



## Youth Protection Policy

Our students' safety is of paramount importance to CoEd. To the best of our ability, CoEd staff and volunteers must prioritize this safety in all of our activities and prevent any type of abuse or violence.

### CoEd Staff

CoEd staff are carefully vetted during the hiring process, including criminal background checks. Staff operate with a clear code of ethics that includes but is not limited to the following:

- Romantic relationships or acts with students or students' parents are strictly forbidden.
- Meetings may only be held in CoEd's office, the school, or with the presence of a parent in the student's home. In special circumstances permission may be granted to meet with a student in another public place, as part of an intervention with that student.
- Staff should never receive visits from students or parents in their own homes or outside of work hours.

### Rotarians, Donors, and Volunteers

All formal student-sponsor communication, including requests or communication about incidents, must be routed through CoEd so that we can confirm the appropriateness of the content (and provide translations as needed). Students will never be left unsupervised with donors or volunteers who have not undergone necessary background checks and training.

### Student Participation and Travel

CoEd shares a schedule of activities and events in the Rise Youth Development Program with parents at the beginning of the school year so that they know when their child is authorized to be attending a CoEd-led event. We emphasize that we will not schedule any extra meetings or event without a written, signed and stamped letter to parents. When CoEd takes students on field trips or activities outside of their regular meeting places, we always take the following precautions:

- Get a copy of the bus's insurance
- Get a copy of the driver's license
- Send home a note with information to parents, with a section for them to sign explaining that they won't hold CoEd responsible, which students then return to us and we have on file

### Student Use of Technology

When students use the computers available to them in CoEd's office to complete homework assignments, they have restricted access to safe internet sites, and a CoEd staff member will be present to monitor their safe use.

### Allegation Handling and Follow-Through

CoEd takes all allegations of abuse and assault seriously and will conduct thorough investigations and take appropriate actions based on the results of each investigation. All students and parents have contact information for multiple members of CoEd's staff, so they can make reports to a staff member other than their designated representative if desired.