## **TABLE OF CONTENTS**

## POLICY AND PROCEDURE MANUAL FOR PIC RIVER YOUTH CENTRE

For programming activities

and developing long-term group strategies

MISSION STATEMENT	pg. 1
CODE OF BEHAVIOUR	pg. 1
RECREATIONAL ACTIVITIES	pg. 2
CODE OF ETHICS	pgs.3,4
PERSONNEL POLICIES AND PROCEDURES	pg. 5
RECRUITING VOLUNTEERS	pgs.6,7
VOLUNTEER POSITION DESCRIPTION	pg. 8
VOLUNTEER YOUTH WORKER EXPECTATIONS	pgs. 9,10,11
VOLUNTEER APPLICATION AGREEMENT	pg. 12
VOLUNTEER INTERVIEW QUESTIONS POLICY	pg. 13
VOLUNTEER INTERVIEW QUESTIONS	pg. 14
RULES OF CONDUCT STAFF/VOLUNTEERS	pg. 15
ACCEPTING POSITION OF VOLUNTEER	pg. 16
VOLUNTEER APLLICATION PACKAGE POLICY	pg. 17
VOLUNTEER APPLICATION REGISTRATION	pgs. 18, 19, 20, 21
CONFIDENTIALITY	pg. 22
STATEMENT OF CONFIDENTIALITY	pg. 23
POLICE CHECK POLICY	pg. 24
VOLUNTEER TRAINING PREPARATION POLICY	pgs. 25, 26
RECORDING VOLUNTEER HOURS/ACTIVITIES	pgs. 27, 28
MEMBERSHIP SECTION	pg. 29
GENERAL SELECTION PROCESS POLICY	pgs. 30, 31, 32

FUNDING AND FUNDRAISING ACTIVITIES	pg. 33
FUNDING AND FUNDRAISING POLICY	pg. 34
ACCEPTABLE FUNDING SOURCES POLICY	pg. 35
ACCOUNTING METHOD POLICY	pg. 36
TERMINATING A FUNDRAISING ACTIVITY	pg. 37
FACILITY RENTAL	pg. 38
HEALTH AND SAFETY SECTION	pg. 39
FIRE PREVENTION AND ACTION POLICY	pg. 40
FIRE SAFETY PLAN FOR PRYC.	pg. 41
KEY CONTACT PERSONS IN EVENT OF FIRE	pg. 42
FIRE PROTECTIONS SYSTEM/EVACUATION PROCEDURE	pg. 43
FLOOR PLAN EVACUATION PROCEDURE	pg. 44
IN THE EVENT OF A FIRE/SOUNDING OF FIRE ALARM	pg. 45
TRAINING OF STAFF/CONDUCTING FIRE DRILLS	pg. 46
FIRE EXTINGUISHMENT	pg. 47
FIRE PREVENTION INSTRUCTIONS	pg. 48
DISTRIBUTION AND POSTING OF FIRE SAFETY PLAN	pg. 49
FIRST AID TRAINING POLICY	pg. 50
FIRST AID.	pg. 51
PARENTAL CONTACT POLICY	pg. 52
EMERGENCY PHONE NUMBERS	pg. 53
SAFETY CHECKS POLICY	pg. 54
TRANSPORTATION OF YOUTH POLICY	pgs. 55, 56, 57
LEGAL ISSUES SECTION	pg. 58
STANDARD PRIVACY POLICY	pgs. 59, 60
PRIVACY POLICY FOR PIC RIVER YOUTH CENTRE	pgs. 61, 62, 63
PRIVACY STATEMENT POLICY	pg. 64
REPORTING CHILD ABUSE POLICY	pgs. 65, 66, 67, 68, 69
HARASSMENT POLICY	pg. 70

ALCOHOL AND DRUGS POLICY	pg. 71
SMOKING POLICY	pg. 72
LEGAL CONSIDERATIONS POLICY	pg. 73
POLICE NOTIFICATION POLICY	pg. 74
ASSISTING POLICE AT THE PRYC	pg. 75
RUNAWAYS, AWOL'S, MPR WARRENTS POLICY	pgs. 76, 77
LIABILITY INSURANCE POLICY	pg. 78
STAFF/VOLUNTEER MISCONDUCT POLICY	pg. 79
OPERATIONS SECTION	pg. 80
KEYS POLICY	pg. 81
COMMUNICATION BOOK POLICY	pg. 82
ATTENDANCE RECORDS POLICY	pg. 83
INCIDENT REPORTS POLICY	pgs. 84, 85
REFERRAL PROCESS POLICY	pg. 86
SIGN-IN POLICY	pg. 87
CANTEEN OPERATION POLICY	pg. 88
TELEPHONE USE POLICY	pg. 89
OPENING AND CLOSING POLICY	pgs. 90, 91
RULES SECTION	pg. 92
GUIDELINES ABOUT RULES	pgs. 93, 94, 95
BANNING AND SUSPENSION PROTOCOL POLICY	pg. 96
DEALING WITH WEAPONS POLICY	pgs. 97, 98
SERIOUS OCCURANCE REPORTING POLICY	pg. 99
SIGN-IN FORM	pg. 100
KEY SIGN-OUT FORM	pg. 101
FUNDRAISING EVENT INCOME FORM	pg. 102
PETTY CASH-REFUND REQUEST FORM	pg. 103
VOLUNTEER HOURS/ACTIVITY FORM	pg. 104
CANTEEN PERSONNEL SIGN-IN/OUT FORM	pg. 105
CANTEEN INCOME FORM	pg. 106