

Philadelphia District NYI: Nazarene Youth Conference

Safety Policies & Procedures

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Overview of the Philly NYI: NYC Safety System

Because we care for and desire to protect students on our trip, Philadelphia District NYI at Nazarene Youth Conference (hereafter: *Philly NYI: NYC*) requires all adult volunteer applicants to complete **FOUR SAFETY STEPS** before approval to volunteer with Philly NYI.

STEP ONE: Sexual Abuse Awareness Training

Philly NYI policies and procedures require that adult volunteers avoid abusive behavior of any kind. Adult volunteers are required to report any known or suspected abusive behavior or other policy violations to the NYC Coordinator or the Safety & Conduct Coordinator.

Adult volunteers must have a basic understanding of the *abuser's grooming process* and *common grooming behaviors*. Grooming is the process used by a sexual abuser to select a child; win the child's trust (and the trust of any relevant 'gatekeepers'); manipulate the child into sexual activity; and then keep the child from disclosing abuse.

To equip *Philly NYI: NYC* adult volunteers with information necessary to recognize abuser characteristics and grooming behaviors, *Philly NYI* and USA/Canada NYI (hereafter: *UCNYI*) policy requires all adult volunteers to complete MinistrySafe Sexual Abuse Awareness Training. This training is required for all adult volunteers and must be completed no sooner than 2 years before the last day of NYC in order for it to meet the *UCNYI* requirement for that year's NYC.

STEP TWO: Screening Process

Adult volunteers are required to complete the *Philly NYI: NYC* Screening Process, which includes:

- Adult Volunteer Application
- Pastoral Recommendation form

STEP THREE: Policies & Procedures

Adult volunteers shall be provided with a digital copy of this manual with their Adult Volunteer Application and will receive a hard copy at *Philly NYI: NYC*. They are required to review the policies contained in this manual and digitally sign an agreement letter indicating that they agree to abide by the policies contained therein. These digital forms will be kept on file with the *Philly NYI: NYC* Coordinator and *Philly NYI* Secretary.

STEP FOUR: Background Check

Philly NYI requires that all adult volunteers undergo the background checks required by the state of Pennsylvania and Philadelphia Church of the Nazarene District Policy.

If you have been a PA resident for 10 years or more, you will need the following:

1. Pennsylvania Child Abuse History Clearance
2. Pennsylvania State Police Criminal History Clearance
3. Signed Affidavit of Volunteer form

If you have not lived in PA for the last 10 years, you will need the following:

1. Pennsylvania Child Abuse History Clearance
2. Pennsylvania State Police Criminal History Clearance
3. Federal Bureau of Investigations (FBI) Criminal History Clearance

It's very possible that you can obtain a copy of your valid clearances from your church office. PA State Clearances are valid for 5 years.

If you need to renew or obtain your clearances, this can be done at the following website:
<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/default.aspx>

A note from the Office of the Philadelphia District Church of the Nazarene:

Although NJ laws are much less stringent, we are asking those from NJ churches who work with children at any district event to have these same 3 PA background checks done and filed with your local church office.

Individuals who have committed the offenses listed within [23 PaCSA § 6344\(c\)](#) shall not serve in any capacity at *Philly NYI: NYC*.

Student Safety Policy

ADULT VOLUNTEER ACCOUNTABILITY

It is the responsibility of every adult volunteer to act in the best interest of students at *Philly NYI: NYC*.

In the event an adult volunteer observes or is made aware of any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.), it is their **personal** responsibility to immediately fill out a Philadelphia District NYI Incident Reporting Form and to report their observations to the *Philly NYI: NYC* Safety & Conduct Coordinator (who will then inform the *Philly NYI: NYC* Coordinator). Additionally, any student(s) who witnessed or were involved in the incident must complete his/her own copy of the form. A copy of the Incident Reporting Form will be provided to all adult volunteers in their portfolio upon arrival at the airport. The *Philly NYI: NYC* Coordinator and Safety & Conduct Coordinator will have extra copies of the Incident Reporting Form available upon request. If the observed incident rises to the level of mandated reporting, please see the section of this policy pertaining to mandatory reporting.

All adult volunteers are, by denominational policy, considered mandatory reporters. There is no exception to this rule. Any situation which causes a mandatory reporter to suspect that **child abuse** (physical, emotional, verbal, or sexual; see [23 PaCSA § 6303\(b.1\)](#) for further definitions of child abuse) has happened or is happening must be reported. This also includes suspected **peer-on-peer abuse**. The contact information for reporting agencies will change for each NYC event because the location changes each time. The local agency's reporting number will be provided in the adult volunteer portfolio at the start of the trip.

Further information on mandatory reporting will be outlined below.

ENFORCEMENT OF POLICIES

The *Philly NYI: NYC* Safety & Conduct Coordinator is charged with the diligent enforcement of all *Philly NYI: NYC* policies. Anyone working with children at NYC is subject to the supervision and evaluation of *Philly NYI: NYC* leadership and must follow these guidelines. Violations of these policies are grounds for immediate dismissal or disciplinary action for adult volunteers. Final decisions related to policy violations will be the responsibility of the Coordinator and Safety & Conduct Coordinator.

Reporting Abuse or Suspicions of Abuse

REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

Philly NYI: NYC is committed to providing a safe, secure environment for children. *Philly NYI* supports and maintains a **zero-tolerance** policy concerning child abuse and neglect. It is a violation of Pennsylvania law for any adult volunteer to abuse or neglect any child participating in NYC. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and reported, in accordance with this policy and state law, first to Child Line (or the equivalent local agency) and second to the *Philly NYI*: NYC Safety & Conduct Coordinator. It should be noted that it is not the *Philly NYI* leadership's role to ascertain guilt, and a report being filed is not an implication of guilt.

Philly NYI intends to create and foster a culture of open communication, encouraging the reporting of any safety concerns or policy violations. Because sexual abusers *groom* children for abuse, it is possible an adult volunteer may witness *grooming behaviors* intended to manipulate a child into sexual abuse. Adult volunteers must report suspected grooming behaviors, policy violations, or any suspicious behaviors to the *Philly NYI*: NYC Coordinator or Safety & Conduct Coordinator. In this regard, sexual exploitation is defined in [23 PaCSA § 6303](#).

REPORTING POLICY VIOLATIONS

In order to maintain a safe environment for students, *Philly NYI*: NYC adult volunteers must be aware of each individual's responsibility to report any questionable circumstance, observation, act, omission, or situation that constitutes a violation of these policies. All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to the *Philly NYI*: NYC Safety & Conduct Coordinator.

CONSEQUENCES OF VIOLATION

Any person accused of committing an act considered harmful to a child will be immediately suspended from participation at NYC and kept on campus in a separate location pending any investigation from law enforcement, child services, and/or the *Philly NYI*: NYC Safety & Conduct Coordinator. This suspension will continue during any investigation by law enforcement, Child Protective agencies, and/or the Safety & Conduct Coordinator.

Any person found to have committed a prohibited act may be sent home from NYC at their own expense and/or may be precluded from future participation in any and all activities and programming at NYC or other *Philly NYI* sponsored events. The severity of any consequence(s) extending beyond the current event shall be at the discretion of the Philadelphia District NYI Executive Council.

If a student is to be sent home from NYC as a consequence, the *Philly NYI: NYC Safety & Conduct Coordinator* will work with the student's parent/guardian to transport the student home at the family's expense. If a student is sent home for failing to abide by these rules, any possibility of a refund will be determined by the nature of the circumstances and at the sole discretion of the *Philly NYI: NYC Coordinator and Safety & Conduct Coordinator*.

MANDATORY REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE

- All adult volunteers are considered by both Pennsylvania State Law and Church of the Nazarene denominational policies to be mandatory reporters.
- Adult volunteers must ***immediately*** report any reasonable suspicion of **child abuse or peer-on-peer abuse** to the appropriate agency. Reporting the incident to the *Philly NYI: NYC Coordinator* or *Safety & Conduct Coordinator* does not satisfy this legal requirement.
 - An oral report can be submitted to the appropriate state/county agency.
 - An electronic written report can be submitted to the appropriate state/county agency.
 - If an oral report is initially submitted, a written report may also be required by state mandatory reporting requirements.
- Immediately ***after*** filing a mandatory report, the person filing the report must notify the *Philly NYI: NYC Coordinator* and *Safety & Conduct Coordinator*.
- After notifying the *Philly NYI: NYC Coordinator* and *Safety & Conduct Coordinator* that a mandatory report has been filed, the adult volunteer reporting must fill out a Philadelphia District NYI Incident Reporting Form if one has not already been completed. Any student(s) who witnessed or were involved in the incident must also fill out an Incident Reporting Form.
- Further guidelines for mandatory reporters can be found [HERE](#) (this is specifically for PA, but has good information to know for all situations). A physical copy of this PDF will be included in the adult volunteer portfolio. Additionally, state child abuse and neglect reporting numbers for all 50 states can be found [HERE](#).

Giving a mandatory report is *not* an automatic declaration or documentation of guilt. Rather, it is documentation of an incident or of suspicion of abuse, and a request for investigation by such agencies as are qualified and authorized to conduct such an investigation. Failure to report suspected abuse may result in criminal charges against any negligent mandatory reporter.

When in doubt, report.

Philly NYI: NYC Leadership Committee & Monitoring Plan

The purpose of the Leadership Committee is to enable *Philly NYI: NYC* to carry out appropriate travel and activities while safeguarding students against emotional, physical, and/or sexual abuse.

COMPOSITION

The Safety Committee will be comprised of the following members:

- *Philly NYI: NYC* Coordinator
- *Philly NYI: NYC* Safety & Conduct Coordinator
- *Philly NYI: NYC* Assistant Coordinator of Transportation & Hospitality
- *Philly NYI: NYC* Assistant Coordinator of Excursions & Media
- Any member of the Philadelphia District NYI Executive Council who are present at NYC.

RESPONSIBILITIES

While on the trip, the Leadership Committee will be charged with the following duties:

1. Applying existing Policies and Procedures related to safety and risk management issues.
2. Monitoring all programs and activities for ongoing compliance with safety policies.
3. Making recommendations regarding potential safety issues.
4. Daily safety check-ins with Leadership Committee and adult volunteers, going over any problems, issues, or concerns. This may be fulfilled through either in-person conversations or through text.

SUPERVISION

Philly NYI: NYC adult volunteers are expected to provide adequate supervision for students in their care while serving on the trip. Only screened volunteers, students, and pre-approved visitors are allowed at *Philly NYI: NYC* excursions and activities. *UCNYI* has staff and volunteers that will be present at the event, at specific *UCNYI*-run activities, and in various buildings. Staff and volunteers of *UCNYI* are certified to have been trained and background checked by *UCNYI*. If questions or concerns arise related to any unknown individual in the area of any *Philly NYI: NYC* excursions or activities, the *Philly NYI: NYC* Safety & Conduct Coordinator should be notified immediately.

FAMILY GROUPS & LIFE360

Philly NYI: NYC will be operating in “Family Groups” for the duration of the trip. Each group will be led by two adult volunteers. The adult-to-student ratio will not exceed 1:6. All Family Group leaders must confirm that the entirety of their Family Group is present and/or that the location of their students is known before traveling between locations. Additionally, all adult volunteers and any students with a smartphone will be required to install the Life360 app onto their phone, and share their location with their Family Group leaders, the *Philly NYI: NYC* Coordinator, and the Safety & Conduct Coordinator for the duration of the trip.

INTERACTION WITH STUDENTS

All students must stay within approved, designated areas during activities that are in the *UCNYI: NYC* schedule. *Philly NYI: NYC* adult volunteers are prohibited from being alone with any individual student in any location which others cannot access. Male adult volunteers should avoid being alone with any female students and female adult volunteers should avoid being alone with any male student. In the event that a confidential conversation is necessary, that conversation should always be within view of others.

Dating and / or romantic relationships between adult volunteers and students are strictly prohibited.

MONITORING HIGH-RISK AREAS

Any areas on the *Philly NYI: NYC* trip where students are not directly supervised is a high-risk area. In these areas, students may more easily bully and abuse (verbally, physically or sexually) each other. Every adult volunteer must be aware of the potential for peer-on-peer bullying and abuse, and monitor any locations where students may be alone or less directly supervised.

Adult volunteers are encouraged to worship and meet with God throughout the week, but should also be fully aware of their surroundings. Adult volunteers should especially be aware of students and student interactions at meals, during free time, in the hotel, and at times when students are transitioning between activities and/or locations.

During any times of transition between locations, all students must check in with their Family Group leaders before beginning their transition. During free times, students must remain at the location where all of *Philly NYI: NYC* is located. An exception may be made if adult volunteers and students wish to go off-campus (e.g. to walk down the street to get ice cream together). In this case, the Family Group leaders of each student must be made aware of and approve of the plans. Additionally, the *Philly NYI: NYC* Coordinator and Safety & Conduct Coordinator must be made aware.

No student is ever to be or travel alone outside of the hotel. While traveling through the airport, at an excursion, or at an activity, students must travel in groups of three or more students. When traveling through the city, students must be with at least one adult volunteer.

SLEEPING ARRANGEMENTS

1. During sleeping hours, at least one adult volunteer from each family group is required to be in the hotel at all times, unless they have received express approval from the *Philly NYI: NYC* Coordinator or Safety & Conduct Coordinator.
2. During sleeping hours, students must remain in the hotel at all times. Failure to do so will result in disciplinary action.

Trip Culture

DRESS CODE POLICY

We ask that all teen and adult participants attending *Philly NYI: NYC* focus on being Christ-like, prioritizing modesty, and being respectful of ourselves and of each other. Please bring clothing that is comfortable, clean, and appropriate for NYC. This includes but is not limited to:

- Appropriate footwear for different activities, for certain excursions, and for our Ministry With Others (MWO) service project at NYC. Closed-toed shoes are strongly recommended.
- For women, a modest one-piece or two-piece bathing suit is acceptable, as long as the breasts and buttocks are covered and there is no cleavage showing. No thong bottoms are allowed. If swimwear is deemed as inappropriate, alternative clothing will be required to cover up.
- For men, swim shorts must be between mid-thigh and knee-length. No speedos or short-shorts (“Chubbies”) are allowed. If swimwear is deemed as inappropriate, alternative clothing will be required to cover up.
- For men and women, there are no sleeve or strap requirements for shirts as long as the pectorals/breasts/abs are not showing.
- For men and women, all shorts/pants must cover the entire buttocks and no underwear or boxer bands should be showing. All shorts must be between mid- thigh and knee-length or longer.
- For men and women, there should be no see-through clothing, and bathing suits should be covered until arrival at the pool or other water location.

MODELING BEHAVIOR

What adult volunteers do in moderation, students will do in excess. Students will look to adult volunteers to set appropriate boundaries.

PHYSICAL CONTACT

Philly NYI: NYC is committed to protecting the students in its care. To this end, *Philly NYI: NYC* has implemented a physical contact policy which promotes a positive, nurturing environment while protecting students.

The following guidelines are to be followed:

- Physical contact in any form must be above reproach, for the benefit of the student, and never based upon the emotional needs of an adult volunteer.
- The personal behavior of adult volunteers must foster trust at all times.
- Appropriate hugs, pats on the back, and other forms of appropriate physical affection between adult volunteers and students can be important for child development and are generally suitable in the *Philly NYI: NYC* setting.

- In situations of high emotion, such as at worship services, we encourage everyone to be aware of physical contact they have with other people and to ensure that such touch is appropriate and desired. This applies to situations between students and/or adult volunteers.

Adult volunteers and students must AVOID the following interactions:

- Never touch a student in a manner that may be construed as sexually suggestive.
- No hand-holding, unless part of a worship/prayer service or a group game.
- Never touch student in anger or disgust.
- Never carry a student piggy-back, or on your shoulders.
- Never tickle, participate in 'horse-play,' or wrestle with a student.
- No adult volunteer will ever (day or night) be on or in a student's bed.

Do not force physical contact, touch, or affection on a student. If a student is reluctant to be touched, the student's preference not to be touched must be respected.

Physical touch should be avoided if possible. Any physical contact that does occur must be in observable locations or when in the presence of other students or adult volunteers. It is much less likely that touch will be misinterpreted when more than two individuals are present and the touch is open to observation.

Adult volunteers are responsible for monitoring student activity and seeking to protect students under their supervision from inappropriate or unwanted touch by others, including other students.

Physical contact with a student should be the exception, not the rule.

Any inappropriate behavior or suspected abuse by an adult volunteer must be immediately reported first to the mandatory reporting agency, and second to the *Philly NYI*: NYC Coordinator or Safety & Conduct Coordinator.

DISCIPLINE

Adult volunteers are prohibited from using physical discipline in any manner for behavior management of students. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, grabbing, or any other physical force as retaliation or correction for inappropriate behaviors by students. Any adult volunteers who do not abide by this rule will be asked to leave NYC at their own expense.

If a student is misbehaving, follow these steps:

1. Go to the student and calmly ask him/her to stop the behavior. (Most students respond immediately and correct the behavior.) Give a warning, remind the student of expectations,

- and redirect to a positive behavior. Do this individually when possible; try not to single out a specific student in a large group setting.
2. If the student repeats the action, guide him or her to a quiet place – separate from the other students – for a short but designated period of time. Stay within sight of others, and avoid being alone (or unseen) with the student.
 3. Provide the student with a simple, understandable reason for the separation, and a clear explanation of your expectations.
 4. After a third time, refer the student to the *Philly NYI: NYC Safety & Conduct Coordinator*. He/She may inform a parent or guardian, who may be asked to be involved in redirecting misbehavior.

NEVER...

- Yell at a student.
- Grab a student.
- Threaten a student.
- Hit a student.
- Openly humiliate a student in front of the group.

Attempting to use such methods to redirect student activity may lead to the responsible adult volunteer being asked to leave NYC.

Uncontrollable or unusual behavior should be reported to the *Philly NYI: NYC Safety & Conduct Coordinator*.

If a student is unruly or fails to comply with verbal warnings or instructions from an adult volunteer, the *Philly NYI: NYC Safety & Conduct Coordinator* will contact the student's parent/guardian. If the behavior persists, the student's parent/guardian may be contacted to arrange transportation for the student to return home at their own expense.

In the event of a fight or physical altercation, an adult volunteer will verbally redirect students involved, trying to avoid physical intervention. If physical intervention is necessary, it will be used only to restrain and only as a last resort.

BULLYING BEHAVIORS

Verbal, physical, or emotional bullying is not acceptable at NYC. This includes harassment, which is defined as persistent unwanted behavior or words that threaten, intimidate, or demean someone. This behavior will not be tolerated, regardless of whether it is perpetrated by a student or an adult volunteer.

It should be made clear at the beginning of the trip that verbal, physical, and/or emotional bullying of any kind will not be tolerated. At the first sign of bullying behaviors, act decisively.

There is no 'harmless putdown' where bullying is concerned. NYC should have an atmosphere of positivity and students should be encouraged to only say things which will encourage and lift others up. Adult volunteers should model this behavior at all times.

1. *First Offense*: Give a warning to the student and a general reminder to the group that this kind of interaction is wrong. Try not to embarrass or chastise.
2. *Second Offense*: Separate the offending student(s) from the group and discuss the inappropriate interaction or behavior. Set clear parameters and behavioral goals. Let the offending student know that the next step is a meeting with the *Philly NYI: NYC Safety & Conduct Coordinator*. Adult volunteers should notify the *Philly NYI: NYC Safety & Conduct Coordinator* of ANY signs of bullying behaviors. Privately, but within view of another adult, confirm that the student who was the target of the bullying behaviors is not in danger of continued harassment and is physically and emotionally stable. **Do not single a student out in front of the group - be discreet.**
3. *Third Offense*: The adult volunteer and student will meet with the *Philly NYI: NYC Safety & Conduct Coordinator* and place a phone call to the student's parents.

VERBAL INTERACTIONS

Verbal interactions between adult volunteers and students should be positive and uplifting. *Philly NYI: NYC* adult volunteers should strive to keep verbal interactions encouraging and constructive.

To this end, adult 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, adult volunteers shall not swear or use profanity in the presence of students.

RESPECTING STUDENT PRIVACY

Make sure students understand the importance of respecting each other's privacy. A student's bed is his/her home while at NYC, and the student's trunk/suitcase is off-limits to anyone but the student. A student's possessions should never be the target of theft or pranks.

Rules for Student Safety

INAPPROPRIATE SEXUAL CONVERSATIONS

Adult volunteers are prohibited from engaging in inappropriate 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.

SEXUALLY ORIENTED MATERIALS

Adult volunteers and students are prohibited from possessing any sexually oriented materials (magazines, images, videos, etc.) at NYC.

INHALANTS & INTOXICANTS

Philly NYI: NYC requires adult volunteers and students to abstain from the use or possession of tobacco products, marijuana, and/or vapes while at NYC. Adult volunteers and students are prohibited from the use, possession, and/or being under the influence of alcohol or any illegal drug while at NYC. Any adult volunteers partaking in such activity will be asked to leave NYC at their own expense. The parents/guardians of any students partaking in such activity will receive a call from the *Philly NYI: NYC Safety & Conduct Coordinator* and will be asked to arrange transportation for their child to return home at their own expense.

MEDICATION

Adult volunteers must not administer medication of any kind to any student while serving in *Philly NYI: NYC* programs, including over-the-counter medications. Only the Nurse(s) are permitted to dispense appropriate medications, and only when doing so is consistent with signed parent permission forms.

HOTELS & HOTEL CURFEW

Students are not allowed in any rooms of the opposite gender, the only exception being a gathering of the entire Family Group in one hotel room for small group time as there is limited space in the common areas of the hotel.

For security and rest purposes, the *Philly NYI: NYC* student **curfew** is 12:00am. The time for **lights out** is 12:30am. Students must be in their hotel rooms by and after curfew. The only exceptions to this rule are when we are at the Convention Center late for a concert. In that case, **curfew** begins upon our return to the hotel and **lights out** will be within 30 minutes of that time. Repeated disregard of curfew is a safety risk and may lead to a call home to parents.

Family Group leaders shall do room checks on their students before lights out. In the morning, students may not leave their hotel rooms earlier than 6:00am and may never leave the hotel without adequate, approved supervision by an adult volunteer.

Addendums

The following are additional policies or clarifications & specific applications of the above policies.

Addendum 1 – Philly NYI: NYC Ministry Roles & Responsibilities

- **NYC Coordinator** – Structures and appoints NYC team leaders to fit within *Philly NYI's* NYC Mission & Vision; Leads NYC team offering guidance and support as needed, making final decisions to ensure alignment with *Philly NYI's* NYC Mission & Vision; Customizes registration for adult volunteers and students; Develops and leads adult volunteer application process; Keeps track of registrations, updating churches on their list of attendees and balance notices; Collects payments from churches, applying those payments to attendees' accounts; Compiles possible “swag” designs, works with NYC team to narrow them down, chooses the top designs, and places orders with any chosen apparel/merchandise companies; Works with *Philly NYI* Treasurer as needed for NYC budget adjustments and any use of *Philly NYI* budget funds; Works with the Safety & Conduct Coordinator to handle major issues that arise during the trip.

- **Safety & Conduct Coordinator** – Partners with NYC Coordinator to familiarize all NYC chaperones with the *Philly NYI: NYC Safety Policies & Procedures Manual*; Supports Family Group leaders in following the Safety Policies & Procedures Manual during the trip; May help to counsel some students who are having a difficult time and/or assist adult volunteers in their spiritual leadership while at NYC; Partners with NYC Coordinator in any disciplinary steps and communicates steps taken to any leaders and parents involved; Partners with NYC Coordinator to address safety and security related concerns during the trip; Supports NYC Coordinator in leadership duties as needed.

- **Assistant Director of Transportation & Hospitality** – Partners with NYC Coordinator to plan hotels, flights, ground transportation, and meals; Confirms plans are finalized and work within the NYC budget and event schedule; Communicates with Asst. Coordinator of Excursions & Media to integrate excursions into the schedule and plan transportation to/from excursions; Supports the NYC Coordinator in leadership duties as needed.

- **Assistant Director of Excursions & Media** – Plans and manages excursions and activities to align with NYC budget and schedule; Communicates with NYC Coordinator and Asst. Coordinator of Transportation & Hospitality to plan travel to and from excursions during the trip; Promotes NYC participation through social media with a consistent post schedule, as well as through *UCNYI* partnership and as needed.

- **Trip Nurse** – *Philly NYI* must have always at least one nurse on hand. The nurse(s) is/are responsible for handling and correctly distributing all medication, for providing first aid, or, if the situation is beyond their training or capacity, calling for emergency services. Physical touch may be necessary at different times as part of the nurse's role.
- **NYI President** – Provides pastoral care to students and adult volunteers; May help to counsel some students who are having a difficult time and/or assist adult volunteers in their spiritual leadership while at NYC.
- **Family Group Leader** – Each adult volunteer is assigned to a group of students and lead what is called a "Family Group" – the group that they primarily be in charge of for the duration of the trip; It is the adult volunteer's role to ensure their students are being safe and are where they are supposed to be during NYC activities, free time, and small group time; All Family Group leaders must also help supervise the entire group as we travel between activities and locations.
- **Other Volunteers** – Other volunteers may include ministry teams from Nazarene schools, or other adults who are serving in roles which are not tied to leading a Family Group.

Please note that the above-mentioned roles are fluid and some of the listed responsibilities may be shared between roles as needed. This is subject to change.

Addendum 2 - Cell Phone & Electronics Policy

An important aspect of NYC is getting students out of their usual routines and getting them to leave behind the pace of their usual life. To this end, it is desired to remove as many distractions as possible while at NYC so as to ensure maximum opportunity for students to connect with God, with peers, and with leaders. As a part of this, we encourage students to keep their phone use to a minimum during group activities and services, unless suggested or requested by *Philly NYI: NYC* or *UCNYI* leadership as part of activities in service.

The following will be designated as suggested screen-free times: meals, family group sessions, after midnight, during worship sessions (unless prompted), and/or whenever an adult requests it. Additionally, students are expected to use their phones and any other electronic devices in a manner that respects others' privacy, personal space, and need for quiet.

If a student's phone becomes too much of a distraction or is used inappropriately, its use will be limited to designated times and locations.

Students are solely responsible for any electronic devices they bring on the trip.

As part of the application process, adult volunteers and parents/guardians will be required to digitally sign and submit their respective copy of the below statements acknowledging awareness of and agreement with the policies put forth in the above document.

Adult Volunteer Statement of Acknowledgment & Agreement

I acknowledge that I have received and read a copy of the *Philadelphia District NYI: NYC Safety Policies & Procedures Manual* and understand the importance of the material in the manual. As an adult volunteer, I agree to abide by these policies during my service on the *Philly NYI: NYC* trip. I have reviewed and agree to fulfill the duties listed in my adult volunteer position description.

I acknowledge and understand that the materials and guidelines contained in this manual in no way express or imply a contractual employment relationship between *Philly NYI* and me. I am applying as a volunteer, and as such I acknowledge and agree that I will receive no monetary compensation for hours worked.

I understand that the manual may be modified, and that any policy may be amended, revised, or eliminated by Philadelphia District NYI. I understand that it is my responsibility to review new guidelines which may be created and distributed.

Parent/Guardian Statement of Acknowledgement & Agreement

I acknowledge that I have received and read a copy of the *Philadelphia District NYI: NYC Safety Policies & Procedures Manual* and understand the importance of the material in the manual. As a parent/guardian, I agree that my child will abide by these policies during their attendance on the *Philly NYI: NYC* trip.

I understand that the manual may be modified, and that any policy may be amended, revised, or eliminated by Philadelphia District NYI. I understand that it is my responsibility to review new guidelines which may be created and distributed.