



Volunteer Handbook: Safety

— *Protecting Every Child in Our Care*

Every volunteer role at LTBL exists inside one non-negotiable framework: the safety of the children we serve comes before everything else, including convenience, including urgency, including good intentions.

1 SCREENING, BEFORE ANY CONTACT WITH CHILDREN

- Background and police record checks are required for every volunteer, regardless of role or level
- No volunteer has unsupervised contact with a child until screening is fully complete
- References are contacted directly, not just collected

2 CODE OF CONDUCT

- No volunteer is ever alone with a single child behind closed doors
- Physical affection follows the child's lead, never the adult's initiation
- No private communication with a child, no phone numbers, social media, or messaging exchanged directly
- Any photograph involving a child requires clearance before it is taken, not after

3 IF YOU SEE SOMETHING

Report it the same day, to the Director of Child Welfare & Safeguarding directly. You will never be penalized for raising a concern in good faith, even if it turns out to be nothing. Silence is the only wrong response.

4 WHY THIS MATTERS MORE HERE

Many of the children in our care have already experienced broken trust. Every safety protocol exists to make sure LTBL is never the place that breaks it again.