

Do's and Don'ts for YWH Staff and Adult Volunteers

Do:

- Treat youth with respect and dignity
- Avoid physical contact with youth
- Treat youth equally and avoid favouritism
- Build positive relationships with youth
- Observe your legal "duty to report"
- Pass on any concerns you have to the TYWH Executive Director or other staff member about a youth; however insignificant it may seem
- Maintain a positive image for the TYWH at all times, even when you are not working or volunteering
- Allow youth to talk about any concerns they have
- Challenge inappropriate behaviour; bullying, offensive language or unsafe risk taking
- Respect youth's right to privacy
- Set a positive example and behave in a way which is in keeping with the TYWH's ethos of support and encouragement
- Ensure that any interaction with youth is known and visible
- Request support from Executive Director or other staff member whenever needed
- Respond to an emergency in accordance with the YWH's emergency policy
- Act in accordance with all TYWH Policies and Procedures

Do Not:

- Transport youth in your car at any time
- Interact with youth outside of designated YWH space (eg. alone in a classroom)
- Lend or give youth money or gifts of any kind
- Take photos or images of youth unless authorized by the Executive Director or other staff member, and avoid using your own equipment
- Give a youth your personal mobile/home number or have their number on your personal mobile phone
- Make contact with youth via any personal social networking sites (E.g. Facebook and instagram) or contact them through personal email or web based applications
- Arrange to meet youth outside the TYWH or disclose your home address
- Enter into any inappropriate behaviour or contact whether physical, verbal or sexual relationship with youth
- Impart your personal views on youth which contravene the YWH's equality and diversity policy (i.e. sexist, racist, homophobic, anti-faith) or make jokes or comments which could be considered derogatory or offensive to others
- Threaten, intimidate or humiliate youth

If you have any questions or concerns about any of the directives please bring them forward to the Executive Director.