



Youth Protection Department: FAQ (revised 5/19/14)

SCREENING:

COACHES/MENTORS: Screening is integrated into the Team Information Management System (TIMS)* as part of the team registration process. Each team must have two screened Lead Coaches/Mentors in order to purchase product or access team roster.

Team Registration and payment may occur prior to screening being complete.

EVENT VOLUNTEERS: Screening takes place as part of the Volunteer Information Management System (VIMS)*. Once you apply to an event and/or event role you will be sent to screening.

***An important note**: If you have an existing account with *FIRST*, you will need to be sure that the name on file is your full legal name. Please contact the Youth Protection Department at 1-800-871-8326, Ext. 207 to have the name updated prior to beginning your registration process so an accurate screening may be conducted.

How do I get screened?

COACHES/MENTORS: You will be directed to the Verified Volunteer portal. On the initial screen you will be asked to authenticate your information by submitting the exact data that you entered into your TIMS account (email address, D.O.B, and your 5 digit zip code). Once you have completed this authentication, you will proceed through four (4) steps to “Get Verified”.

EVENT VOLUNTEERS: You will be directed from Volunteer Information Management System (VIMS) to the Verified Volunteer portal. On the initial screen you will be asked to authenticate your information by submitting the exact data that you entered into your TIMS account (email address, D.O.B, and your 5 digit zip code). Once you have completed this authentication, you will proceed through four (4) steps to “Get Verified.”

I volunteer for more than one *FIRST* program and/or I volunteer for a *FIRST* program and I also volunteer at events. Do I have to go through screening more than once?

No, once you have been screened, the “Passed” screening status appears on all *FIRST* systems.

What if the information on the Verified Volunteers is not correct?

The first authentication screening must match the information which is on file in TIMS. Once you are in to the Verified Volunteers site if you notice that information (name, address, etc.) is not accurate, you may update the data so the background screening will take place with the most up-to-date information. Please also make note of what needs to be updated and contact *FIRST* so that your TIMS/VIMS account can be updated accurately.

I am not comfortable giving out my social security number. Do I have to give my social security number to be screened?

No, it is entirely optional whether you would like to share your social security number on the Verified Volunteer portal. If you do choose to share that information on the Verified site, please note that *FIRST* does not have access to the social security number which you enter on your Verified Volunteer account.

What is the cost to get screened?

FIRST pays for the cost of screening for all volunteers. The volunteer does have the option to pay for their screening if they wish. Also, the volunteer is provided an option to share their results with other Youth Serving Organizations. The cost to share the screening results is \$3.99. These optional transactions are conducted on the Verified Volunteer website.

How often do I need to get screened?

Screening will be valid for 3 years.

I have been screened by the school I work for. Do I have to go through Verified Volunteer screening?

FIRST will certainly consider alternative screening as long as it was done in the last 24 months. Anyone wishing to do so may forward documents to the Youth Protection Department. Coaches may purchase a registration prior to screening, but may not order product until screening is complete on both Lead Coaches.

Do vendors or performers need to be screened in order to attend events?

No. *FIRST* does not require that they be screened. However, the event venue may have a rule that requires it.

Does *FIRST* obtain any financial information on individuals?

No.

If my team meets in my classroom do I still have to have a second Lead Coach / Mentor and do they need to be present at meetings?

Teams that meet in their classroom do not need the second Lead Coach/Mentor present.

I am involved with homeschool teams. Is it a problem that we meet in a residence?

If meeting in a public place is not an option, we understand. Please make sure you take extra precautions to ensure building safety, evacuation plans, etc. The “recommendation” that teams meet in a public place was not made a “requirement” because we understand that *FIRST* teams meet in a variety of circumstances.

VOLUNTEER AND EVENT QUESTIONS:

How are walk-on volunteers handled?

Walk on volunteers are handled in the same way they always have been. With supervision, and not assigned to work alone with students.

How will Youth Protection impact the schedule of the day? Will there be a longer time for volunteer check-in needed?

Screening event volunteers should not have much of an impact at event schedules as most are assigned in advance. Events will not have to check coach credentials.

Is there an outline by program of level of emergency and security personnel required?

Emergency service should be what the venue requires and what, event managers deem as adequate. This will vary from event to event and by program and distance to local hospitals, fire departments, etc.

Security personnel are not required but “recommended”. However, some venues will require them.

YPP POLICY:

Why does YPP differentiate between ‘recommendations’ and ‘requirements’?

FIRST Teams operate in a wide range of circumstances. We expect all teams to follow the YPP ‘recommendations’ as much as possible, in addition to ‘requirements’ which are mandatory. However, we realize that this is not always feasible.

The best judgment of Lead Coach/Mentors has always been, and will continue to be, critical to the safety of *FIRST* Team members. We expect all teams to follow every YPP recommendation, unless it is not reasonable to do so in the judgment of the Lead Coaches and Mentors, or it is not compatible with policies set by a hosting school/organization.

If anyone working with a *FIRST* Team, a parent or team member believes that a Lead Coach/Mentor’s judgment on a safety matter is not sound, the YPP Code of Conduct provides for that individual to notify our Youth Protection Department (YPD), if they cannot otherwise resolve the matter. Notifications may be done anonymously. The YPD will get involved, if necessary, and take action to protect the affected team members from a risky situation.

The Code of Conduct states that “individuals who fail to adhere to the YPP Code of Conduct may be expelled. How is “adherence” measured, and what is the procedure for enforcement?

We are asking adults working with teams to monitor each other as well as the team members. To recognize that abuse does not happen suddenly, but can be the end result of multiple behaviors leading up to the causing of harm. If an adult sees/hears another adult inviting a student to go out to his/her car to see something really cool... that observing adult should tell the offending adult that what they are suggesting is against the team rules and explain that crossing behavioral boundaries will not be tolerated. If the behavior stops and limits are respected, there is no problem. If the offending adult re-offends then the non-offending adult/s on the team need be prepared to tell that person that their services will no longer be needed on the team.