



**NEST COMMUNITY LEARNING CENTER**  
**2020-2021 SCHOOL YEAR TUTORING PROGRAM**  
**Volunteer & STAFF Guidelines & Code of Conduct**

Thank you for partnering with NEST CLC's 2020-2021 Tutoring Program during the COVID-19 crisis. We could not even think about doing this without you! The following are rules and guidelines that have been put together to inform you, help you, and to keep you safe. If you have any questions, please don't hesitate to talk with a NEST representative: 513-781-1238 (please do not share--this line is for volunteers only) or email: nestlearningctr@gmail.com

**GENERAL GUIDELINES AND RULES**

- You must wear a NEST name tag while working on site,
- The NEST Manager for the assigned site will be wearing a NEST t-shirt and is the final authority on all aspects of the program. At the present time, NEST CLC is attempting to operate within COVID-19 guidelines and best practices as per the Ohio Department of Health. As those recommendations change, the safety guidelines that NEST CLC operates under will change as well. The NEST CLC Site Manager is responsible for informing and directing the volunteers and students on the most current COVID guidelines.
- Volunteers and Staff are expected to treat persons of all races, religions, and cultures with respect and consideration.
- Volunteers and Staff are to refrain from the use of language, physical conduct or behavior that could be misunderstood to be sexually suggestive, harassing, intimidating or offensive to program participants, fellow volunteers and staff. Permissible forms of nonverbal communication with children in the Tutoring Program are as follows: Eye Contact, Smiles
- No Volunteer or Staff member is permitted to stay at the site after the program is finished each day.
- By Ohio law, all Volunteers and Staff are MANDATED REPORTERS, which means they are required to report any suspected abuse or neglect of a child to the proper authorities. Any Volunteer that does suspect the abuse or neglect of a child must report their suspicions to NEST 513-582-0673 on the day of their suspicion.
- **No photographs of the children in the program may be taken**

- Volunteers and Staff of the Tutoring Program are expected to maintain confidentiality. It is not appropriate to talk about who is receiving benefits and/or to make remarks about them. NEVER share information with others regardless of an expression of good intentions. What happens at the site stays at the site.
- Refer all publicity requests (i.e. pictures/videos/write-ups) for the program to Evangeline DeVol Edevol11905@gmail.com or call 513-582-0673.

## **IF A CONFLICT OCCURS**

If a conflict occurs, please remain calm. Call 911 immediately if you feel threatened.

If a conflict occurs, please do not hesitate to bring it to the attention of NEST's managing team.

Depending on the conflict, remember we have a signed "Code of Conduct" for every child registered in the NEST Program. Refer to it if necessary.

If someone has a need that we cannot meet, a Resource Binder will be available with names and addresses of places to go that may help with that need.

If someone alleges discrimination, do not argue with them. Please give ask them to contact NEST: 513-582-0673

I have read/been informed of the NEST Community Learning Center Program's Code of Conduct and I accept all the rules of the program. I also release the NEST Community Learning Center, their staff, and volunteers from liability and responsibility in my child(ren)'s participation in the program.

Signature \_\_\_\_\_

Date \_\_\_\_\_