director maintain throughout the year.

When groups arrive to the mission site, the staff leads orientation meetings explaining the following:

- The community that they will be serving
- The boundaries of the housing site (including appropriate behavior at the housing site)
- The schedule for lights out
- The rule of three - all participants are required to travel in groups of at least three with at least one adult leader
- Fire, and other drills applicable to the area they are in

We are very aware of the neighborhoods within which we work; we have secure housing for our participants and our schedule does not bring us out late at night. Our program is conducted within very solid boundaries and in communities where we are known and loved.

The summer site staff will have talked with the nearest hospital and/ or local clinic to make them aware of our presence and will supply your group with phone numbers and directions. The participant release form filled out by each youth and adult leader is sufficient for entry into a U.S. emergency room. Every staff member at YouthWorks is CPR and First Aid certified. Additionally, our staff has gone through an intensive application process and has had thorough background checks completed on them. We also ask that each adult leader attending a YouthWorks mission trip also has a background check completed on them by the organization that they are attending with.

Abuse and Harassment Policy

YouthWorks prohibits sexual harassment, harassment, physical and / or sexual abuse, whether on or off the YouthWorks premises, or in the course of YouthWorks activities or ministries. YouthWorks will seriously investigate any allegations of such misconduct in accordance with applicable law. YouthWorks will not retaliate against the reporting person.

Alcohol, Drug and Weapon Policy

Alcohol, illicit drugs and weapons are strictly forbidden at YouthWorks mission sites, as well as at work and ministry sites. Anyone (leaders or youth) in possession of such substances or weapons will be sent home immediately. All YouthWorks mission sites are also tobacco and chemical free. To ensure the safety of participants, we request that any prescription drugs and other medications be held in the custody of an adult leader.

Discipline

Please read the Adult Leader Guide.

Contacting a Participant While on Site

In case of an emergency at home during the summer season, YouthWorks will provide you with a number to link your church and family to 24-hour help. YouthWorks discourages phone calls to and from a site unless it is an emergency.

Money and Valuables

You and your students may bring a small amount of spending money for souvenirs, \$10 for possible special evening activities or money for the Youth Enterprise (YE) merchandise. Please remind all participants to keep cash and valuables in a secure location at all times. Keep this in mind as you pack for your trip. YouthWorks is not responsible for lost, damaged or stolen items.