



Northern Alberta Youth Leadership Project

Coordinator Protection Guidelines

Please adhere to the following guidelines for your protection:

- Have all attendees, including parents and volunteers sign the attendance sheet.
- Always plan to ensure at least two adults, preferably two Coordinators, are in the room at all times with the youth participants.
- It is the Coordinator's responsibility to ensure that a second adult volunteer/assistant/Coordinator is present at the session.
- Do not spend any time alone with any of the youth participants.
- Do not make plans to meet any of the youth participants outside of the session.
- If a youth participant says anything that makes you uncomfortable, immediately state "that was inappropriate" and document the incident the same day, including what was said before and after. If possible, have one of the other adults present sign that they agree with how the event was documented.
- Be cautious with touching – what you feel is a harmless gesture may make the youth participant uncomfortable.
- In the event of a complaint, please document the complaint and inform NAYLP as soon as possible.
- As the responsible adult, do not allow speeches with inappropriate content.
- Participant contact information can only be used for the purposes of running the youth leadership session.

I _____ have read and understand the above.

Date: _____

Signature: _____