

Guidelines for working with minors/ AAUW Napa Branch

I. Personnel requirements for persons working directly with minors

1. Be fingerprinted
2. Be subject to criminal background check
3. Understand mandatory and ethical reporting of child abuse (See IV below)
4. Understand these guidelines and indicate compliance by signature below.

II. Environmental precautions:

1. Meet in a public place or if alone with a student, leave the door open
2. Establish a safe, welcoming and comfortable environment
3. Do not take the minor in your automobile unless you get a parental permission Slip.

III. Listening guidelines regarding bullying:

1. Believe the student
2. Accept their feelings
3. Emphasize that they are not responsible for any reported abuse
4. The bully is the responsible person
5. The student did the right thing to disclose
6. The student had the courage to disclose
7. Respect the student's feelings. Would the student like someone else there too, a parent or friend?
8. Keep their confidence, unless a mandatory report situation exists. If mandatory reporting is required, tell the student in terms the student can understand.

IV. Reporting guidelines (Child Abuse)

1. Volunteers are "**ethical reporters**" – they have the moral duty to report child abuse or neglect.
2. **Mandatory reporters** – are for those in line of professional duties only. (nurse, doctor, counselors, teachers, etc.)
3. Immunity for reporters – cannot be held liable if wrong. There is no risk in making a report.
4. Failure to make a report – a misdemeanor (jail +\$1000 fine)
5. Abuse inside the family – call Child Protective Services – CPS
6. If immediate danger – call Police
7. Abuse outside family – call police or sheriff
8. Phone numbers for Napa: **CPS -253-4261**

Napa Sheriff – 253-4451

Napa Police - 257-9221

Signature of Adult Mentor
