

# **Volunteer Training Manual**

## **Youth Programs**

### **Lafayette Urban Ministry**

#### *LUM Mission Statement:*

Poverty is the greatest thief. More than depriving a neighbor of food or shelter or warmth, it steals away hope. While other thieves may take away the past, poverty steals the future and self-respect.

The Lafayette Urban Ministry is in the business of restoring human dignity. Through voluntary efforts and contributions we give back the hope, the future, the self-respect, which all God's people need and deserve.

Ours is a Christian ministry that welcomes congregations and people of all faiths. We give witness to God's saving love and prophetic power by loving neighbors, seeking justice, empowering the least among us, and renewing the Church's social ministry.

#### *Youth Programs Vision Statement:*

Pr 22:6

"Train up a child in the way he should go; and when he is old, he will not depart from it"

Our youth programs provide a safe, fun, nurturing, and enriching environment with staff and volunteers dedicated to enhancing the educational and social experiences of every child.

## **Information included**

1. Guiding Principles for volunteers
2. Guidelines for Interacting with Children
3. Specific Guidelines: Facility rules
4. Guidance Policy
5. Volunteer expectations with the guidance policy
6. Code of Conduct Affirmation - Sign and return
7. Additional Document Received: Save Children - Sign and return

## **Covered On Site**

1. Evacuation Plans
2. Site Tour

## **Guiding Principles for volunteering with LUM Youth**

- ❖ We are here to serve the children in our program. We do this by modeling positive behaviors. The children rely on us to keep them safe and help in their development of social and cognitive skills. You are an important part of each child's growth!
- ❖ An application is required before you may volunteer along with the Safe Child documentation.
- ❖ Children and volunteers must respect personal space. Some of the children have not yet learned what is and is not appropriate. Please review our Guidelines for Interacting with Children. We rely on you to reinforce the appropriate positive behaviors.
- ❖ The hours available for volunteering are Monday – Friday 2:00 – 6:00pm while school is in session. Additional hours may be available during summer programming or special programming. Please arrange these hours ahead of time so that we know when to be expecting you.
- ❖ It is important to make sure you are signing in and out on the volunteer register. This is your responsibility and the only way your hours will be tracked for such things as school projects or community service.
- ❖ Your appearance should be appropriate for working with children. Dress comfortably but keep in mind that you are an example for the children.
- ❖ Demeaning or foul language absolutely will not be tolerated! Children will repeat the words you choose to use.
- ❖ We are a smoke free environment. Additionally any medications, cell phones, and personal items you may need with you should be left locked in your vehicle. If you do not have a vehicle then let the program supervisor know and provisions will be made.
- ❖ Please be aware of and follow the behavior management system. It is essential for the structure and safety of the youth center environment.

## Guidelines for Interacting with Children

### Appropriate displays of affection:

- Asking permission before touching
- Hugs
- Pats on the shoulder or back
- Hand-shakes
- High-fives and hand slapping
- Verbal praise
- Touching hands, faces, shoulders, and arms
- Arm around shoulders
- Holding hands during prayer or when a person is upset
- Holding hands while walking with small children
- Sitting close to small children
- Kneeling or bending down for hugs with a small child
- Holding or picking up children 3 years old and younger

### Inappropriate displays of affection:

- **Children should not sit on an adult's lap**
- Any form of unwanted affection
- Full frontal hugs or "bear hugs"
- Touching bottoms, chests, or genital areas
- Laying down or sleeping beside a child
- Massages
- Patting children on thigh, knee, or leg
- Tickling or wrestling
- Touching or hugging from behind
- Games involving inappropriate touching
- Kisses on the mouth
- Showing affection in isolated areas of the program such as bedrooms, closets, restricted areas, or other private rooms
- Compliments that relate to physique or body development

## **Specific Guidelines**

### Homework Rooms and Library Guidelines:

- Be quiet
- Be respectful of others
- Return books to their original shelves
- If you have any questions - ask!

### Playstation Guidelines:

- Children must be supervised when playing
- Children must sign up to play games
- Only 2 players per game
- Children may wait in the Playstation room if they are being respectful and watching. Those who are not will be removed.

### Computer Rules:

- Children must have adult permission to use computers
- Carry the computer while it is closed, one hand grasping each side of the computer
- Be careful and do not run while carrying the computer
- Computers should be plugged in at the end of each day
- No food or drinks while using the computer

### Bathroom Rules:

- Children must ask an adult when they need to use the bathroom
- An adult must monitor bathroom use and cleanliness
- Only one person can use the bathroom at a time
- Remind children to wash and dry their hands

## **Disciplinary/Guidance Policy** **as Required by the State of Indiana**

It is very important that a child's development is nurtured through caring, patience and understanding. However, while caring for your children, we may have to respond to your child's misbehavior. Hitting, kicking, spitting, hostile verbal behavior and other behaviors which will hurt another child are not permitted.

In response to these behaviors we will not use:

- Threats or bribes
- Physical punishment, even if requested by the parent
- Deprive your child of food or other basic needs
- Humiliation or isolation

In response to misbehavior, we will:

- Respect your child
- Establish clear rules
- Be consistent in enforcing rules
- Use positive language and explain desired behavior
- Speak calmly while bending down to your child's eye level
- Give clear choices
- Redirect your child to a new activity
- Move your child to a time-out area for no longer than one minute per year of your child's age, if necessary

If your child's behavior is very disruptive or harmful to him/herself or other children, we will discuss the issue with you privately. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other child care arrangements.

**\*\* Parents receive this Policy\*\***

## **Summary of Disciplinary Actions -** **Volunteer responsibilities**

If a child is misbehaving, displaying inappropriate behavior, or being disruptive, then a volunteer can:

- Give a verbal warning for the child to stop the inappropriate or disruptive behavior
- Have a one-on-one discussion, calmly explaining why the behavior was inappropriate and what the child needs to be doing instead
- Bring the child to the Teaching staff or Program Director for further disciplinary action if the behavior continues or the child would benefit from an intervention :)

It is important to be consistent when enforcing disciplinary actions.

## **Volunteer Code of Conduct Affirmation**

As a LUM volunteer, you are a representation of the organization. As a volunteer, it is your responsibility to follow our interaction guidelines and maintain child and family confidentiality for the safety and continuity of the program and children. If a situation occurs in which your actions may call into question your integrity, you must find another adult to safely supervise/continue activities. You should then seek out the Director for consultation and communication. It is never appropriate to leave children unsupervised, to handle adult business in front of children, or to share information outside of the program. Photos should not be taken or shared without prior approval.

Volunteers are expected to dress appropriately for the position. This should be comfortable for active work, yet appropriate for work with children. The Director will notify you if your clothing is inappropriate or unacceptable for working with children, families, and other community members. It is expected that you will be open and respectful to this discussion, or any other discussion regarding expectations.

I, \_\_\_\_\_, understand that I must comply with all expectations. Failure to follow these guidelines may result in termination of volunteer duties. I understand that the Director may make changes to this document at which time I will be provided an updated copy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_

Date received: \_\_\_\_\_