



Welcome to NOC!

Thank you for your interest in joining our team. Your time, energy, and care make a real difference in the lives of the children and families we serve. To ensure everyone's safety, please complete the steps below **before volunteering in a Learning Center**.

Volunteer Onboarding Checklist

Step	Description	Completed
1	Volunteer Application – Fill out and submit your application	<input type="checkbox"/>
2	Background Checks: NOC requires a background check for all adults prior to volunteering in a center: Beaufort County School District criminal background check or other criminal background check Please see Volunteer application for directions- this is done electronically and you will receive an email stating you have been cleared and may volunteer- forward this to the NOC office: admin@noc-sc.org before meeting with Program Manager	<input type="checkbox"/>
3	Policy Review & Acknowledgement – Review and sign all NOC policies applicable to your role	<input type="checkbox"/>
4	Program Manager Meeting: Discuss opportunities, days...	
5	Abuse Awareness & Response Training: must be done within 30 days- we use Abuse Prevention and they will send you a link via your email. This will be sent once we have your email address. NOC is notified when you have completed the training.	<input type="checkbox"/>
6	Annual Requirement – Re-acknowledge receipt and understanding of NOC Child Safety Policies	<input type="checkbox"/>

Important: Volunteers may **not** be placed in a Learning Center until all required steps, including cleared background checks, are completed and received by NOC.

Thank you for completing these steps and for helping us create a safe, welcoming, and supportive environment for every child and family in our care. If you have any questions, please call or email our office: 843-681-4100 or admin@noc-sc.org.



Volunteer Information Sheet

Your name: _____

Home address: _____

Cell phone: _____ Home phone: _____

E-mail _____

Learning Center Interested in Volunteering at:

Hilton Head:

Cordillo _____ Island Lutheran _____ New Oaks _____

Bluffton:

Lowcountry Presbyterian _____ Old Town _____

Beaufort: Waters at Ribaut _____

Office or Other: _____

Emergency information:

Name: _____

Relationship: _____

Cell phone: _____ Work phone: _____

Known allergies or medical conditions:

What are you most interested in helping with?

What are your hobbies or interests?



Neighborhood Outreach Connection Confidentiality Policy

NOC is committed to a high level of professional, legal, and ethical standards in the conduct of its business and interactions with its clients and partners. NOC is committed to protecting its confidential information and intellectual property, including but not limited to its business model, systems and processes, and business practices (know-how). NOC's "Confidential Information" consists of data, information, materials, and knowledge concerning its business other than information that is or becomes part of the public domain or that NOC regularly gives to third parties without restriction on use or disclosure.

"Confidential Information" also includes, but is not limited to, organization business information, business model and business practices (know-how), strategic and business plans, costs, donor database, finances, data and other information relating to children and families in its outreach programs, marketing and franchise plan, trademarks, and copyrighted works. "Intellectual property" includes, but is not limited to, manuals, designs, and learning center prototypes, examples and other documents and technical information developed by NOC.

All NOC Board members, employees, volunteers or contractors agree that they will not at any time directly or indirectly disclose Confidential Information of NOC to any person or entity outside of NOC or make any use of such Confidential Information or Intellectual Property in any way, commercially or otherwise, other than as is reasonably required to carry out the services of NOC. Each Board member, employee, volunteer or contractor agrees to prevent any unauthorized person from obtaining access to Confidential Information or Intellectual Property and to take all action reasonably necessary and satisfactory to protect such Confidential Information or Intellectual Property.

----- Date-----

Volunteer Printed Name

Volunteer Signature

----- Date: -----

Reviewed by Program Manager



August 1, 2026

Dear Staff, Teachers and Volunteers,

Neighborhood Outreach Connection (NOC) is doing everything we can to protect our staff, teachers, volunteers and the public. To this end, we will be following the Center for Disease Control (CDC) and local health department (DHEC) guidelines with regard to social distancing practices in order to reduce the spread of any infectious disease such as COVID-19.

This may require our staff, teachers and volunteers to maintain safe distance as much as possible. We may also be requiring this same procedure for employee-teacher, employee-volunteer and student contact in order to limit the exposure to all individuals.

We may require all individuals (students, staff, teachers, volunteers) to utilize either surgical masks or improvised masks such as scarves, bandanas, and handkerchiefs to reduce the risk of exposure to yourself and others. Everyone is required to wash hands or sanitize hands after using the restroom, sneezing, coughing, and before eating meals or preparing meals or snacks, and will properly wear and utilize sterile gloves.

I understand that I may be informed of or encounter sensitive Personal Health Information (PHI) for those that NOC serves. I agree to hold this information in confidence and will not disseminate any PHI except as allowed by law and/or per the policy and procedures of said organization which I am working or volunteering.

I understand that there is no direct medical health coverage afforded to me during my relationship with **NOC**. NOC is not responsible for any potential exposure to COVID-19 or any other infectious disease, which is not a direct result of negligence on the part of their staff, teachers, volunteers, or the organization. Unless specifically stated in writing, I understand that there is no South Carolina State Labor and Industries employment security insurance provided to me.

If we all work together, we can overcome the spread of this virus as well as other infectious diseases. NOC welcomes you to our facility. By signing below, you agree to comply with the written instructions above. Failure to comply with these written instructions or verbal instructions from teachers, staff or volunteers may result in your removal from the Learning Center.

Volunteer **Printed Name**

Volunteer **Signature**

Date: _____



General Media Release

I, NAME: _____ agree/ disagree to appear in media interviews, video recordings, or television broadcasts that are authorized by Neighborhood Outreach Connection.

I further give permission for my photograph to be used in printed materials or in other media forms that are authorized by NOC.

SIGNATURE: _____

DATE: _____



NOC Safety Policies & Procedures

Dear Staff, Teacher, Tutors and Volunteers (Field Team),

We appreciate you being part of Neighborhood Outreach Connection's (NOC's) community development efforts at our learning centers, programs and events.

This document as approved by NOC's Executive Committee provides a general overview of mandatory procedures and guidelines for NOC volunteers, staff, teachers and tutors. These are reviewed annually. The following policies listed in our attached summary document are intended to create a safe environment for children, protecting children, you, and the people we serve. The policies, procedures, and protocols have been adopted and will be strictly enforced. Violations of these policies are grounds for immediate dismissal or disciplinary action for both volunteers and other field team members.

NOC takes our responsibility to care for children very seriously. These guidelines are to facilitate a safe and nurturing environment. They are intended to protect the integrity of NOC and the safety of the children and people we serve.

Sincerely,

Julie Palma, MEd
Executive Director, NOC



Summary: Overview of NOC's Safety and Supervision System

NOC maintains a comprehensive child safety system to ensure the well-being of all children, staff, and volunteers across its Learning Centers and programs. NOC provides a safe, structured afterschool academic program focused on educational advancement, along with a Friday enrichment program that emphasizes personal development, leadership skills, and positive youth engagement. In keeping with NOC's business model, NOC Learning Centers serve children in pre-kindergarten through 8th grade (approximately ages 4–15). Programs operate Monday through Thursday for 1.5 to 2.5 hours per day, with approximately 25 program Fridays each year.

Screening & Training

All staff, teachers, tutors, and volunteers must complete a rigorous screening process before working with children, including an application, interview, reference checks, and a cleared criminal background check. Required training includes abuse awareness and sexual abuse prevention, with regular renewals. All team members must review and sign NOC safety policies.

Zero Tolerance for Abuse

NOC has a strict zero-tolerance policy for abuse, neglect, or inappropriate behavior or language. Any concerns, policy violations, grooming behaviors, or suspicions of abuse must be reported immediately to leadership and, when required, to law enforcement or South Carolina DSS.

Supervision & Access Control

Learning Centers, approved by the local Fire Departments, operate as closed sites with controlled access for up to 75 children. Children are supervised at all times by approved staff. When volunteers are present, NOC enforces a Two-Adult Rule—no adult or volunteer is ever alone with a child. Classroom doors remain open to ensure visibility and accountability.

Clear Conduct Guidelines

NOC policies address physical contact, one-to-one interactions, bathroom supervision, transportation, gift giving, use of technology, verbal interactions, and prohibitions related to intoxicants, tobacco, nudity, sexually oriented conversations, or materials. All interactions must be appropriate, observable, and child-centered.

Reporting & Enforcement

All reports are taken seriously and acted on promptly following NOC's procedures. Individuals accused of harmful behavior are immediately removed from child interaction during investigations. Failure to follow or report violations can result in disciplinary action, dismissal, or termination.

Parental Involvement & Child Release

Parents are partners in safety. Children are released only to authorized individuals using strict hand-to-hand pick-up procedures. Parents are contacted immediately in cases of illness, injury, or serious incidents.

Ongoing Responsibility

Policies may be updated as needed. All staff and volunteers are responsible for staying informed and complying with current NOC safety policies as a condition of involvement.

NOC's Safety and Supervision System

Because we care for children and desire to protect them, NOC requires all field team members (staff, teacher, tutors and volunteers) to complete **the following steps** *before employment or volunteer work begins.*

Mandatory Screening & Training

All Field team members (Volunteers, staff members, teachers and tutors) are required to complete the following:

- Employment/ Volunteer Application
- Face-to-face interview
- Reference check (staff, teachers and tutors)
- Cleared **criminal background check through Beaufort County School District**: a copy must be provided to the learning center or office.
- Additional checks through the National Sex Offender Registry, which is maintained by the FBI: <https://nsopw.gov/> *Please note the field team and volunteers may not be placed in a learning center until a passed background check is completed and provided to NOC.
- **Abuse Awareness and Response Training** through the following approved free platforms:
 - **ABUSE PREVENTION SYSTEMS**: Link will be sent to your email: <https://safetysystem.abusepreventionsystems.com/>
- Review and sign acknowledgement of ALL NOC policies (including the safety policies and procedures) as applicable by position at NOC and sign policies agreeing to comply with policy requirements.

Annual Requirement: All field team members must annually re-acknowledge receipt and understanding of NOC Child Safety Policies.

Sexual Abuse and Maltreatment Prevention Training

NOC's policies and procedures require that field team members avoid abusive behavior of any kind. The field team members are required to report any policy violations to the Program Manager (or neighborhood liaison if the program manager is not available) at the learning center. The Program Manager will immediately contact the Executive Director (or Chairperson if the Executive Director is not available) for proper procedures to follow.

The field team should have a basic understanding of the characteristics of sexual abusers and their behaviors in 'grooming' a child for sexual abuse. Grooming is the process used by an abuser to select a child, win the child's trust (and the trust of the child's parent or 'gatekeeper'), manipulate the child into sexual activity and keep the child from disclosing the abuse. Because sexual abusers 'groom' the children for abuse, it is possible a staff member or volunteer may witness behavior intended to 'groom' a child for sexual abuse. Staff members and volunteers are asked to report 'grooming' behavior, any policy violations, or any suspicious behaviors to a supervisor or a specific member of the organization.

To equip NOC's field team with information necessary to protect a child from sexual abuse or maltreatment, NOC requires all staff members to complete the Sexual Abuse Awareness Training provided live or online through Child Abuse Prevention Association, CAPA. <https://capabeaufort.org/>. Sexual Abuse Awareness Training is required for staff and must be renewed every 2 years.

Child Safety Policy

If a child is in immediate danger or there is an imminent safety threat, call **911** immediately and then notify the Program Manager and the Executive Director as soon as possible.

NOC Learning Centers

NOC Learning Centers operate as **closed sites** for up to 75 children to ensure the safety and security of all children and field teams.

Access Control

- **Visitors, parents, and other children are not allowed inside** the center during program hours without prior approval from the Program Manager/ Neighborhood Liaison or Executive Director.
- All **external doors must remain closed and locked** at all times.
- Parents/guardians/siblings must remain outside during pick-up. They may not enter the building.

Classroom Supervision: Open Door Policy

- Classroom **doors must remain open** to allow a clear line of sight and ensure that field team members can hear activities in each room.

These procedures are mandatory and designed to protect the well-being of all children and staff members, teachers, and volunteers at NOC.

SUPERVISION POLICY

NOC is committed to ensuring the safety, well-being, and appropriate supervision of all students participating in our programs. This policy outlines the expectations and procedures for supervising children at all NOC Learning Centers and sponsored activities.

Staff Supervision

- NOC students must be supervised at all times by approved NOC staff members, which may include: Program Manager, Neighborhood Liaison, Program Support Staff, Teachers or Tutors
- Staff are responsible for maintaining active supervision, including during transitions between activities, restroom breaks, arrival, and dismissal.

Volunteer Guidelines

- NOC strictly follows a **Two-Adult Rule** when volunteers are present. This means at least two adults—staff members or approved adult volunteers—must be present when working directly with students.
- A volunteer, whether adult or student, may not be left alone with students at any time. Follow the Two-Adult Rule.
- Student volunteers must always be accompanied by an NOC staff member or an approved adult. They may not be left alone in a room with children under any circumstances.
- Volunteers may not discipline students, provide counseling, or make independent decisions regarding student safety or behavior.
- Volunteers must follow all supervision protocols as outlined during their orientation and training.

Enforcement

Failure to comply with this policy may result in immediate removal from volunteer duties or disciplinary action for staff, depending on the circumstances.

This supervision policy is designed to promote a safe, structured, and accountable environment for the children we serve.

ABUSE TOLERANCE

NOC has a **zero tolerance for abuse** in its programs and activities. It is the responsibility of every NOC field team member to act in the best interest of each child in every program.

In the event any member of the field team observes any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is their responsibility to immediately report the observations to the Program Manager (or neighborhood liaison if the program manager is not available) at the learning center and the Executive Director.

REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

NOC is committed to providing a safe, secure environment for children. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to the Learning Center Program Manager (or neighborhood liaison if the program manager is not available) and the Executive Director.

An element of the safe environment referenced above includes the fostering of a culture of reporting relevant information to an NOC program manager (or neighborhood liaison if the program manager is not available) and the Executive Director .

Because sexual abusers ‘groom’ children for abuse, it is possible a staff member or volunteer may witness behavior intended to ‘groom’ a child for sexual abuse. Staff members and volunteers are asked to report ‘grooming’ behavior, any policy violations, or any suspicious behaviors to the NOC Program Manager (or neighborhood liaison if the program manager is not available) and the Executive Director.

ENFORCEMENT OF POLICIES

NOC Program Managers (or neighborhood liaisons if the program manager is not available) who supervise other staff members or volunteers are charged with the diligent enforcement of all NOC policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from positions for both volunteers and other field team members. Final decisions related to policy violations will be the responsibility of the NOC Executive Director.

Reporting Abuse or Suspicions of Abuse

All safety-related incidents, boundary concerns, policy violations, or suspicious behaviors must be:

- Documented in writing on NOC’s Incident Form
- Submitted to Program Manager or Neighborhood Liaison and the Executive Director within required timelines- 24 hours.
- Retained in accordance with NOC’s record retention policy

Documentation is required even when allegations are unsubstantiated.

REPORTING VIOLATION OF POLICY

In order to maintain a safe environment for our children, NOC field team members must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies. All questions or concerns related to abuse of a child should be directed to Program Managers (or neighborhood liaisons if the program manager is not available) and the Executive Director .

CONSEQUENCES OF PROHIBITED OR HARMFUL ACT

Any person accused of committing a prohibited act or any act considered to be harmful to a child will be immediately suspended from all child interaction and NOC programs, events, and activities.

This suspension will continue during any investigation by law enforcement or a child protective agency.

Any person found to have committed a prohibited act should be prohibited from future participation as a field team member in all activities and programming that involves children or vulnerable populations at NOC. If the person is a staff member, teacher or tutor, such conduct may also result in termination of employment from NOC.

Failure to report a prohibited act to the designated person is a violation of this policy and grounds for termination of employment of a staff member, teacher or tutor. Volunteers who fail to report a prohibited act may be restricted from participation in any activities involving children or vulnerable populations at NOC.

REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES

“South Carolina law requires that certain professionals report known or suspected cases of child abuse or neglect, because they have unique opportunities to observe and interact with children.”

South Carolina requires “Educational professionals: teachers, counselors, principals, school attendance officers” to report suspected cases of child abuse or neglect.

South Carolina law encourages all persons to report suspicions of abuse to the SC Department of Social Services (DSS) or local law enforcement. All NOC staff, teachers, tutors, and volunteers are considered mandatory reporters under South Carolina law and must report suspected abuse directly to DSS or law enforcement, in addition to notifying NOC leadership: Executive Director.

DSS provides protective services for children and vulnerable adults, as well as adoption and foster care services. To report suspected incidences of abuse or neglect, contact the South Carolina Department of Social Services:

- Toll Free Number: (888) CARE4US (888-227-3487)
- Submit a Report Electronically: <https://benefitsportal.dss.sc.gov/#/ran/home>

RESPONSE TO REPORT OF ABUSE

NOC will take appropriate action when a report of abuse occurs. The Program Manager (or neighborhood liaisons if the program manager is not available) will immediately report the information to NOC’s Executive Director. As necessary, the Executive Director will provide advice and guidance with the appropriate actions to follow and authorities to contact if needed.. The Program Manager will provide a written report to the Executive Director within 12 hours indicating who was involved, when (day and time), what happened, steps taken, and outcome if available. All safety-related incidents, policy violations, or boundary concerns will be documented and retained in accordance with NOC record-keeping policies

WHEN A CHILD HAS BEEN VICTIMIZED

If the field team has knowledge or a suspicion that a child is a victim of sexual abuse or other maltreatment, the information will be reported to The Program Manager (or neighborhood liaisons if the program manager is not available. NOC’s Executive Director will direct the field team members with the appropriate actions and authorities as outlined above.

BATHROOM SUPERVISION AND ASSISTANCE GUIDELINE

School-age children

School age children may be accompanied to the restroom for supervision and assistance when needed by a qualified field team member. (However, children should receive the minimum amount of assistance needed based upon their individual capabilities.) The field team should never take a lone child to the restroom.

If a field team member must go into the restroom to check on an individual child, he or she should seek out another worker to accompany him/her. If another worker is not available to accompany, he/she should go to the exterior bathroom door, knock, and ask if the child needs assistance. If the child requires assistance, the field team member should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing their activities, while the child remains behind the door of the bathroom stall.

Any assistance with the straightening or fastening of garments should be done in the presence of another field team member.

MEDICATION

NOC does not administer medication to children. This must be done by a parent/guardian or/a health professional.

GIFT GIVING

Staff members and volunteers are prohibited from providing special gifts to any individual child. Special occasions or special accomplishments should receive group acknowledgement and can easily be rewarded with group recognition (i.e., have the entire group sing Happy Birthday, etc.) Any requests for variance from this policy must be addressed to the Program Manager.

INTOXICANTS

NOC field team members are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while working in NOC facilities, programs, activities, events or while with children at NOC. The field team is prohibited from providing alcohol or illegal drugs to children.

TOBACCO and ALCOHOL

NOC is a tobacco and alcohol-free facility. NOC requires the field team to refrain from the use or possession of tobacco and alcohol products in the facility, and while in the presence of children or their parents. NOC field teams are prohibited from providing tobacco and alcohol products to children.

NUDITY

The NOC field team and older students should never be nude or undressed in the presence of children in their care.

ONE-TO-ONE INTERACTIONS WITH CHILDREN

NOC recognizes that meeting program objectives may occasionally require that field team members interact with children on an individual basis. Members should observe the following guidelines when interacting with children:

Individual Meetings

The field team should conduct one-to-one meetings with an individual child at a time when others are present and where interactions can be easily observed. **There will be no one-to-one meetings between a staff member or a volunteer and a child behind closed doors.** If a circumstance arises where a private one-to-one meeting does occur, the staff member or volunteers will notify the NOC Program Manager immediately before or after the meeting.

Transportation

NOC strongly discourages field team members from transporting children not in their direct care. Staff members may from time to time be in a position to provide transportation for children (emergency situations only). The following guidelines should be strictly observed when workers are involved in the transportation of children:

- 1) Children should never be transported without parental permission.
- 2) Children should be transported directly to their destination. No unauthorized stops should be made.
- 3) Staff members and volunteers should avoid physical contact with children while in vehicles.
- 4) No cell phones may be used by the driver while providing transportation for children.
- 5) No drivers under age 25 may provide transportation for children.

PARENTAL/ GUARDIAN CONTACT

Parents/ Guardians who leave their children in the care of NOC for services and activities will be contacted if their child becomes ill, injured, or has a severe disciplinary problem while participating in NOC programs, events, and activities.

PARENTAL INVOLVEMENT

Parents/ Guardians are encouraged to be a part of any and all services and programs in which children are involved in NOC. A parent accompanied by a child to any NOC program, event, or activity is responsible for their child's safety.

VOLUNTEER PARENTS

A parent who desires to participate in such a way as to have ongoing contact with children in NOC other than his/her own will be considered a Volunteer Parent. All Volunteer Parents are required to complete Volunteer Applications.

PHYSICAL CONTACT

NOC is committed to protecting the children in our care. NOC has implemented a physical contact policy that will promote a positive, nurturing environment while protecting children. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of NOC field teams must foster trust at all times – personal conduct must be above reproach. The following guidelines are to be carefully followed by anyone working in NOC programs:

1. Hugging, pats on the back and other forms of appropriate physical affection between the field team and children are important for a child's development, and are generally suitable in NOC's setting.
2. Physical affection should be appropriate to the child's age. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate touching and inappropriate displays of affection should be immediately reported to the program manager or the NOC Executive Director.
3. Physical contact and affection should only be given when in the presence of other children and other NOC field team members. It is much less likely that touches will be inappropriate or misinterpreted as such when more than two individuals are present and the touch is open to observation.
4. Do not force any physical contact, touch or affection upon a reluctant child. A child's preference not to be touched must be respected.

RELEASE OF CHILDREN

At the end of the program day or activity, the NOC staff are responsible for releasing children in their care only to parents, legal guardians, or other persons designated in writing by parents or legal guardians. If a child walks home, a parent/guardian must designate in writing that their child may walk home.

In the event a staff member is uncertain of the propriety of releasing a child, he/she should immediately locate or contact the Program Manager before releasing the child.

Child Pick-Up Procedures

- Parents/guardians/siblings must remain outside during pick-up and may not enter the building.
- There must be a hand-to-hand transfer of the child to the parent/guardian.
- Parents/guardians must come to the designated door or release area—remaining in a vehicle is not permitted—to ensure the child’s safe release.

SEXUALLY ORIENTED CONVERSATIONS

NOC field team members are prohibited from engaging in any sexually oriented conversations with children. They are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating, or sexual activities with any child in the program. This provision includes the use of cellular phones, text messages, e-mail, instant messaging and online chat rooms.

POSSESSION OF SEXUALLY ORIENTED MATERIALS

NOC field team members are prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, etc.) on NOC property or learning centers or events in the presence of children.

MEDIA AND PHOTOGRAPHY

This policy provides guidelines for the appropriate use of photography and media within NOC programs, ensuring all content reflects the dignity of students while supporting responsible marketing and outreach.

This policy applies to all NOC staff, volunteers, partners, students, and visitors involved in capturing or using media for NOC-related purposes. Failure to follow this policy may result in removal from NOC programs, volunteer roles, or other appropriate action.

Guidelines for Media Use

- Use of Devices
 - Only authorized staff may take photos for official NOC use.
 - Personal devices may not be used unless explicitly approved by NOC leadership.
- Appropriate Content
 - Images should reflect students/individuals/families in a positive, respectful, and appropriate manner.
 - Media should highlight program activities, engagement, and achievements—not individual challenges or vulnerabilities.
- Prohibition on Video Recording of Student Behavior
 - Video recording is strictly prohibited for the purpose of documenting or capturing student behavior.
 - This includes, but is not limited to, disciplinary situations, emotional responses, or conflicts.
 - Staff, volunteers, and visitors may not use any device to record behavioral incidents under any circumstances.
- Visitors and Partners
 - Visitors must receive prior approval before taking any photos.
 - All visitors must adhere to this policy and be supervised while on-site.

PERSONAL ELECTRONIC DEVICE USE

NOC enforces a No Cell Phone & Personal Device Policy to support continuous supervision, reduce distraction-related risk, and protect participant privacy.

All teachers, tutors, and volunteers are prohibited from using personal electronic devices while supervising or interacting with students during program hours. Devices must be silenced and kept out of sight. Personal communication, social media use, and the use of personal devices to photograph, record, or communicate with students are strictly prohibited. Limited device use is permitted only in program-related emergencies or with documented supervisory approval.

Students are not permitted to use personal electronic devices during program hours. Any devices brought on-site must be powered off or stored as directed by staff and may only be accessed in emergency situations with staff authorization.

Compliance with this policy is required as a condition of employment, volunteer service, and program participation. Violations are addressed immediately and may result in disciplinary action, removal from the program area, or termination of service or enrollment.

INTERNET/ELECTRONIC MEDIA/ CELL PHONE

No computer, tablet or cellphone at or related to NOC is to be used by the field team or children to engage in computer chat room discussions or visit pornographic or sexually inappropriate websites. Staff/volunteers will not have a personal interaction between a child via social media, texting, messaging, unless the parent/guardian is included. No private or disappearing-message platforms (e.g., Snapchat, Instagram DMs) may be used to communicate with students under any circumstance. Violation of this policy will lead to discipline from the NOC Executive Director. Any questions about inappropriate use of computers, tablets, cell phones or the suitability of a particular website should be discussed with the Program Manager.

VERBAL INTERACTIONS

Verbal interactions between the NOC field team members should be positive and uplifting. Field team members should strive to keep verbal interactions encouraging, constructive, and mindful of their mission to provide nurturing care to children. Field team members are expected to refrain from swearing in the presence of children.

Safety Policies and Procedures: Policy Updates and Field Team Responsibility

Please return this signed page with your volunteer packet to either the program manager and/or the office: admin@noc-sc.org

Neighborhood Outreach Connection reserves the right to revise, update, or implement new policies and procedures at any time to reflect organizational needs, program changes, or compliance requirements.

All staff, contractors, and volunteers are responsible for reviewing and understanding the most current version of the NOC Policies and Procedures Handbook. It is your responsibility to stay informed of any updates communicated by NOC leadership through email, meetings, or written notices. All field team members must re-sign a Child Safety Policy Acknowledgement annually.

By participating in NOC programs, you agree you have read the current policy and agree to comply with all current policies and procedures as a condition of your continued involvement.

Printed Name

Position with NOC

Signature

Date

Reviewed by Executive Director and/or Program Manager

Printed Name _____ Signature _____

Date: _____

Background Check

In order to volunteer with NOC, you must complete a background check. NOC does this through Beaufort County School District. If you have previously completed a background check through another organization (within a year), NOC will need a copy of your current secure volunteer card or the background check.

The Beaufort County School District process takes about 5 minutes and is free. Please follow the instructions below.

1. Visit: The Beaufort County Schools Volunteer Site:
<https://www.beaufortschools.net/community/volunteer>
2. Fill out the form with your information and the school location information below (if asked)
3. Complete all information fields.
 - a. Please select from the following schools to list in your application:
 - i. **Hilton Head: New Oaks, Cordillo, or Island Lutheran:**
Hilton Head Island Elementary, Hilton Head Island School for Creative Arts, Hilton Head Island Early Childhood Center, Hilton Head Island Middle School
 - ii. **Bluffton: Lowcountry Presbyterian and Old Town:** Michael C. Riley Bluffton Elementary, Bluffton Middle, Red Cedar Elementary, HE McCracken Middle School
 - iii. **Beaufort City: Waters at Ribaut:** Beaufort Elementary, Beaufort Middle
4. The background check takes approximately 1-2 weeks to complete. You will receive a volunteer email stating you are ready to volunteer.
5. Email your volunteer acceptance to admin@noc-sc.org or provide the program manager with a copy of the volunteer approved email.