



**URBAN BRIDGE**  
**VOLUNTEER PACKET**

## **THANKS FOR YOUR INTEREST...**

IN SERVING WITH URBAN BRIDGE AT THE BRIDGE IMPACT CENTER!

Urban Bridge is a community development organization that exists to bridge the poverty gap in traditionally under-represented communities. **The Bridge Impact Center is a program of Urban Bridge that creates environments that positively impact youth, families, and neighborhoods through mentoring, tutoring, college and career preparations, financial literacy, the arts, and community partnerships.** In addition to meeting basic life needs, the Bridge offers both onsite and off-site programs structured to create formative, holistic development opportunities for youth and young adults.

In 2020, the Bridge was able to launch a soft opening to support students and their family during the pandemic by offering space for virtual learners. In this space, we have witnessed a student - failing due to lack of motivation - begin transforming into a leader. This student initially appeared easily distracted when having to sit and focus on school work, but thrived when invited to the tables to participate in the program initiatives. **Your volunteer efforts will continue to offer and support such opportunities to other students and their family!**

I would like to invite you to apply to volunteer with us and be a part of the mission of Urban Bridge.

### **Here are the steps for volunteering.**

- 1) Complete Urban Bridge Volunteer Application. You can complete it by hand and email it to [volunteering@urbanbridge.org](mailto:volunteering@urbanbridge.org). Or you can go here and complete digitally: <https://bit.ly/39MK0fh>
- 2) Urban Bridge will confidentially process your application, call your references, and run a background check.
- 3) After your background check & references are complete, you will be required to complete the Ministry Safe Abuse & Awareness Training.
- 4) You will also be invited to participate in a brief interview - where we'll get to know you and you can get to know us. We'll discuss your availability and areas of service. Once your interview is complete, you will be contacted about serving and when to start.
- 5) The first time you come in you will be given an orientation and we will review all program policies and information found in our volunteer handbook.

We want you to have a great experiencing volunteering and are committed to supporting YOU as you impact the lives of our students. If you have any questions, we're here to help!

Thank you for your desire to inspire next generation leaders by building bridges that break down barriers created by poverty, and providing pathways to health, wholeness, and greater economic opportunities.

**Hope for NE OKC Families,**



**Marcus Jackson**

Urban Bridge & The Bridge Impact Center  
*Founder & Executive Director*



## VOLUNTEER APPLICATION

Urban Bridge is a nonprofit organization that does not discriminate against applicants for volunteering on the basis of race, age, sex, national origin, disability, veteran's status, or marital status. This application may also be completed digitally at the following link: <https://bit.ly/39MKOfh>

PLEASE TYPE OR PRINT YOUR ANSWERS TO THE FOLLOWING QUESTIONS.

Date \_\_\_\_\_

Full Legal Name \_\_\_\_\_  
Last First Middle

Who referred you to us? \_\_\_\_\_

Do you have any skills you wish to mention? \_\_\_\_\_  
\_\_\_\_\_

Are you over 18 years of age?  YES  NO Date of Birth \_\_\_\_\_

Contact for notification in case of emergency \_\_\_\_\_

Phone number and relationship to you \_\_\_\_\_

Volunteer Position: \_\_\_\_\_ Availability / Days / Times: \_\_\_\_\_

Email \_\_\_\_\_

**REFERENCES** (Please include complete address, city, state, zip code)

**\* One reference must be a person of the opposite sex, one a family member, and the rest non-family members. Employees of Urban Bridge cannot serve as references.**

### PERSONAL

Name	Email	
City	State	Phone

### PERSONAL

Name	Email	
City	State	Phone

**PROFESSIONAL/EMPLOYMENT**

Name	Email		
City	State	Phone	

**PERTINENT HISTORY**

For any “yes” answers, please attach a detailed explanation in writing.  
An affirmative answer does not necessarily disqualify an applicant from serving.

- Y N** Have you ever been the subject of a civil lawsuit involving sexual misconduct, sexual harassment, sexual abuse or other immoral behavior or conduct, involving adults or children? Have you ever been the subject of an investigation or allegation of sexual misconduct, sexual abuse or sexual harassment involving adults or children?
  
- Y N** Have you ever been convicted of a criminal offense (felony or misdemeanor) involving moral turpitude or violence? (Crimes of moral turpitude involve fraud, theft or dishonesty.) Answer “yes” if you have entered a plea agreement, including a deferred sentence or deferred judgment arrangement in connection with a criminal case. Answering “yes” does not necessarily preclude applicant from employment.
  
- Y N** Have you ever been charged with a sexual offense, offense relating to children, or crime of violence?
  
- Y N** Have you ever reported to any organization or registry for abuse or misconduct involving children?
  
- Y N** Do you have any disciplinary action or investigation pending by an employer, other organization, professional association, or licensing body, for violence, sexual misconduct, or misconduct involving children?
  
- Y N** Have you ever been disciplined or dismissed from any volunteer or employment position for any reason or following an allegation of sexual misconduct, physical aggression, verbal aggression, or other inappropriate behavior or conduct?
  
- Y N** Have you ever been reprimanded, or asked to leave or end your involvement/work in any program or organization providing services to children?
  
- Y N** Have you ever been the subject of a complaint or disciplinary proceeding concerning any professional license or professional affiliation held by you?
  
- Y N** Do you now or have you ever sought out or intentionally viewed child pornography?

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

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



URBAN BRIDGE

## **APPLICANT STATEMENT & CODE OF CONDUCT AGREEMENT**

**PLEASE READ CAREFULLY BEFORE SIGNING**

Please initial each of the following statements:

\_\_\_\_\_ I declare that all statements contained in my application are true and that any misrepresentation or omission is cause for rejection of my application, or dismissal from my employment or ministry involvement.

\_\_\_\_\_ I understand that my references and contacts from prior church, non-church, or employment work with children, student, or disabled adults may be contacted and that an appropriate criminal background check will be conducted. I authorize investigations of all statements contained in this application and I specifically authorize the church to undertake a criminal background check of my past.

\_\_\_\_\_ I understand that I must be interviewed and recommended by an executive member of the Urban Bridge before I begin my position.

\_\_\_\_\_ I understand that I can withdraw from the application process at any time.

\_\_\_\_\_ I understand that Urban Bridge has a policy of ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that Urban Bridge cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of any kind is grounds for immediate dismissal from my employment and possible criminal charges.

\_\_\_\_\_ I declare that I am not a pedophile or child molester. I have not perpetrated physical abuse, sexual abuse, emotional abuse or neglect against a child, a student or disabled adult, and I have never been accused of these acts.

\_\_\_\_\_ I understand and agree that false statements and/or omissions regarding past conduct and/or present situations may be grounds for denial of this application for employment, and that refusal to inform Urban Bridge of the contents of a sealed criminal record will result in the automatic denial of the application.

\_\_\_\_\_ If employed or volunteering, I agree to read and abide by all Policies and Procedures provided to me by Urban Bridge concerning my conduct and behavior toward children, students or disabled adults participating in Urban Bridge programs.

Printed Name: \_\_\_\_\_

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



URBAN BRIDGE

## APPLICANT CONSENT TO PERFORM BACKGROUND CHECK

Full Legal Name \_\_\_\_\_  
Last First Middle

Other Names Used \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Email \_\_\_\_\_

Telephone \_\_\_\_\_ Social Security No. \_\_\_\_\_

IF AT THE ABOVE ADDRESS LESS THAN FIVE YEARS, PLEASE LIST PREVIOUS ADDRESS.

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Please list all other cities and states in which you have lived as an adult:

\_\_\_\_\_

### NOTICE REGARDING BACKGROUND INVESTIGATION

Urban Bridge, Inc. may obtain information about you from a consumer reporting agency for employment or volunteer purposes. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your service. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Clear Investigative Advantage LLC, 17000 Preston Road Suite 140, Dallas TX 75248, Tel: 888-242-2503 or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing Urban Bridge to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your service to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

### ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” at any time after receipt of this authorization and throughout my volunteer service. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Clear Investigative Advantage or another outside organization acting on behalf of Urban Bridge. I agree that a facsimile (“fax”) or photographic copy of this Authorization shall be as valid as the original.

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



## **VOLUNTEER HANDBOOK & PERTINENT POLICIES**

### **ABOUT THIS HANDBOOK**

In order to help you understand how we work together, Urban Bridge has prepared this Volunteer Handbook.

*Note: From time to time, we may unilaterally revise, amend, supplement, modify, eliminate, or add to these policies. These policies may be changed at any time at the sole discretion of Urban Bridge without prior notice.*

### **WELCOME!**

We are excited you want to volunteer with Urban Bridge. Thank you for your willingness to change lives!

### **LOCATION**

1915 N MLK Avenue, Oklahoma City, OK 73111

Email: [volunteering@urbanbridge.org](mailto:volunteering@urbanbridge.org)

Phone: 405-724-8795

Hours: 11-6pm

### **STAFF**

Marcus Jackson, Executive Director, [Marcus@urbanbridge.org](mailto:Marcus@urbanbridge.org) or 405.604.7204

Derrick Ward, Site Director, [Derrick@urbanbridge.org](mailto:Derrick@urbanbridge.org) or 405-885-3052

Avery Stevenson, Athletic Director, [avery@urbanbridge.org](mailto:avery@urbanbridge.org) or 405-795-9298

Shakera Jackson, Administrative Coordinator, [info@urbanbridge.org](mailto:info@urbanbridge.org) or 405.602.9519

### **ORGANIZATIONAL MISSION & VISION**

**Mission:** Empowering under-represented communities through building bridges of hope to health, wholeness, and greater economic opportunity.

**Vision:** Urban Bridge builds bridges of hope to sustainability and break poverty cycles through fostering healthier, more equitable communities. Through a holistic approach that leverages a combination of community capacity building and smart capital investments, Urban Bridge helps build pathways to employment, better education and greater economic opportunity.

## **URBAN BRIDGE VOLUNTEER OPPORTUNITIES**

Volunteers are key to the success of the mission of Urban Bridge. There are a variety of roles and opportunities in which you can add great value to the work and mission of Urban Bridge.

### **DEFINITION**

A volunteer for our purposes is an individual who is officially involved with Urban Bridge to perform unpaid tasks under our supervision and guidance. As a volunteer, no compensation or reimbursement for work performed is expected or provided.

## **ROLES & RESPONSIBILITIES**

### **Program Support**

- Assist Site Director and other program staff with programming
- Help clean up facility before and after programming

### **Mentor**

- Work in group settings or 1:2 with students to provide guidance and discussion about relevant topics and life matters
- Participate in programming alongside students to form connections and build relationships
- Help with homework and tutoring

### **Administrative Support**

- Serve in the office with basic administrative tasks

### **Food & Nutrition Support**

Help with grocery pick up and errands

Serve food

Assist with set up and clean up

### **Other**

- Other roles & responsibilities are often available, please inquire if you have a specific way you want to serve!

## **MUTUAL EXPECTATIONS**

What you can expect from Urban Bridge.

We agree to...

- provide you with opportunities to use your gifts in a variety of volunteer opportunities as available.
- create an environment for a safe and meaningful volunteer experience.
- provide you the opportunity to give feedback on your volunteer experience to the organization.
- let you know of new volunteer opportunities that arise over time.
- maintain the highest standards of excellence in our communication including timely, important information as we know it.

What we can expect from you as a volunteer.

I agree to...

- understand the purpose and culture of Urban Bridge striving to affirm, uphold, build up and contribute to its mission and vision.
- demonstrate humility and grace.
- adhere to safety policies and guidelines.

*Note: You have completed an application in which you have acknowledged pertinent history and information. Should this information change, the burden is on the volunteer to inform the organization. Urban Bridge volunteers are expected to follow laws and adhere to a high standard of ethics in their personal and professional lives.*

## **URBAN BRIDGE VOLUNTEER POLICIES**

### **CONFIDENTIALITY POLICY**

Urban Bridge considers certain information to be confidential and/or proprietary. Confidential information should not be shared and/or communicated to anyone else (volunteers or employees) without proper authorization from the Site Director.

### **CRISIS COMMUNICATIONS POLICIES**

In speaking with the media and public, Urban Bridge will provide factual information and messages most beneficial to the organization and the people. All crisis situations should be reported to a supervisor and the Executive Director immediately. Only the designated Urban Bridge spokesperson and back-up spokespeople are authorized to release information to the media and to the public.



Urban Bridge is committed to transparency, an adherence to the highest level of moral and ethical principles, as well as best practices in organizational leadership, management, and operations.

### **DRUG-FREE AND ALCOHOL-FREE WORKPLACE POLICY**

To ensure the high standards necessary to conduct Urban Bridge's business and to comply with the requirements of the Drug-Free Workplace Act of 1988, Urban Bridge has instituted this Drug-Free and Alcohol-Free Workplace policy. Urban Bridge's purpose in implementing this policy is to provide a drug-free and alcohol-free workplace in order to ensure a safe, healthy, and productive work environment for all employees, volunteers, and students.

Urban Bridge prohibits the unlawful manufacture, distribution, dispensing, possession, or use or abuse of illicit drugs, alcohol, or prescription drugs if used in a way that is illegal or counter to published policy on controlled substances in the workplace. The workplace includes Urban Bridge's offices and all premises used to further our programmatic objectives.

### **HARASSMENT POLICY**

Urban Bridge does not condone or excuse harassment of any kind. Urban Bridge policy prohibits volunteers from discriminating against or harassing others based on race, color, national origin, age, disability, sex (including pregnancy), veterans status, marital status, sexual orientation, religion, genetic information or any other factor protected by federal, state or local law. Urban Bridge will take immediate steps to address complaints of harassment based on any characteristic protected by law.

A volunteer who believes he or she has been the victim of any kind of harassment should report the incident immediately to the Site Director or the Executive Director.

### **WHISTLEBLOWING POLICY**

Urban Bridge will not discharge, threaten, or otherwise discriminate against volunteers because:

- They or someone acting on their behalf reports or is about to report to Urban Bridge or a public body a violation or a suspected violation of a law, rule, ordinance, regulation or a contract unless they know that the report is false and the volunteer making the report is aware of its falseness; or
- A volunteer is requested by a public body to participate in an investigation, hearing, or inquiry concerning Urban Bridge and conducted by a public body or a court.

### **WEAPONS & VIOLENCE IN THE WORKPLACE POLICY**

Urban Bridge prohibits employees, volunteers and non-employees, whether licensed to carry concealed handguns or not, from carrying guns or deadly weapons (which includes, but is not limited to, knives over 4 inches long) on the premises of Urban Bridge or while performing services for Urban Bridge. Volunteers may keep weapons in a locked vehicle in the parking lot in accordance with Oklahoma state law.

The safety and security of all employees, volunteers, and students are of primary importance at Urban Bridge. Threats, threatening and abusive behavior, or acts of violence against employees, visitors, clients, or other individuals by anyone on organization property will not be tolerated. Violations of this policy will lead to corrective action up to, and including, termination and/or referral to appropriate law enforcement agencies for arrest and prosecution. Urban Bridge reserves the right to take any necessary legal action to protect its employees, volunteers, and students. Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Urban Bridge's premises shall be removed as quickly as safety permits and shall remain off the organization's premises until an investigation has been completed. Following the investigation, the organization will initiate an immediate and appropriate response. This response may include, but is not limited to, suspension and/or termination of any business or employment relationship, reassignment of job duties, and/or criminal prosecution of the person or persons involved.

You are responsible for notifying management of any threats that you witness or receive or that you are told another person witnessed or received. Even without a specific threat, you should report any behavior you have witnessed that may be regarded as potentially threatening or violent or which could endanger the health or safety of an employee, volunteer, or student if the behavior has been carried out on a organization-controlled site or is connected to the organization's employment or business.

You are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened. The organization understands the sensitivity of the information requested and will do its utmost to maintain the confidentiality of such information in order to respect the privacy of the reporting employee.

## **URBAN BRIDGE STUDENT PROTECTION & ABUSE PREVENTION POLICIES**

### **Overview of Urban Bridge Student Safety System**

Because we care for students and desire to protect them, Urban Bridge requires all employees and volunteers working with children or students to complete A FOUR PART SAFETY SYSTEM before employment or volunteer placement begins.

### **PART ONE: Sexual Abuse Awareness Training**

Urban Bridge policies and procedures require that employees and volunteers avoid abusive behavior of any kind. Employees and volunteers are required to report any policy violations to a supervisor or Executive Director. Employees and volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in 'grooming' a student for sexual abuse. Grooming is the process used by an abuser to select a child, win the child's trust (and the trust of the child's parent or 'gatekeeper'), manipulate the child into sexual activity and keep the child from disclosing the abuse.

To equip Urban Bridge employees and volunteers with information necessary to recognize abuser characteristics and grooming behavior, Urban Bridge requires all employees and volunteers to complete sexual abuse awareness training. This training will be renewed every 3 years.

### **PART TWO: Screening Process**

Employees and volunteers are required to complete Urban Bridge's Screening Process, which includes:

- Employment Application or Volunteer Application
- Face-to-face interview (employees and volunteers)
- References to be checked (employees and volunteers)
- Background check (employees and volunteers)

### **PART THREE: Policies & Procedures**

Employees and volunteers are required to review all program policies and acknowledge / sign that he or she has read and understood the material, and agrees to comply with policy requirements.

### **PART FOUR: Criminal Background Check**

Urban Bridge requires that all employees and volunteers working or volunteering in children's or student activities or programming undergo a criminal background check. This check will be redone every 3 years. Depending upon position, differing levels or intensity of background check may be required.

## **ABUSE TOLERANCE POLICY**

Urban Bridge has a zero tolerance for abuse in programs and activities. It is the responsibility of every employee and volunteer at Urban Bridge to act in the best interest of students in every program.

In the event that any employee or volunteer observes any inappropriate behavior (e.g. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse or neglect (physical, emotional, or sexual) it is that individual's responsibility to immediately report these observations to his or her immediate supervisor or the Executive Director.

**Reporting Suspicious or Inappropriate behavior:** Urban Bridge is committed to providing a safe, secure environment for students and their families. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to Child Protective Services, or another appropriate agency.

Because sexual abusers 'groom' children for abuse, it is possible a employee or volunteer may witness behavior intended to 'groom' a student for sexual abuse. Employees and volunteers are asked to

report 'grooming' behavior, any policy violations, or any suspicious behaviors to an immediate supervisor or the Executive Director.

### **POLICY VIOLATIONS ENFORCEMENT POLICY**

Urban Bridge employees and volunteers who supervise other employees or volunteers are charged with the diligent enforcement of all Urban Bridge policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from Urban Bridge positions for both volunteers and employees. Final decisions related to policy violations will be the responsibility of the Executive Director and Board of Directors.

Designations may vary depending on the size, structure or reporting relationships within a Urban Bridge. This segment should identify the position or title of the individual to whom employees or volunteers are to report.

#### **Reporting Violation of Policies:**

All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to an immediate supervisor in the organizational area or the Executive Director.

#### **Consequences of Violation:**

Any person accused of committing a prohibited act or any act considered by Urban Bridge to be harmful to a child will be immediately suspended from participation at Urban Bridge. This suspension will continue during any investigation by law enforcement or Child Protective agencies.

Any person found to have committed a prohibited act may be prohibited from future participation as a employee or volunteer in all activities and programming that involves children, students or vulnerable populations at Urban Bridge. If the person is a employee or employee, such conduct may also result in termination of employment from Urban Bridge.

Failure to report a policy violation is grounds for termination of an employee. Volunteers who fail to report a policy violation may be restricted from participation in any activities involving children or students at Urban Bridge.

### **ORGANIZATIONAL RESPONSE POLICY**

Urban Bridge Leadership will always take appropriate action on behalf of Urban Bridge when a report of abuse occurs.

A Safety Committee consisting of Board members and employees will be established and meet on an emergency basis upon the recommendation of a member or following the report of any incident or allegation.

The Safety Committee will typically be charged with the following duties:

- Applying existing Urban Bridge policies and procedures related to student safety and risk management issues.
- Monitoring all Urban Bridge programs for ongoing compliance with safety policies.
- Determining next steps following the report of any incident or allegation.

### **BUILDING SAFETY POLICY**

The Site Director will be responsible for ensuring that the program area is monitored during programming. This will include unobserved monitoring of employees, volunteers and students in classrooms or meetings.

No student will ever be left unattended or unsupervised during programs or meetings. Urban Bridge employees or volunteers are prohibited from being alone with an individual student in any room or building. In the event a employee or volunteer finds himself/herself alone with a single student, that employee or volunteer will take the student to a room or building occupied by others, or to a location easily observed by others. (Example: If a student desires additional conversation or counsel with a employee or volunteer after regular programming has concluded, move to an adjoining room where other employees or volunteers are present, or into a public space.)

After every programming event, employees and volunteers must ensure every room and restroom is checked prior to leaving.

Any two students together in an unseen or less easily viewed area should be redirected to another (more open) area.

**Staff to Student Ratio Requirements:** Urban Bridge is committed to providing adequate supervision in all Urban Bridge activities and programs. Accordingly, the following ratios will be observed for Urban Bridge activities and programs:

For groups up to and including 10 students, there will be at least 1 employee or volunteer supervising. For groups ranging from 11 to 29 students, there will be at least 2 employees or volunteers supervising. For groups larger than 30 students, there will be at least 3 employees or volunteers supervising.

If a worker is out of ratio it is his or her responsibility to immediately notify supervisory employees responsible for the program or event. The responsible supervisory employee will make diligent effort to immediately bring employee/volunteer to student ratios into compliance with this policy

### **DISCIPLINE POLICY**

It is the policy of Urban Bridge that employees and volunteers are prohibited from using physical discipline in any way for behavior management of children or students. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction or inappropriate behaviors by students. If a student is unruly or fails to comply with verbal warnings or instructions from employees/volunteers, that student will be asked to leave (if not endangered by doing so) or the student's parent will be contacted to pick up the student. In the event of a fight or physical altercation, employees will verbally redirect students involved and will try to avoid physical intervention. Uncontrollable or unusual behavior should be reported immediately to parents and the Executive Director.

### **INTOXICANTS POLICY**

Employees and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in any Urban Bridge facility, while traveling with students, or while working with or supervising students.

### **NUDITY POLICY**

Employees and volunteers in Urban Bridge's Urban Bridge should never be nude in the presence of students in their care. In the event there is a situation that may call for or contemplate the possibility of nudity (e.g. changing clothes during a pool party, weekend or overnight retreat, etc.), the employee or volunteer leading the event will communicate a plan to the Executive Director concerning arrangements for showering or changing clothes.

### **ONE-TO-ONE INTERACTIONS WITH STUDENTS POLICY**

Urban Bridge recognizes that meeting the emotional needs of students may occasionally require employee and volunteers to minister to them on an individual basis. Employees and volunteers should observe the following guidelines when interacting with students.

#### **Individual Meetings**

Employees and volunteers should conduct one-to-one meetings with an individual student at a time when others are present and where interactions can be easily observed, unless prior approval is obtained from the Executive Director.

If a closed-door meeting must occur, the student employee must inform another employee BEFORE the meeting occurs, and the door remains unlocked.

### **PROFESSIONAL & MEDICAL EXCEPTIONS POLICY**

Urban Bridge employs and secures the services of medical professionals (e.g. doctors, nurses) and counselors / licensed therapists. Professionals treating or working with students in their professional service capacity are allowed to treat students in private / closed door space.

### **TRANSPORTATION POLICY**

Employees and volunteers may from time to time be in a position to provide transportation for students. The following guidelines should be strictly observed when workers are involved in the transportation of students:

1. Students should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided. Employees and volunteers should avoid transportation circumstances that leave only one student in transport.
2. Employees and volunteers should avoid physical contact with students while in vehicles.
3. No cell phones may be utilized by the driver while driving Urban Bridge vans, or vehicles owned or rented by Urban Bridge, unless in an emergency.
4. No drivers under age 25 may drive organization-owned or rented vehicles.

### **PARENTAL / GUARDIAN CONTACT POLICY**

Parents / guardians whose student is participating in Urban Bridge's Student activities and programs will be contacted if their child becomes severely ill, injured, or has a severe disciplinary problem while participating in Urban Bridge programs.

### **PARENTAL / GUARDIAN INVOLVEMENT POLICY**

Parents / guardians have an open invitation to observe all programs and activities in which their student is involved. However, parents / guardians who desire to participate in or have continuous, ongoing contact within programs will be required to complete Urban Bridge's application and screening process.

### **PHYSICAL CONTACT POLICY**

Urban Bridge is committed to protecting students in its care. To this end, Urban Bridge has implemented a 'physical contact policy' that promotes a positive, nurturing environment for our Urban Bridge programs. The following guidelines are to be carefully followed by anyone working in Urban Bridge programs:

1. Hugging, pats on the back and other forms of appropriate physical affection between employees or volunteers and students are important for student's development and are generally suitable in Urban Bridge setting.
2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to an immediate supervisor or the Executive Director.
3. Physical contact should be for the benefit of the student, and never be based upon the emotional needs of an employee or volunteer.
4. Physical contact and affection should be given only in observable places or when in the presence of other students or student employees and volunteers. It is much less likely that touch will be inappropriate or misinterpreted as such when physical contact is open to observation.
5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of employees or volunteers in Urban Bridge must foster trust at all times. Personal conduct must be above reproach.
6. Do not force any physical contact, touch or affection upon a reluctant student. A student's preference not to be touched must be respected.
7. Student employees and volunteers are responsible for protecting students under their supervision from inappropriate or unwanted touch by others.
8. Any inappropriate behavior or suspected abuse must be reported immediately to an immediate supervisor or the Executive Director.

### **SEXUALLY ORIENTED CONVERSATIONS POLICY**

Employees and volunteers are prohibited from engaging in any sexually oriented conversations with students and are not permitted to discuss any inappropriate or explicit information about their own

personal relationships, dating or sexual activities with any student in the program. However, it is expected that from time to time Urban Bridge discussions and lessons may address issues related to purity, dating, sex and human sexuality. These lessons will occur in group settings, and will convey Urban Bridge's views on these topics.

### **SEXUALLY ORIENTED MATERIALS POLICY**

Employees and volunteers are prohibited from possessing (or transmitting to any student) any sexually oriented materials (magazines, cards, images, videos, pictures, films, etc.) on Urban Bridge property or in the presence of students, including those in electronic form.

### **OVERNIGHT PROGRAMMING POLICY**

It is anticipated that certain Urban Bridge activities may occasionally require that overnight sleeping arrangements be made for students and employees and volunteers (e.g. lock-ins, mission trips, ski trips, etc.). In the event an activity requires sleeping arrangements, employees and volunteers will strictly observe the following rules:

1. The 2-adult rule must be followed; a single student should not be alone with an employee or volunteer.
2. All adult leaders must have previously completed Urban Bridge's screening and training process.
3. Overnight sleeping arrangements must be submitted in writing to and approved by the Executive Director prior to the activity.
4. As long as any students are awake, one trip leader must be awake and monitoring students to ensure safe behavior.
5. Leaders should check with parents and use good judgment regarding PG or PG-13 movies. No R-rated movies are permitted.
6. Appropriately modest sleeping attire must be worn; both tops and bottoms.
7. In the event of a sleepover on campus that involves both boys and girls, boys and girls must sleep in separate rooms, properly supervised by student leaders of the same gender.
8. Employees and volunteers will monitor sleeping students by periodically conducting visual bed checks to ensure that sleeping students remain in designated sleeping places. During bed checks, employees and volunteers should never physically touch a student.
9. Whenever possible, at least one employee or volunteer will sleep in the same room (but not same bed) as students, or in an adjoining room with the door between the rooms kept open.
10. In the event that overnight arrangements do not include standard beds, each employee, volunteer, and student will use single sleeping bags or blankets. In these instances a "one-person-to-one bag or blanket" rule will be observed.

### **TOBACCO POLICY**

Urban Bridge requires employees and volunteers to abstain from the use or possession of tobacco products in Urban Bridge facilities, while in the presence of students or their parents, and during Urban Bridge activities or programs. Urban Bridge is a tobacco-free facility.

### **VERBAL INTERACTIONS POLICY**

Verbal interactions between employees or volunteers and students should be positive and uplifting. Urban Bridge employees and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of students.

To this end, employees and volunteers should not talk to students in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, employees and volunteers are expected to refrain from swearing in the presence of students.

If you have any questions at all, please don't hesitate to ask. And know that, in a time where many have suffered loss and experienced hopelessness, YOU can make an impact that gives hope to the hopeless.

**Thank you for your willingness to make a difference  
through volunteering with Urban Bridge!**