

Heritage & Opportunity Alliance, Inc.
HERITAGE & OPPORTUNITY ALLIANCE, INC.

YOUTH SAFETY AND SUPERVISION POLICY

Preserving Heritage. Building Opportunity. Organizing Community Engagement.

Policy Number	HOA-POL-006
Effective Date	Upon Board Adoption
Approved By	Board of Directors
Applies To	Directors, officers, committees, advisory members, volunteers, employees, contractors, partners, and program participants as applicable

Purpose

This Policy establishes baseline youth-safety standards for programs, partnerships, events, athletics-based mentorship, arts activities, mural activities, volunteer operations, and community programming of Heritage & Opportunity Alliance, Inc..

Scope

This Policy applies to youth participants, minors, volunteers, mentors, coaches, artists, instructors, contractors, board members, committee members, advisory members, parents/guardians, and partner organizations involved in youth-facing activities.

General Safety Rule

Youth activities shall be planned and supervised to protect physical safety, emotional safety, boundaries, privacy, transportation safety, facility compliance, and appropriate adult conduct.

The corporation shall not assume responsibility for another organization's youth program, sports league, transportation, equipment, coaching, field safety, waivers, or insurance unless expressly approved in a written Board-approved agreement.

Supervision Standards

Youth programs should have at least two authorized adults present when practical. One-on-one private unsupervised contact with youth is prohibited unless specifically authorized under written procedures and consistent with law, insurance, and partner rules.

Adults shall avoid isolated settings, closed-door private meetings, private transportation, private messaging, or personal social-media contact with youth outside approved program procedures.

Permissions and Emergency Information

Youth events may require parent/guardian permission, sign-in/sign-out, emergency contact information, photo/video release, activity waiver, transportation permission, and medical/safety notes depending on the activity.

Youth may not participate in higher-risk activities such as athletics, mural painting, equipment use, off-site field trips, or transportation without appropriate permission and safety procedures.

Screening and Training

Adults working with youth may be required to complete applications, interviews, reference checks, background checks, code-of-conduct agreements, and youth-safety training based on role and risk.

The Board may set stricter screening standards for mentors, coaches, drivers, overnight activities, high-risk activities, or direct youth supervision.

Prohibited Conduct

Physical abuse, sexual abuse, grooming, harassment, intimidation, corporal punishment, degrading discipline, private gifts used to influence youth, inappropriate touching, sexualized language, romantic conduct, alcohol/drug use around youth, and unauthorized private communication with youth are prohibited.

Incident Reporting

Any suspected abuse, neglect, exploitation, boundary violation, injury, unsafe condition, missing youth, serious conflict, or youth-safety concern must be reported promptly to the program lead and an officer or Board representative. Mandatory reporting obligations must be followed when applicable.

Incident reports shall be documented and retained. The Board may suspend participation while concerns are reviewed.

Partner Requirements

Youth-serving partners must maintain their own required waivers, insurance, supervision, background checks, and safety protocols unless otherwise stated in a written agreement.

Records

The Secretary, Treasurer, or other Board-authorized records officer shall maintain records created under this Policy according to the Records Retention and Document Control Policy.

Records may include approvals, disclosures, invoices, receipts, reports, correspondence, minutes, incident reports, releases, agreements, restricted-fund logs, or other supporting documents.

Violations

Violations of this Policy may result in corrective action, reassignment, removal from a committee or volunteer role, termination of a contract, repayment, report to the Board, or other action permitted by law and organizational policy.

Retaliation against a person who raises a good-faith concern is prohibited.

Review and Amendment

This Policy may be reviewed at least annually and may be amended by the Board of Directors. The Board may adopt more detailed procedures, forms, checklists, and approval schedules consistent with this Policy.

Board Adoption

This Policy is adopted by the Board of Directors and remains in effect until amended, replaced, or rescinded by the Board.

Board Chair / President	Secretary
Name: _____	Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____