



## **INDEPENDENT OUTING POLICY**

Affinity Mentoring is primarily a school-based program. Staff and volunteers should not leave school grounds or have face-to-face contact with students outside of school without the expressed authorization of the parent and Executive Director or authorized staff.

Exceptions may be granted for:

- program events
- school field trips
- events in which the student's parent/guardian is present
- learning opportunities in the community

Permission for independent outings may be granted through either a one-time independent outing permission slip or by obtaining School Based Plus Status.

### Independent Outing Permission

- The staff/volunteer must have completed all background checks as required by Affinity and the school district. [The individual will contribute a portion of the associated fees.]
- For each outing, the Independent Outing Permission Slip must be signed by the parent. [A copy of the completed form will be kept on file. The parent is given a copy and the volunteer/staff will take a copy of the completed form on the outing.]
- Outings are recommended to occur in public places
- Anyone over the age of 18 that will be accompanying the match on the outing [except the student's parent/guardian] must have a background check on file [ICHAT]
- The volunteer/staff must agree to and be in compliance with the Transportation Policy.
- No overnight visits are permitted

### School Based Plus Status

If a student/mentor match is interested in having regular contact outside of school on a regular basis, they may apply for School Based Plus [SBP] status.

Criteria for match eligibility for SBP Status:

- Have been meeting at school consistently for a minimum of three months
- Mentor is in compliance with the Affinity Mentoring Transportation Policy
- The mentee's parent(s)/guardian provide consent
- Mentor, Mentee and Parent(s)/guardian participate in a match meeting with a program staff to discuss SBP status as well as review and sign the SBP match agreement
- No overnight visits are permitted

All contact outside of school between a staff/volunteer and a student will be documented.



## **TRANSPORTATION POLICY**

Affinity Mentoring will allow staff and volunteers to transport students in their own private vehicles only if approved to do so by authorized program staff and the parent/guardian. Such approval may be granted under the Independent Outings policy. All staff/volunteers must meet the following criteria prior to transporting a student:

- The volunteer/staff must own a car or have access to reliable transportation. All safety equipment including blinkers, lights, brake and back-up lights, seat belts, tires, and brakes must be in good operating condition.
- The volunteer/staff must possess a valid driver's license and present proof of auto insurance. Copies of these documents will be maintained in the mentor's file and will be updated on an annual basis.
- The volunteer/staff must undergo a driving record check and have a clean driving record for the last three years.
- The volunteer/staff must obey all traffic laws and use seat belts and appropriate child safety seat at all times.
- The volunteer/staff must avoid taking medication or using any other substances [including tobacco products] that might impair his/her ability to drive.
- If a collision or other event occurs while the volunteer/staff is engaged in a program related activity, it should be reported to the program staff immediately.
- The volunteer/staff must carry the student's emergency contact information in the transporting automobile at all times in case of emergency.
- The volunteer/staff will not use a cell phone while driving with a student or for program activities.
- The parent/guardian must sign a waiver and written consent to transport the student. Verbal parent permission may be given only in emergency situations and must also be approved the Executive Director.