



STAFF & VOLUNTEER
POLICY PROCEDURE
MANUAL



SESSION 4 – POLICY PROCEDURES

Code of Conduct

As a First Priority / Collision Volunteer, Coach and/or Leader you have chosen to accept the incredible opportunity of introducing teenagers to Jesus Christ. Along with this opportunity comes the responsibility of representing the Christian faith, First Priority / Collision, and yourself with integrity.

Ephesians 5:15-17

Be very careful, then, how you live—not as unwise but as wise, making the most of every opportunity, because the days are evil. Therefore do not be foolish, but understand what the Lord’s will is.

How you live your life often has a greater impact on your ministry than anything you say. Teenagers decide whether you can be trusted and whether the message of Jesus Christ can be trusted by what they observe in your life. How you treat your family, the decisions you make about your career, the purchases you make, the language you use, the stories you tell, the way you conduct yourself in social settings, etc., all have a crucial impact on your ministry among the teenagers with whom you are working

All your behaviors have the potential to influence the youth and students you deal with in any setting. Your conduct also has an effect on how First Priority / Collision is viewed. The recommendations below are not exhaustive and should be used as a base line for conduct, not a maximum requirement.

First Priority / Collision Staff, Volunteers, Coaches and Leaders MUST:

ALWAYS keep to The Bibles Teaching, and NOT deviate from this.

BELIEVE The Bible, Gods Word, is infallible and inerrant.


BELIEVE in The Holy Trinity. God the Father, God the Son, God the Holy Spirit. 3 Persons in One form.

BELIEVE Jesus is the only way to God.

BELIEVE you are to **REPENT** of your sins and put your faith in Jesus’ death and resurrection in order to be in Heaven.

ALWAYS lead a life of repentance.

ALWAYS portray yourself as a great example of Christ. If this is questioned at any point by a student, a member of staff, a member of the public or anyone else, an immediate meeting will be held with the Director of Collision and any other persons concerned. You may be asked to take a temporary break at this point with immediate effect until the matter has been resolved and prayed about.



NOT portray the Staff of First Priority / Collision, The ministry of First Priority / Collision, its Volunteers, Coaches and Leaders or anyone associated with the ministry in a bad way through any means of communication and/or social media. Any issues are to be dealt with between the parties concerned along with the Collision Director immediately.

NEVER let the students know you are just there to disciple them.

NEVER meet one-on-one with a student.

In **ALL** meetings, there **MUST** be no less than 3 students.

ALWAYS meet in public places with students.

ENSURE there is at least **ONE** staff member available if a student wants to meet in private or to discuss a private matter. If it is a sensitive topic, the meeting can take place at the First Priority / Collision Office.

Communication

For your protection and accountability purposes, we would suggest keeping all texts / group texts, email etc. to and from students.

Examples of communication:

Phone calls

Texting

Facebook

Twitter

Instagram

Snapchat

Email

Please be wise with your words, messages and pictures that you send to a student and what you portray on social media if you have students as 'friends' on these sites. We want to be leaders who are above reproach and maintain a high level of integrity in all areas of our life.

Regardless of whether you are mentoring a student or not, do not add students of the opposite sex on social media or contact them in any way. This is for your protection. Do not provide your information to any student of the opposite sex. If you run into a situation where a person of the opposite sex needs to be contacted, then please refer to a Collision Leader of the same sex.

No students from other schools are allowed to attend groups which are being held on the school premises, unless we are holding an All Collision Event off campus.



Confidentiality

Who to contact if you have important information about a student self-harming, being abused (sexually, emotionally, and physically), mistreated, or neglected by friends, family or somebody else.

If you find any student in any of the above situations, then please contact your Collision Leader or the Collision Director immediately.

What a student tells you in confidence, you are not to spread to anyone, or gossip in any way through verbal communication, texting, phone calls, email or social media, or in any other ways possible.

Do not give out student information, without obtaining the students permission first. But on all occasions, please be aware and ask questions as to why the other person requires this information.

It is illegal to send group text or Email messages without a way for the student to either opt out or refuse receiving them. Please **DO NOT** do this!

Exceptions (to the above): (We are required to report)

If you feel the student is in danger

If you think the student's parent(s) need to be informed

If you think the schools need to be aware of the information

If you think the police need to be informed

If you think the health services need to be informed

In all cases, please speak to your Collision Leader or directly to the Collision Director.

Preparation

Pray before preparing

Prepare ahead of time for small groups, meetings or accountability groups


Please use scriptures which relate to topics you are discussing

Conduct towards young people

Do not swear at the students or use derogatory terms to or about them for any reason, or under any circumstances.

Do not practice negative OR positive discrimination.

Never hit or threaten the students, although in extreme circumstances it may be necessary to restrain a student for their own protection or for your own or others' protection.



Staff, Volunteers, Coaches and Leaders must inform their Collision Leader or the Collision Director if they witness actions or behavior by First Priority / Collision Staff, Volunteers, Coaches and/or Leaders that is inappropriate in any way.

Dress code

While there is no dress code. Staff, Volunteers, Coaches and Leaders must always dress appropriately for the meeting, event or activity you are attending;

Casual and comfortable for youth work settings
Smart casual for meetings

First Priority / Staff, Volunteers, Coaches and Leaders must maintain a high standard of hygiene, and clothing should be clean and tidy

Students can give a high degree of importance to personal appearance. Therefore it is necessary to consider what your clothes are saying about you. For example, tight or revealing clothes or up-to-the-minute fashions may make you feel good about yourself, but they could give young people, colleagues and the wider community the wrong messages.

Ladies, do not wear clothing which reveals your chest or bum! Dress moderately for each occasion.

Alcohol and Substance Misuse

First Priority / Staff, Volunteers, Coaches and Leaders:

Will **NOT** consume alcohol in the presence of the students, or where they might meet the students that they usually work with.

Will **NOT** consume alcohol before going to work with the students.

Will **NOT** give the impression that excessive alcohol consumption is acceptable.

Will **NOT** condone the purchase of alcohol by or for people under the age of 21.

Will **NOT** take illegal substances in the presence of the students, or where they might come into contact with the students that they usually work with.

Will **NOT** take illegal substances before going to work with the students.

Will **NOT** give the impression that any involvement with illegal substances is acceptable.

Will **NOT** in any way sell, distribute, take, or use any type of illegal substance.

Will **NOT** distribute, take, or use prescription drugs in any other way than prescribed.

Will **NOT** distribute prescription and/or non prescription drugs to any student.

Smoking

First Priority / Staff, Volunteers, Coaches and Leaders:

Will **NOT** smoke in the presence of young people while working or where they might meet the students that they usually work with.

Will **NOT** imply that smoking is not harmful to their health or implies maturity.

Will **NOT** promote smoking.

Sex and Sexuality

Ephesians 5: 3-4, 8 says, "But among you there must not be even a hint of sexual immorality, or of any kinds of impurity, or of greed, because these are improper for God's holy people. Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving. For you were once darkness, but now you are light in the Lord."

Dating between First Priority / Collision Staff, Volunteers, Coaches, Leaders and a student is never appropriate and is strictly prohibited.

We believe that God's design for the gift of sexual relations is that it be exercised and enjoyed exclusively within the covenant relationship of marriage between **one man and one woman**. In your work with First Priority / Collision and in your private life, First Priority / Collision staff, Volunteers, Coaches and Leaders shall not engage in any relationship or activity which constitutes sexual misconduct, including but not limited to the following:

Sexual relations or activities with any person outside of the marriage covenant.

Sexual relations or activities that constitute sexual offenses as defined by federal or state law.

Any other sexual relations or activities that are contrary to the theological and moral affirmations of First Priority / Collision's ministry.

First Priority / Collision staff, Volunteers, Coaches and Leaders:

Will **NOT** actively promote sexual activity;

Will **NOT** engage in sexually provocative behavior and/or discussions;

Will **NOT** actively encourage sexually provocative behavior and/or discussions;

Will **NOT** engage in intimate relationships with the students;

Will **NOT** talk provocatively to or about students;

Will **NOT** hesitate to take action if they believe that a student is being forced into a sexual relationship with anyone.

Will **NOT** be alone in a recreational or driving situation with a person of the opposite sex.

Will **NOT** drive students of the opposite sex alone. *Please think ahead when picking up students or dropping them off in order to avoid being on your own with someone of the opposite sex. If necessary take someone with you so you are not on your own with one student of the opposite sex on your way to pick up or drop off another.

Will **NOT** take students off campus during schools hours.

Will **NOT** take part in any one-to-one in-depth conversations with students of the opposite sex in private. These should be held in a public place with at least one member of Staff.

Pictures, Images and Videos

NO Pictures, Images or Videos are to be taken of any student (unless appropriate and permission is obtained by the students)

NO Pictures, Images or Videos are to be sent of students to anyone

NO Pictures, Images or Videos of students are to be used or sent via Social Media or any other electronic means

NO inappropriate Pictures, Images or Videos are to be sent between you and any student


NO inappropriate Pictures, Images or Videos are to be taken of any student, with or without their consent

NO SEXTING - Sexting is defined as sending, forwarding, displaying, retaining, storing or posting sexually explicit, lewd, indecent or pornographic photographs, images or messages by or on a cell phone, computer, or other electronic means. Sexting will not be tolerated!

If a student sends you an inappropriate image, photo or video, this **MUST NOT** be deleted and **MUST** be reported to the First Priority / Collision Director immediately so the situation may be dealt with appropriately. This image, photo or video **MUST NOT** be shown to anyone, but should be kept as evidence if needed by the proper authorities.

Weapons, Dangerous Instruments, and Explosive Chemicals and/or Devices

The possession, use or threat of use of any object that may reasonably be believed to cause physical injury to another person is prohibited.



Specific violations of this policy include, but are not limited to, the possession, use or threat of use of any of the following items:

Any firearm (including any weapon or instrument from which a shot, projectile, or other object may be discharged by force, whether operable or inoperable, loaded or unloaded)

Any toy gun which, based on color, design or appearance, would be considered by a reasonable person to be an actual firearm

Any deadly weapon, defined as any instrument, item, or material readily capable of causing death or serious physical injury

Any BB gun, pellet gun, air rifle, paint gun, sword (whether decorative or not), or other martial arts weapon

Any knife (other than an ordinary pocketknife carried in a closed position, with a blade of three inches or less or cutlery of a reasonable size, when used in a kitchen or other food preparation area) or

Any explosive chemical or device including a substance or a combination of substances possessed or prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, including fireworks and illegal or potentially dangerous chemicals.


Please Note: Possession of a license to possess or use any of the above items will not constitute a defence of any violation of this section.

This policy does not prohibit the possession or use of a firearm, knife or other object off school premises, provided it is in accordance with local, state or federal laws regulating such possession and use. Please speak to First Priority / Collision Staff if you fall into this category.

Discrimination

Discrimination and harassment on the basis of race, color, creed, religion, sex, marital status, sexual orientation, public assistance status, disability, age, national origin, or Veteran status are forbidden by First Priority / Collision. Additionally, discrimination on the basis of political opinions or affiliation with any union or other organization representing the interest of public employees is forbidden.

The above Code of Conduct has been put into effect to protect first and foremost the name and reputation of Jesus, First Priority / Collision, the students and yourselves.



Consequences for failure to uphold any of the above Code of Conduct will result in an immediate removal from First Priority / Collision activities until the matter has been resolved with you, the First Priority / Collision Director and anyone else concerned. If necessary, the matter will be taken to the appropriate authorities for further consequences.

Once the matter has been reviewed and dealt with, if the result of the matter is your complete removal from First Priority / Collision, all communications with any of the students will be revoked. You ***MUST NOT*** contact them, or meet up with them in any way. Failure to meet this requirement will result in further consequences.