

## School & Site Based Ground Rules

Big Brothers Big Sisters of Northern Nevada (BBBSNN) prioritizes child safety (physical, sexual and emotional) and child privacy, as well as creating a positive, respectful and appropriate mentor relationship between volunteer Bigs and youth Littles. The following guidelines have been established to ensure the safety and well-being of the children we serve.

### 1. Match communication

- a. Matches are expected to meet in person once each week when school/site is in session.
- b. Matches may meet on school/site grounds or at locations of school/site sponsored field trips only.
- c. Matches should not make plans to meet somewhere else in the community, such as a park or restaurant.
- d. Matches have phone call privileges and should be in communication by phone or writing during school/site breaks or when someone is going to be unable to meet on a regularly scheduled day.
- e. Matches may communicate via text, email, social media, or other means with prior approval of parent/caregiver.
- f. Bigs are required to check in at the front desk (badge/sticker must be worn).

### 2. Activity Budget & Gifts

- a. Most activities should be low cost or free.
- b. It is OK to do something special occasionally.
- c. Bigs should spend \$30 or less per month on their Little for the cost of activities.
- d. Gifts should be limited to birthdays, holidays, or other special occasions, and should be worth \$25 or less
- e. Please speak with Match Support before giving your Little things you no longer use such as clothes, computers, bikes. etc.
- f. Big may not provide financial or monetary assistance to the youth or family.

### 3. Youth supervision

- a. Big is responsible for youth during their meeting.
- b. Children should go back to their classroom (schools) or program (site) after meeting with Big.

### 4. Discipline

- a. Bigs should provide clear expectations and boundaries before each outing.
- b. Big should provide encouragement, support, and direction, but should in no way be involved in disciplining a Little.
- c. If a Big is having difficulty with their Little's behavior during an activity, first try to re-direct their behavior. For serious behavior concerns or where safety is at risk, contact teacher/school or site counselor right away and consider ending activity early.
- d. Please let the Little's teacher/school or site counselor and your Match Support Specialist know about any challenges you are having as well.
- e. The match relationship should not be used as a reward or punishment; seeing the Big should not be contingent on the child's behavior.

### 5. Including Others

- a. The match must have been meeting at least three (3) months before doing an activity where another person is invited.
- b. Activities where other people are included may not exceed more than once per month.
- c. If you invite others on your activities, remember that the Match Promise and BBBSNN approval is limited to the Little that you are matched with. If another child or person is injured, liability will fall on your shoulders.

### 6. Transportation

- a. Bigs are **not permitted** to provide transportation to their Little for any reason.

## 7. Photos, Digital Technology & Social Media

- a. Bigs and Littles may take photos of their activities. Match Support Specialist or parents/caregivers should be notified if photos are taken and have the right to view all photos.
- b. Big must request parent/caregiver permission to post a photograph of a Little in a public place or in any media, including but not limited to newspapers and social media sites such as Instagram.
- c. Little's privacy must be maintained at all times during the match relationship. Big may not post any information (photos or commentary) that contains specific identifying information, such as: Little's last name, the school/site the Little attends, Little's address, information about the Little's schedule, etc.
- d. Use of social media (e.g. by friending on Facebook) between Big, Little, and Little's family is not encouraged. However, if the Big wants to consider the use of social media with his or her Little the child's parent/caregiver and BBBSNN approval is required.
- e. If the Agency believes that the Big's online activity does not represent the Agency or appropriate role modeling, BBBSNN may close the match.

## 8. Weapons

- a. Any firearms, archery, and/or other weapons ownership by the Volunteer Big applicant must be:
  - i. Disclosed to BBBS's Agency Staff at enrollment and throughout the life of the match;
  - ii. Disclosed to the child's parent/caregiver by BBBSNN Staff; and
  - iii. The Volunteer Big must attest to the fact that any weapons, firearms or ammunition ownership are licensed, permitted, registered, and handled in accordance with all applicable state and federal laws.
- b. Big should not keep any type of weapon on their person or in their vehicle while meeting with a Little, even if Big has a valid permit to do so.

## 9. Cell phones

- a. Phones should be put away when spending time together.
- b. Use of phone or calls, texts, music, social media, or other features should be limited to emergencies.

## 10. Drug, Alcohol, and Tobacco Use

- a. You may never use tobacco or alcohol during outings with your Little, even if it has been offered by the parents
- b. Drug use at any time while being a Big is strictly prohibited and will result in Match closure
- c. Model and encourage healthy life style choices including saying no to drugs, alcohol and tobacco

## 11. Home & Overnight Visits

- a. Home visits or meeting outside your meeting site **are not permitted** for any reason.
- b. Overnight Visits **are not permitted** for any reason.

## 12. Personal Space & Privacy

- a. Remember that everyone has his or her own sense of personal space and boundaries
- b. Your Little is old enough to change clothes and use the restroom without help. Allow your Little his/her privacy, unless illness or disability requires your assistance.
- c. Rough housing, tickling, play fighting, wrestling and other similar physical activities are not appropriate
- d. Hugs, high fives, handshakes or a pat on the back are appropriate ways to show affection to your Little, but Bigs should ask first before giving a hug.
- e. If you have a Little who has poor boundaries for personal space, let him or her know what you are OK with and ask your Match Support Specialist for help on how to deal with this.
- f. Bigs may not keep a secret for their Little if it involved the safety, health, or wellbeing of the Little or anyone else.

g. Bigs may never ask nor suggest that a Little keep a secret for them.

**13. Talking about dating, sex, drugs, gangs or other difficult topics**

- a. Big should encourage Little to make healthy, positive, age appropriate choices
- b. Big must tell your Match Support Specialist right away if difficult topics come up in order to:
  - i. Help decide what advice and information is appropriate to provide as a Big
  - ii. Help determine what information must be shared with parent/caregiver and possibly law enforcement/child protective services
  - iii. Help find resources for you and your Little
  - iv. Respect a Little’s embarrassment, worries, and concerns about privacy about these topics.

**14. Medical Emergencies and Accidents**

- a. Alert a teacher, clinic aide, or other staff person if an injury or emergency occurs while you are meeting your Little at school/site.
- b. Let the school/site and your Match Support Specialist know about any injuries. You must also tell them if there was an accident, regardless of whether an injury occurred. For example, you got into a fender bender, or your Little fell the swings, but seems OK, etc.

**15. Child Abuse**

- a. All BBBS Staff and Bigs upon having knowledge of an incident of child abuse, neglect, or exploitation, or having reasonable cause to believe a child has been or is being abused, neglected, or exploited **MUST**:
  - i. report to law enforcement or child protection authorities immediately and no later than 24 hours by phone, in **accordance** with state and federal law;
  - ii. inform BBBSNN of any incident or allegation of child abuse, neglect, or exploitation

We agree to abide by the Ground Rules provided in this document. We understand that violations of Ground Rules may result in Match closure.

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**Little’s Signature** **Date**

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**Big’s Signature** **Date**

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**Match Support Specialist’s Signature** **Date**