

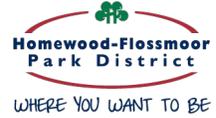
Homewood-Flossmoor Park District Volunteer Packet



All documents in this packet are required to be completed and turned into the volunteer coordinator prior to volunteering.

Required Documentation - Volunteers

- Volunteer Application**
- Criminal Background Check Release Form**
- Release and Waiver**
- Adult Volunteer and Release Waiver**
- Youth Volunteer and Release Waiver (to be completed by guardian if under 18)**
- Boundary Violation Policy**
- Code of Conduct Acknowledgment Form**
- Electronic Communication with Minors and Vulnerable Adults Policy**



Volunteer Application

Thank you for your interest in being a volunteer. Please complete this form and submit it to Human Resources. Completion of this application does not guarantee you a volunteer position. A staff member will contact you upon submission of this form, and if this agency selects you to be a volunteer, it will require you to complete a Waiver & Release form, as well as to provide emergency contact information.

Name of applicant		Date of application	
Address	City	State	Zip
Phone	Email		

Are you 18 or over? Yes No If under 18, please state your age: _____

Have you volunteered with this agency before? Yes No

Please describe any relevant education, employment experience, volunteer experience, training, special skills or interests (you may submit a resume):

Have you been convicted of a felony in the past 7 years? Yes No
If yes, please explain: _____

Have you ever been convicted as, or found to be, a child sex offender? Yes No

Please list the name and phone number of two non-family personal references:
Name _____ Phone _____
Relationship _____

Name _____ Phone _____
Relationship _____

Please list dates and times that you are available to volunteer:

Dates	Times
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By submitting this application, I affirm the facts set forth in the application are true and complete. I understand if I am accepted as a volunteer, any false statements, omissions or other misrepresentations made by me on this application may lead to the immediate end of my ability to volunteer with the agency.

Signature _____ Date _____

It is the policy of Homewood-Flossmoor Park District to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, disability or any other legally protected basis. Please advise Kelly Rose at krose@hfparks.com if you need any accommodation to participate in the application process.

Criminal Background Check Release Form



I understand that a criminal background check is a condition of being considered for employment or for volunteering with the Homewood-Flossmoor Park District.

I consent to the Homewood-Flossmoor Park District obtaining my criminal conviction history from the Illinois State Police and/or the FBI.

I understand that I will be provided a copy of the criminal background check if any convictions are reported. It is my duty under the law to notify the Homewood-Flossmoor Park District within 7 working days if the information is inaccurate or incomplete.

I hereby fully release and discharge the Homewood-Flossmoor Park District, their officers, agents and employees, from any and all claims for damages which may arise from participating in or as a result of the criminal background check.

I have read and fully understand this Release Form. This form will be kept on file by the Homewood-Flossmoor Park District for in a permanent file.

Signature

Date

Parent/Guardian Signature (if applicant is under age 18)

Date

Printed Last Name

First Name

M.I.

Suffix

Date of Birth _____

Gender: _____ **Male** _____ **Female**

Race: _____ **Asian/Pacific Islander**
_____ **Black/African American**
_____ **American Indian/Alaskan Native**
_____ **White/Caucasian**
_____ **Other**

Release and Waiver



To Whom It May Concern:

Having made application for volunteering with the Homewood-Flossmoor Park District and desiring it to be informed as to my previous record and character, I authorize any agent of the Homewood-Flossmoor Park District, bearing this release or a copy of it, within one year of this date, to obtain any information in your files pertaining to my volunteering, attendance, athletic, personal history, performance, background investigation, training, education transcripts, any and all internal and disciplinary investigations, including any materials which have been sealed.

I authorize any agent of the Homewood-Flossmoor Park District, bearing this release or a copy of it, within one year of its date, to obtain any information in the files of my current or former employer(s), current or former physician(s), which pertain to my employment. Consent is hereby granted for the Homewood-Flossmoor Park District fulfilling its official responsibilities. I agree to and waive any right of opportunity to read, review or obtain copies of any background investigation report prepared for or by the Homewood-Flossmoor Park District or employees of the Homewood-Flossmoor Park District.

I hereby release you, as custodian of such records, and any school, college or university, or other educational institution or retail business, including its officers, employees or related personnel, individually and collectively, from any and all liability for damage, whatever kind, which may at any time result to me, my heirs, family, relatives or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I understand that I have a right to receive a copy of this authorization and acknowledge that I have received a copy of it.

Signature

Date

Printed Name

Adult Volunteer Waiver and Release



Important Information

The Homewood-Flossmoor Park District is committed to conducting its recreation programs and activities in a safe manner and holds the safety of volunteers in high regard. The Homewood-Flossmoor Park District continually strives to reduce such risks and asks that all volunteers follow safety rules and instructions that are designed to protect the volunteer's safety. However, volunteers must recognize that there is an inherent risk of injury when choosing to volunteer for any activity or program.

Please recognize that the Homewood-Flossmoor Park District carries only limited medical accident coverage for volunteers; therefore, it is strongly urged that all volunteers review their own health insurance policy for coverage. Additionally, each volunteer is solely responsible for determining if he/she is physically fit and/or properly skilled for any volunteer activity. It is always advisable, especially if the volunteer is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

Warning of Risk

Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when providing volunteer services. Understandably, not all hazards and dangers can be foreseen. Volunteers must understand that depending upon the volunteer services, certain risks, dangers and injuries due to acts of God, inclement weather, slip and falls, inadequate or defective equipment, failure in supervision or instruction, premises defects, horseplay, carelessness, lack of skill or technique, and all other circumstances inherent to the particular volunteer services exist. In this regard, it must be recognized that it is impossible for the Homewood-Flossmoor Park District to guarantee absolute safety.

Waiver and Release of All Claims and Assumption of Risk

Please read this form carefully and be aware that in consideration for providing volunteer services, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you may sustain as a result of participating in any and all activities connected with and associated with your volunteer services (including transportation services/vehicle operations, when provided).

As a volunteer, I recognize and acknowledge that there are certain risks of physical injury to volunteers in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that I may sustain as a result of my volunteer services. I further agree to waive and relinquish all claims I may have (or accrue to me) as a result of my volunteer services against the Homewood-Flossmoor Park District, including its officers, officials, agents, volunteers and employees (hereinafter collectively referred as "Parties").

I do hereby fully release and forever discharge the Parties from any and all claims for injuries, damages, or loss that I may have or which may accrue to me and arising out of, connected with, or in any way associated with my volunteer services.

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.

Volunteer Name (Please Print)

Volunteer Signature

Date

PARTICIPATION WILL BE DENIED if the signature of the volunteer and date are not on this waiver

Youth Volunteer Waiver and Release



Important Information

The Homewood-Flossmoor Park District is committed to conducting its recreation programs and activities in a safe manner and holds the safety of participants in high regard. The Homewood-Flossmoor Park District continually strives to reduce such risks and insists that all participants follow safety rules and instructions that are designed to protect the participants' safety. However, participants and parents/guardians of minors registering for this program/activity must recognize that there is an inherent risk of injury when choosing to participate in recreational activities/programs.

You are solely responsible for determining if you or your minor child/ward are physically fit and/or adequately skilled for the activities contemplated by this agreement. It is always advisable, especially if the participant is pregnant, disabled in any way or has recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

Warning of Risk

Recreational activities are intended to challenge and encourage the physical, mental and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when participating in any recreational activity. All hazards and dangers cannot be foreseen. Depending on the particular activity, certain risks, dangers, and injuries may exist due to inclement weather, slips and falls, poor skill or level of conditioning, carelessness, horseplay, unsportsmanlike conduct, premises defects, inadequate or defective equipment, inadequate supervision, instruction or officiating, and other risks inherent to the particular activity. In this regard, it is impossible for the Homewood-Flossmoor Park District to guarantee absolute safety.

Waiver and Release of All Claims and Assumption of Risk

Please read this form carefully and be aware that in consideration for providing volunteer services, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you may sustain as a result of participating in any and all activities connected with and associated with your volunteer services (including transportation services/vehicle operations, when provided).

As a volunteer, I recognize and acknowledge that there are certain risks of physical injury to volunteers in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that I may sustain as a result of my volunteer services. I further agree to waive and relinquish all claims I may have (or accrue to me) as a result of my volunteer services against the Homewood-Flossmoor Park District, including its officers, officials, agents, volunteers and employees (hereinafter collectively referred as "Parties").

I do hereby fully release and forever discharge the Parties from any and all claims for injuries, damages, or loss that I may have or which may accrue to me and arising out of, connected with, or in any way associated with my volunteer services.

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.

Volunteer Name (Please Print)

Parent/Guardian Signature

Date

**PARTICIPATION WILL BE DENIED if the signature of
the volunteer and date are not on this waiver**

1.27 Boundary Violations Policy

The Homewood-Flossmoor Park District (the “Agency”) is committed to implementing systems for monitoring and reporting behavior that violates physical, emotional and behavioral boundaries of minor and vulnerable adult participants and volunteers. The behaviors outlined in this policy are a nonexhaustive list of examples which, among others, may trigger intervention, corrective and/or disciplinary action and possible termination of employment or ending of a volunteer opportunity at the Agency.

Application

This policy applies to all employees and volunteers of the Agency. While this policy is intended to regulate the behavior of District employees and volunteers toward minor children and vulnerable adult participants in District programs or facilities as well as minor child- and vulnerable-adult volunteers of the Agency, the prohibited conduct can also serve as a guide regarding what is not a professional interaction with minor or vulnerable adult employees at the Agency. Nothing in this policy restricts the Agency’s right to intervene as appropriate or enforce its other policies, including those on preventing discrimination, harassment or retaliation in the workplace.

Reporting Obligations

If an employee or volunteer of the District suspects a minor child under the age of 18 (a “minor”) is being sexually abused or neglected, they must contact both the appropriate individuals within the District and report their concerns to the Illinois Department of Child and Family Services (DCFS) via the DCFS 24-hour reporting hotline 800.25.ABUSE. If an employee or volunteer believes a minor is in immediate danger of harm, they must first contact 911 and then report to the appropriate individuals within the District and DCFS.

If an employee or volunteer of the District suspects an adult with disabilities above the age of 18 (a “vulnerable adult”) is being sexually abused or neglected, they must contact both the appropriate individuals within the District and report their concerns to the Illinois Adult Protective Services (IAPS) via the IAPS 24-hour reporting hotline: 866.800.1409. If an employee or volunteer believes a vulnerable adult is in immediate danger of harm, they must first contact 911 and then report to the appropriate individuals within the District and IAPS.

Employees and volunteers can find more information on mandated reporting in the Agency’s Abused & Neglected Child Reporting Act Policy. However, this Boundary Violations Policy prohibits a broader range of conduct than applicable laws to help the District prevent sexual abuse and avoid the opportunity for or the appearance of employee/volunteer impropriety. If an employee or volunteer suspects an employee or volunteer of any of the boundary violations below – even if they do not have a reasonable belief that sexual abuse is actually happening – they still should report that conduct to the appropriate individuals within the Agency, so the District can investigate and take remedial action when warranted regarding the boundary violation.

The individuals within the District report boundary violation-related concerns include: Executive Director or Human Resources Manager at 708-957-0300.

1.27 Boundary Violations Policy

Prohibited Conduct

The conduct prohibited under this policy includes, but is not limited to:

Physical boundary violations (absent exigent circumstances).

- Shoulder, neck, feet or other types of massages, whether from adult to a minor/vulnerable adult or from a minor/vulnerable adult to adult).
- Wrestling or roughhousing with a minor or vulnerable adult, including but not limited to piggyback rides, hands in the minor's or vulnerable adult's pockets or similar physical activities.
- Tickling or poking a minor or vulnerable adult.
- Placing a hand on a minor's or vulnerable adult's thigh or other intimate location of the body for any period of time.
- Placing a hand on any part of a minor's or vulnerable adult's body for an extended period unless part of the clearly defined job duties of the position (e.g., gymnastics or figure skating coach positioning an arm, etc.). Even when job duties involve necessary physical contact with minors or vulnerable adults, employees and volunteers must be mindful of trying to first use verbal coaching and then, only if still needed, keeping the touch professional, witnessed and to the minimum length needed to complete the task.
- Kissing, cuddling, lengthy hugs or holding a minor or vulnerable adult in an extended embrace or similar physical activities.
- Violence intentionally directed toward a minor or vulnerable adult.
- Taking minors or vulnerable adults to remote areas 1:1 or engaging in other forms of seclusion (e.g., into an office away from others, in another room unwitnessed and/or with a closed door, vehicle rides not in compliance with District protocols or policies, 1:1 in a bathroom stall, etc.).

It is understood that individuals with special needs for disabilities may need the assistance of one-on-one aides and such assistance may involve certain physical interaction such as for bathroom assistance, feeding or other accommodations. However, please be sure other District employees or volunteers are aware of the scope of the one-on-one aide's roles, responsibilities and location while working with participants one-on-one. Additionally, the District should maintain activities and staffing levels to eliminate altogether or minimize one-on-one activities, or so a second staff member or District volunteer can still witness physical or behavioral care that may place the staff/volunteer and the participant in a vulnerable situation.

1.27 Boundary Violations Policy

Emotional boundary violations

- Possessiveness of a particular minor or vulnerable adult, such as not allowing others to work with the minor or vulnerable adult and/or insisting on work tasks that involve or are with the minor or vulnerable adult.
- Private texting, calling or emailing with the minor/vulnerable adult outside of program protocols and policies. For more information, please see the Agency's Policy on Electronic Communication with Minors and Vulnerable Adults.
- Flirting with minors or vulnerable adults (e.g., compliments or comments about physical appearance, asking about dating history or sex life, calling pet names, etc.).
- Disclosing private information to minors or vulnerable adults.
- Seeking to gain emotional support for oneself from a minor or vulnerable adult.
- Demanding minors or vulnerable adults reveal private information.
- One-on-one meetings and/or off-site meetings with minors or vulnerable adults.

Behavioral boundary violations

- Favoritism of one minor or vulnerable adult and/or being more lenient with that individual (e.g., giving gifts to one minor or vulnerable adult but not others, accepting gifts from a minor outside the context of group or program celebrations, etc.).
- Cursing in the presence of a minor or vulnerable adult or allowing them to curse.
- Sexually explicit conversations or humor with minors or vulnerable adults.
- Telling inappropriate jokes or making rude remarks to minors/vulnerable adults or in the presence of minors or vulnerable adults.
- Talking negatively and in a nonconstructive manner about matters of a minor's or vulnerable adult's life, their relationships, etc.
- Allowing or encouraging a minor or vulnerable adult to look at pornography and/or inappropriate materials (e.g., sexual- or adult-themed magazines, cards, videos, films, clothing, etc.).
- Allowing or encouraging a minor or vulnerable adult to drink alcohol, smoke cigarettes or use drugs, or doing so in front of a minor or vulnerable adult.
- Violating the Agency's Electronic Communication with Minors and Vulnerable Adults Policy or other policies of the District to prevent sexual abuse or the appearance of impropriety with minors or vulnerable adults.

1.27 Boundary Violations Policy

Vehicle boundary violations

- Employees with **no** transportation duties for the District (i.e., non-drivers) and all volunteers of the District are prohibited from transporting participants, including but not limited to minors and vulnerable adults, as part of District programs, whether in District vehicles or personal vehicles.
- Employees **with** transportation duties of patrons for the District (i.e., District drivers) should only use District vehicles (not personal vehicles) to transport participants and must endeavor to have a second District employee or volunteer in the vehicle when transporting minors or vulnerable adults at all times. **NOTE:** All minors and vulnerable adults being transported as part of District programs should have a Transportation Waiver on file with the Agency.
- Employees and volunteers of the District are strongly discouraged from giving rides to minor or vulnerable adult participants or volunteers outside of District programs (such as in personal vehicles to/from District programs) unless those minors or vulnerable adults are family members. If an employee or volunteer of the District does give rides to minor/vulnerable adult participants or volunteers outside of program, the parents/guardians of that minor or vulnerable adult need to give written permission to the District regarding the private transportation arrangement. **NOTE:** The District should inform all parties in writing that such rides are not part of the District program and are at the parents'/guardians' sole discretion.
- If parents/guardians give written permission to an District employee or volunteer to give personal rides to minors/vulnerable adults outside of District programs, the ride should not be 1:1 and/or the minor or vulnerable adult should be in the back seat and the driver in the front seat (with all required safety devices).
- Employees and volunteers of the District must also follow all rules, policies and procedures related to vehicles and transportation as outlined in the Agency's Travel & Vehicle Use Policy.

Discipline

The District will evaluate each situation on a case-by-case basis, considering all factors for that unique situation. Violation of this Policy may lead to intervention, corrective action and/or discipline up to and including termination of employment or revocation of volunteering opportunities pursuant to the Agency's Disciplinary Action Policy or other applicable policies. The steps available may vary depending on whether the individual engaging in the prohibited conduct is an employee or volunteer, and the District reserves the right to exercise its discretion within this and other applicable District policies.

1.28 Code of Conduct Acknowledgement Form for Individuals Working with Minors and/or Vulnerable Adult Participants and Volunteers

Adults are responsible for protecting children and vulnerable adults. With this responsibility comes a minimum set of expectations included in this Code of Conduct for all employees or volunteers who work with minor participants or volunteers under the age of 18 (“minors”) or adults with disabilities (“vulnerable adults”) as part of their roles with Homewood-Flossmoor Park District (the “Agency”). The prevention of child and vulnerable adult sexual abuse begins with informed, aware and caring individuals, including District employees and volunteers. All interaction with minor or vulnerable adult participants and volunteers should be in a manner that a reasonable person would not interpret as inappropriate, and employees and volunteers of the District should make every effort to avoid the appearance of impropriety with minors and vulnerable adults. As such, I agree to follow these rules and guidelines.

As an employee/volunteer, I WILL:

- Treat all program participants and volunteers with respect and dignity, including, but not limited to, minor/vulnerable adult participants and volunteers.
- Use positive reinforcement with minor and vulnerable adult participants and volunteers through verbal praise.
- Work in open environments, avoid seclusion and work in teams when with minor or vulnerable adult participants and volunteers.
- Use appropriate physical contact, such as high fives, handshakes, fist bumps, pats on the head, back or shoulder or short side/shoulder hugs.
- Be familiar with and comply with the Agency’s Boundary Violations Policy.
- Be familiar with and comply with all applicable mandated reporter laws, policies and requirements when applicable.
- Cooperate fully with any investigation when requested.
- Participate in all required training on sexual abuse prevention and, when applicable, mandated reporting.
- Refrain from conduct that could be interpreted as sexual in nature toward minor/vulnerable adult participants or volunteers.

As an employee/volunteer, I WILL NOT:

- Touch or speak to a minor or vulnerable adult participant or volunteer in a sexual, inappropriate, flirtatious or inappropriate manner.
- Engage in tickling, rough-housing, wrestling, sitting on laps, piggybacks, kissing, cuddling, putting hands in pockets of participants or volunteers, or other similar physical activities.
- Inflict any physical or emotional abuse or violence, such as striking, spanking, shaking, slapping, humiliating, ridiculing, targeted or repeated teasing, threatening or degrading a minor/vulnerable adult participant or volunteer.

1.28 Code of Conduct Acknowledgement Form for Individuals Working with Minors and/or Vulnerable Adult Participants and Volunteers

- Use profanity, engage in constant and/or nonconstructive criticism, name call, bully or scapegoat minor/vulnerable adult participants or volunteers.
- Give vehicle rides to minor or vulnerable adult participants or volunteers at all during or as part of District programs, unless I am specifically trained by, and given permission by, the District to do so.
- Give vehicle rides to minor or vulnerable adult participants or volunteers outside of District programs, if those individuals are not family members, unless I have the written permission of the parents/guardians of that individual, and I provide proof of the written permission to my immediate supervisor at the Agency.
- Use personal communications (e.g., mobile phone, social networking sites, write letters, etc.) for contact with minor or vulnerable adult participants or volunteers, unless specifically agreed to by the Agency. For more information, please see the Agency's Electronic Communication with Minors and Vulnerable Adults Policy.
- Accept gifts, give gifts or single out a minor or vulnerable adult participant or volunteer in any way other than for group/program celebrations.
- Use or provide alcohol, tobacco, drugs or anything prohibited by law to minor/vulnerable adult participants or volunteers.

I understand and agree that this Code of Conduct for Individuals Working with Minors and/or Vulnerable Adult Participants and Volunteers is in addition to any other policies, rules and regulations established by the Agency, and I will abide by those policies, rules and regulations.

Employee/Volunteer Name

Employee/Volunteer Signature

Parent Name and Signature (if employee is a minor)

Date

1.29 Electronic Communication with Minors and Vulnerable Adults Policy

Purpose

The Homewood-Flossmoor Park District (the “Agency”) commits to establishing and being a leader in preventive measures regarding issues surrounding the safety and well-being of minor and vulnerable adult participants in its programming and facilities, as well as minors and vulnerable adults who volunteer with the Agency. The District is aware that issues of unfettered electronic communication can lead to the opportunity for miscommunication, and that the perception of malfeasance can occur even in innocent situations. As a result, and for all involved, the District has instituted this policy regarding electronic communications with minor/vulnerable adult participants and volunteers.

Application

This policy applies to all employees and volunteers of the Agency. While this policy is intended to regulate the behavior of District employees and volunteers toward minor children and vulnerable adult participants in District programs or facilities, as well as toward minor child- and vulnerable-adult volunteers of the Agency, the prohibited conduct also serves as a guide regarding what is not a professional interaction with minor or vulnerable adult employees at the Agency. Nothing in this policy restricts the Agency’s right to intervene as appropriate or enforce its other policies, including those on preventing discrimination, harassment or retaliation in the workplace.

Definitions

For the purposes of this policy:

- A “Minor Participant” is a registrant or participant in an District program who is under the age of 18 years old.
- A “Minor Volunteer” is an unpaid volunteer for the District who is under the age of 18 years old.
- A “Vulnerable Adult” is a registrant or participant in, or an unpaid volunteer for, the District who is 18 years of age or older and who has a disability(ies).
- Collectively, Minor Participants and Minor Volunteers are referred to as “Minors.”
- “Employees” refers to paid District employees, whether in full-time, part-time or seasonal capacities.
- “Volunteers” refers to unpaid District volunteers, such as volunteer coaches, parent volunteers and similar roles.
- “Electronic Communication” includes, but is not limited to, email, text messages, phone calls/voicemail, video conferencing, direct messaging, communications through applications, WhatsApp, Facebook, Instagram, Snapchat, Twitter, TeamSnap, TikTok, YouTube and all other social media platforms, unless otherwise noted.
- The term “Open and Transparent” means employees and volunteers must copy or include a parent/guardian of the Minor or Vulnerable Adult, another adult family member of the Minor or Vulnerable Adult or an adult member of the Agency’s management team on all Electronic Communication with Minors or Vulnerable Adults.

1.29 Electronic Communication with Minors and Vulnerable Adults Policy

Policy Requirements

- The requirements of this Policy apply to all electronic communications with a minor/vulnerable adult, whether initiated by an adult or a minor/vulnerable adult or not.
- All electronic communications between employees/volunteers and minors/vulnerable adults must relate solely to and be solely for the purpose of communicating information about District activities.
- All electronic communications between employees/volunteers and minors/vulnerable adults sent as part of District business constitute public records, and employees and volunteers must maintain them in a format and location so the District has timely access to the communications for the purposes of complying with IL FOIA, record retention laws and other applicable laws. No electronic communication may utilize any format that does not allow for the permanent retention of the full content of the electronic communication (e.g., WhatsApp, SnapChat, etc.).
- All electronic communications between employees/volunteers and minors/vulnerable adults must always be professional and respectful in nature and must refrain from unprofessional messaging, including, without limitation, sexual comments, name-calling, embarrassing the minor/vulnerable adult, harassment, bullying and similar conduct. For more information, please see the Agency's Boundary Violations Policy.
- All electronic communications to a sports team/program on which minors/vulnerable adults participate or from an employee/volunteer to a minor/vulnerable adult must copy or include at least one parent/guardian of the minor/vulnerable adult or member of the Agency's management team. When possible, if the parent/guardian of one team member is included on a team-wide electronic communication, then employees/volunteers should include the parents/guardians of all team members.
 - The District has provided an official form of electronic communication in which authorized employees/volunteers may communicate with other employees, participants and parents/guardians for the purpose of the Agency, such as regarding upcoming activities, calendars of events, expectations, logistics, motivation, team building and answering questions. Employees/volunteers should not communicate with minors/vulnerable adults using electronic communication outside of the Agency's official form of electronic communication.
- Employees/volunteers must save copies of communications with minors/vulnerable adults (and all District business) for compliance with record-keeping obligations, among other reasons. If employees/volunteers need assistance in saving such records, please contact the Manager/Superintendent of the department at 708-957-0300.
- To the fullest extent possible, the person approved to provide electronic communication on behalf of the District should use privacy settings to block private direct communication for nongroup discussion, such as private chat.
- No private channels (e.g., private Facebook groups or invite-only YouTube channels) are acceptable in helping to administer the Agency's programs.

1.29 Electronic Communication with Minors and Vulnerable Adults Policy

- Other than those assigned by the Agency, employees/volunteers should not utilize social media to communicate with minors or vulnerable adults. When the District assigns an employee/volunteer a duty that uses social media to communicate with minors or vulnerable adults, those assigned employees/volunteers can only use electronic platforms that allow open and transparent communication (e.g., no SnapChat, WhatsApp or similar platforms).
- If an employee/volunteer receives an electronic communication from a minor or vulnerable adult, they should proceed to include a parent/guardian, another adult family member of the minor/vulnerable adult or a member of the Agency's management team in compliance with the open and transparent concept. However, if the employee/volunteer determines from the electronic communication that an emergency exists, the employee/volunteer may respond directly to the minor/vulnerable adult for the limited purpose of addressing the emergency situation before immediately including the minor's parent/guardian, other adult family member(s) and/or District management. Employees/volunteers should immediately report to a supervisor any emergency, inappropriate communication and/or repeated efforts by a minor/vulnerable adult to communicate outside the scope of this policy.
- Employees/volunteers shall not take or post photographs of minors or vulnerable adults unless specifically assigned to do so as part of their duties by District management. Even when assigned, such photographs and videos are for use only by the District and in no case shall employees/volunteers post such photos or videos on their personal texts, emails, social media or other personal electronic communications.
- Video conferencing platforms such as Skype, Zoom, GotoMeeting, Microsoft Teams, Google Meet, etc. are acceptable virtual learning platforms when live "in-person" programming/communication cannot take place.
 - Employees/volunteers must receive authorization from the District to lead such a session.
 - Parents/guardians must maintain any account for their minor/vulnerable adult.
 - Video conferencing/virtual learning activities must have District preapproval.
 - Dates and times of video conferencing/virtual learning will be either (a) published and available to parents/guardians to attend and/or (b) available for an District management member to attend.
 - Virtual learning should only take place in a group setting; the District prohibits one-on-one sessions except when the parent/guardian or another District member of management is physically available and present with the minor/vulnerable adult.
 - Authorized employees/volunteers hosting video conferencing should dress appropriately as they would for in an in-person session.
 - Private chatting during a session is prohibited; public chatting is encouraged.

Policy Exceptions

If one of the following exceptions exists with appropriate consent, the District does not require

1.29 Electronic Communication with Minors and Vulnerable Adults Policy

electronic communications to be open and transparent:

- **Emergency** – However, employees/volunteers must limit the communication to the least amount of information needed to tend to the emergency until they can reasonably reestablish open and transparent communication.
- **Dual Relationship** – The employee/volunteer has an existing relationship with the minor/vulnerable adult outside of the program, such as a familial relationship. However, even when a dual relationship exists, employees/volunteers must comply with the Agency's expectation regarding open and transparent communications for all electronic communications sent on behalf of the District and must comply with the Agency's Boundary Violations Policy at all times.
- **Nonsubstantive Communication** – It is not a violation of this policy for an employee/volunteer to "follow" a minor's or vulnerable adult's social media feed or to "like" a post.
 - However, employees/volunteers should be mindful of the perception of doing so, and the District encourages employees/volunteers to refrain from doing so.
 - Employees/volunteers should be mindful that nonsubstantive communications may violate other policies (e.g., "liking" photos of minors or vulnerable adults in swimsuits on the beach could be a violation of the Agency's anti-harassment policy).
 - For purposes of this policy, posting to, sending a message within or similar communication with the minor/vulnerable adult through a minor's/vulnerable adult's social media feed constitutes substantive communication and is not excepted from this Policy.

Request to Discontinue Electronic Communication to a Minor or Vulnerable Adult

The parents or guardians of a minor or vulnerable adult may request in writing that their child/ward not be contacted by employees/volunteers through any form of electronic communication or through only limited forms of electronic communication. In such instance, the parents/guardians should make the request in writing to Manager/Superintendent of the department at 708-957-0300. Such a request should include contact information for the adult responsible for receiving any electronic communications for the program/volunteer opportunity on behalf of the minor/vulnerable adult.

Other

To ensure the efficient operation of the Agency, this policy does not apply to electronic communications between employees/volunteers and other District employees who are under the age of 18 or vulnerable adults. However, the District expects employees/volunteers to use reasonable efforts to keep another member of District management on electronic communications with minor employees (i.e., employees under the age of 18) and vulnerable adult employees, particularly when the communication is not to a group.