

ADULT CODE OF CONDUCT FOR YOUTH PROGRAMS

Required for every staff member, mentor, volunteer and partner who works with C4I participants under 18. Read the full Youth Protection Policy at c4iveteranservices.org/youth-protection.

SCREENING

- I will complete the application, references, interview, background check and youth protection training before any contact with minors.
- I authorize C4I to conduct a criminal background check and sex offender registry searches. All background checks are completed by Checkr, Inc. I will sign the separate background check disclosure and authorization provided by Checkr.
- I will tell C4I within 72 hours if I am arrested, charged or convicted of any offense.

SUPERVISION

- I will follow the two-adult rule and will never be alone with a participant under 18 out of sight and hearing of others.
- I will keep activities open and visible and will not use restrooms or changing areas at the same time as participants.
- I will release minors only to authorized adults listed on the consent form.

COMMUNICATION

- I will contact minors only through program group channels that include a parent or a second adult.
- I will not send private messages to minors or connect with them on personal social media.
- I will keep communication to program business.

CONDUCT

- I will limit physical contact to handshakes, high fives and similar public greetings.
- I will not use or be under the influence of alcohol or drugs, use tobacco or vape, or carry weapons at any program activity.
- I will not give personal gifts to participants or drive minors without written parent permission and a second adult present.
- I will not harass, bully, demean or discriminate against anyone.
- I will photograph or record minors only with parent permission and only on C4I devices or accounts.
- I will keep participant information confidential.

REPORTING

- I understand that North Carolina law requires me to report suspected child abuse, neglect or dependency to the county department of social services (N.C. Gen. Stat. § 7B-301), and to report known or suspected violent or sexual offenses against a juvenile to law enforcement (N.C. Gen. Stat. § 14-318.6).
- I will make that report myself (Durham County CPS: (919) 560-8424; after hours (919) 560-4600; emergencies 911) and will also tell C4I leadership right away. I will not investigate or confront anyone.
- I will report any violation of this code by another adult to C4I leadership.

ACKNOWLEDGMENT

I have read and agree to follow this Code of Conduct and the C4I Youth Protection Policy. I understand that breaking these rules will end my involvement with C4I and may be reported to authorities.

SIGNATURE

DATE

PRINTED NAME

ROLE (STAFF, MENTOR, VOLUNTEER, PARTNER)

PHONE

EMAIL

For office use: Application ☐ References ☐ Interview ☐ Background check ☐ Registry search ☐ Training ☐ Cleared by _____
Date _____