

# UrbanPlan

## ULI UrbanPlan Child Protection Policy

### General Purpose Statement

The Urban Land Institute (“ULI”) seeks to provide a safe and secure environment for students who participate in the UrbanPlan for High Schools program (“UrbanPlan”). By implementing the practices below, our goal is to protect UrbanPlan participants from incidents of abuse while also protecting our staff and volunteers from false accusations.

### Definitions

For purposes of this policy, these terms have the following meanings:

- “Student” or “Participant” means all persons under the age of eighteen (18) participating in the UrbanPlan at the High School program.
- “Volunteer” means all adult persons directly involved with the UrbanPlan programming and working on behalf of ULI, including volunteer ULI members, ULI staff, and ULI board members.
- “Abuse” means any action or omission that endangers or harms a student’s physical, psychological, or emotional health and development. Abuse occurs in different ways and includes physical abuse, emotional abuse, sexual abuse, neglect, and other related misconduct.

### Policies

ULI has a zero-tolerance policy for incidents of Abuse. This document provides guidelines for Volunteers conducting or involved in programming on behalf of ULI.

#### **1. Screening and Selection of Volunteers**

All persons who desire to volunteer in the UrbanPlan program and activities will be screened. This screening includes the following:

- Written Application
  - All persons seeking to volunteer with UrbanPlan must complete and sign a written application to be supplied by ULI. The application will request basic information from the applicant, including previous employment, volunteer experiences, and criminal history. The application will also request names and contact information of at least two references. References should be of a professional nature as opposed to personal or family references. The application form will be held in confidence and maintained in ULI’s confidential files.
- Personal Interview
  - Upon completion of the application, if necessary, a personal interview may be scheduled with an UrbanPlan representative to discuss the written application and suitability for a volunteer position. Interview questions will seek to expand and clarify the applicant’s responses on the written application. The interviewer will ask open-ended questions to encourage discussion.
- Reference Checks
  - Before an applicant is permitted to work with UrbanPlan, at least one of the applicant’s references will be checked. ULI will seek to obtain verbal or written references for

applicants. References may be asked to confirm information provided by the applicant on the written application and during the personal interview. ULI may also ask references for their opinion on the applicant's character, disposition, and ability to work with youth.

- **Background Check**
  - Applicants who passed the written application, personal interview, and reference check will not be subject to a mandatory criminal background check. However, volunteers shall be subject to a background check at any time if determined necessary by ULI.

## **2. Orientation and Training of Volunteers**

All Volunteers will be provided with annual training on the policies and procedures for prevention of Abuse of Participants. After training, all Volunteers participating in an UrbanPlan program must sign an acknowledgment form, signifying their understanding and compliance with the policies. Volunteers will not be given permission to participate in any UrbanPlan event without signing the form.

Volunteer Training will cover:

- Volunteer's obligations with regard to reporting incidents of Abuse;
- The process of reporting Abuse to the proper authorities; and
- Policies regarding appropriate interaction with Participants.

## **3. Two-Adult Rule**

A minimum of two unrelated Volunteers will be in attendance at all times during UrbanPlan programs and activities in which Participants are present. Students may not be alone with one Volunteer during UrbanPlan programs.

## **4. Out-of-Program Contact**

Contact between Volunteers and Participants is limited to ULI-sanctioned activities and programming. Volunteers should not contact Participants outside the program.

## **5. Discipline Policy**

Volunteers should consult the partnering high school if assistance is needed with disciplinary issues. Furthermore, there should be no physical discipline of the Participants whatsoever.

## **6 . Pick-up Policy**

Since the UrbanPlan program is facilitated through an agreement with the participating high school, ULI shall defer to the Student pick-up policies and procedures of that school. Volunteers shall make themselves aware of the school's pick-up policy to ensure compliance. In the absence of a school pick-up policy, no Volunteer should turn over control of a Student in the UrbanPlan program to someone who cannot provide identification and confirm that he/she is the child's teacher, parent or guardian.

## **7. Anonymous Reporting**

Volunteers must immediately report any and all incidents, suspected incidents, or allegations of Abuse to the ULI staff representative, Sophie Lambert, UrbanPlan Senior Director at [sophie.lambert@uli.org](mailto:sophie.lambert@uli.org). Volunteers should not decide if an incident is valid, truthful, or worth repeating. This determination will be made by local authorities.

Volunteers will be given a form that can be filed (anonymously if desired) in the event an incident is reported or occurs. The ULI staff representative receiving such report shall notify appropriate authorities (school officials at a minimum, but possibly also local police if the allegation is especially serious) no more than 24 hours after the incident occurs or is brought to the attention of the ULI staff representative.

In the event that a Volunteer is accused of engaging in Abuse, the following procedure shall be followed:

- The Parent(s) or guardian(s) of the student shall be notified;
- The Volunteer will immediately be removed from the program pending an investigation;
- ULI will cooperate with the relevant high school in conducting an investigation of the alleged Abuse;
- The Volunteer will be given an opportunity to respond to the charges against him or her;
- Any Volunteer who is found to have engaged in Abuse shall be removed from the UrbanPlan program