

WYSE TRAINING COMPONENT 6: Accountability and Expectations

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WYSE Policies 101

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WYSE Policies 101

Access the WYSE Policies on the Directors Portal:
www.WYSE.org/directors-portal password: “wyse”

	POLICY	DESCRIPTION
MENTOR	WYSE Criminal History Background Check Policy and FAQs	All WYSE mentors are required to undergo a criminal history background check to abide by WYSE policies in place to protect both the organization and the communities we serve.
	WYSE Reporting Policy	Outlines what a WYSE mentor or director should do in the case of a potentially dangerous and legally damaging situations that could be detrimental to our mentors, mentees, and the national organization.
	WYSE National Mentor Contract	Required submission by every WYSE mentor starting in fall 2019. Describes the roles and responsibilities of a WYSE mentor.
	Sample: WYSE Mentor Absence Policy	Some branches may find it useful to customize and add this absence policy to the WYSE National Mentor Contract.

	POLICY	DESCRIPTION
MENTEE	WYSE Mentee General Permission Slip	Required submission by every WYSE mentee.
	WYSE Field Trip Permission Slip	Every group field trip and individual mentor/mentee outing must occur with the full consent of parents/guardians. The WYSE Branch will collect and retain signed permission slips and transportation permission slips when appropriate (including whenever required pursuant to applicable law or School or WYSE guidelines).
BRANCH	Roles & Responsibilities of WYSE Board and Branch Directors	A comprehensive document outlining the commitments to be upheld by the WYSE National Board of Directors and each branch Director Team.
	WYSE National Norms	Describes the 10 National Norms that uphold the integrity of WYSE's national organization, brand, mission, and core operating principles.
	Memorandum of Understanding (MOU): WYSE – Middle School	Outlines the roles and responsibilities of WYSE National and the WYSE Branch as relating to the relationship with the middle school and mentees.
	Memorandum of Understanding (MOU): WYSE – University	Outlines the roles and responsibilities of WYSE National and the WYSE Branch as relating to the relationship with the university and mentors.
	Sample: WYSE Branch Constitution	Some branches may find it useful to have a Branch Constitution that further outlines the roles and responsibilities at their branch.



Overview of Mandated Reporting Policy

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The full text of the WYSE Mandated Reporting Policy can be found on the Directors Portal: www.WYSE.org/directors-portal password: “wyse”

While in certain states WYSE operates, mentors may not be legally what is termed a “mandated reporter” of child abuse, sexual abuse, and/or neglect, **WYSE advises all adults - in any capacity - to make a report if there’s a “reasonable suspicion” of abuse or neglect.**

If a mentee is or indicates that they are suicidal, homicidal, or in danger of bodily harm, or if she expresses concern or evidence regarding physical or sexual abuse or neglect, the mentor **MUST** immediately notify the WYSE Board by calling Anna Shaw-Amoah, 908-391-8986, and sending a completed reporting form in an email message to info@wyse.org, with a subject line of “Reporting Policy Compliance” within 24 hours of incidence.

The WYSE Mentor’s Role

- It is key to emphasize “confidentiality” from the beginning of the WYSE mentor’s mentoring relationship, however that confidentiality does not extend to harm of oneself, another person, or disclosure of someone harming them.
- Let your mentee know that if you find out she has been, is being, or fears being hurt, you will have to tell someone because you care about her (this goes for siblings too). Then, if you tell her you need to make a report, she will not be as surprised or feel that trust has been violated.
- If your mentee is “removed” from her home, try to stay in touch and be a consistent part of her life through trauma.
- Remember to get the support you need whether it’s for self-care, or needed from your branch directors or the National Board.

The WYSE Board’s Role

- As college student volunteers, each mentor’s role is NOT to handle legal matters regarding abuse and neglect of mentee minors, but to be a support system and friend to female youth. The WYSE Board will flag each incident and keep active watch to monitor the situation.
- The WYSE Board also seeks to legally protect the mentor and will do so if the mentor follows the procedures in this Policy. In order for this insurance to benefit the mentor, the WYSE Board must be alerted to the situation.
- The WYSE Board is committed to responding to the WYSE branch within 24 hours of notification and will provide instructions on next steps.

Definitions of Child Abuse and Neglect

- Watch a short video from the Centers for Disease Control (CDC) on the definition of child abuse and neglect. <https://www.youtube.com/watch?v=6kcKX2In0B0>
- State definitions of child abuse and neglect vary. View your state’s resources linked in the WYSE Reporting Policy, accessed at <https://www.WYSE.org/Director-Login> with the password “wyse”.

How to Make a Report



- The WYSE Abuse Reporting Form must be completed by the mentor or branch director and submitted to the WYSE Board within 24 hours of reasonable suspicion that a mentee is experiencing abuse.
- Access the WYSE Abuse Reporting Form at <https://www.WYSE.org/Director-Login> with the password “wyse”.
- Important information to collect for a written report include:
 - Child’s name, address, present location, school/grade/class
 - Names, addresses and phone numbers of child’s parents/guardians
 - Contact Information of potential offender / abuser
- The WYSE Board will respond within 24 hours via email or phone with additional instructions and guidance.

What Happens When a Report Is Made

- The WYSE Board will respond to the mentor who made the report within 24 hours via email or phone with additional instructions and guidance.
- The WYSE Board will complete a report and file it with the appropriate State agency within 24 hours.
- In some cases, the State agency may require the mentor to be interviewed or make contact with them directly.
- If the child abuse and neglect is suspected to be by any WYSE program representative or volunteer, the alleged abuser will be investigated by the WYSE Board and immediately restricted from contact with youth. In the case of suspicion of a mentor, the parent/guardian of the mentee will be immediately informed of the suspicion.



Overview of Mentor Criminal History Background Check Policy

Mentor Training Component: 6. Accountability and Expectations

The full text of the WYSE Mentor Criminal History Background Check Policy and FAQs can be found on the Directors Portal: www.WYSE.org/directors-portal password: “wyse”

Background checks for WYSE mentors are MANDATORY and need to be completed before the mentor attends their first session or has contact with a WYSE mentee.

Results must be submitted to the Board by Oct. 30. Mentors who join WYSE after sessions begin must immediately obtain a background check.

If you are a returning mentor and have NOT had a lapse of WYSE service for more than 6 months, you do not need to complete a new background check. Complete the relevant section on the last page of the WYSE Mentor Contract to certify that you have not been convicted of any criminal activity since your last criminal history background check submitted to WYSE.

Background check results and identifying mentor information must be treated securely. WYSE recommends saving secure information in encrypted file formats on phones or computers prior to upload and deleting files after use. Mentor contracts (and background check results, unless otherwise fulfilled) must be submitted via the WYSE Data Submission Tool at <https://tinyurl.com/WYSEDataSubmission>.



Overview of WYSE National Mentor Contracts

Mentor Training Component: 6. Accountability and Expectations

The full text of the WYSE National Mentor Contract can be found on the Directors Portal:
www.WYSE.org/directors-portal password: “wyse”

National Mentor Contracts for WYSE mentors are MANDATORY starting in 2019-20.

Mentor Contracts include the following elements:

- Agreement of volunteer status
- Notice of background check
- Notice of drug-free policy
- Training, Handbook, and Branch Mentor Contract
- Insurance disclaimer, emergency care
- Confidentiality
- Mandatory reporting
- Release
- Data security and use
- Entire agreement, severability, and eligibility to volunteer

Mentor contracts (and background check results, unless otherwise fulfilled) must be submitted via the WYSE Data Submission Tool at <https://tinyurl.com/WYSEDataSubmission>.



Overview of WYSE Drug-Free Policy

Mentor Training Component: 6. Accountability and Expectations

The full text of the WYSE Drug-Free Policy can be found on the Directors Portal:
www.WYSE.org/directors-portal password: “wyse”

- WYSE is a drug-free environment.
- Mentors found to be in violation of WYSE's drug-free policy may see their relationship as a WYSE volunteer be terminated.
- WYSE prohibits:
 - The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription **on middle school premises or while performing any WYSE activities.**
 - Being impaired or under the influence of legal or illegal drugs or alcohol away from the middle school premises, or possession, use, solicitation for, or sale of legal or illegal drugs or alcohol **away from the middle school premises**, if such impairment or influence adversely affects the volunteer's performance, the safety of the volunteer or of others, or puts at risk WYSE's reputation.



Overview of WYSE Communications Policy

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Branches must all use the national WYSE logo to represent their part of the national 501(c)3 nonprofit organization. In addition, branches may create and promote their own logos.

It is imperative that all WYSE participants and branches **communicate their connection to the national WYSE organization** in all external affairs, recruitment, and PR communications.

Any questions on Communications can be directed to Lauren Gorski Allen, lauren@wyse.org.