



HEARTBEAT FOUNDATION INC.

At Heartbeat Foundation, the safety and well-being of the youth and families we serve is our highest priority. All volunteers are expected to uphold the standards outlined below while serving in any capacity.

1. Purpose

This policy establishes clear expectations for all individuals volunteering with Heartbeat Foundation. It ensures a safe, respectful, and structured environment for youth, families, staff, and community partners.

2. Scope

This policy applies to all volunteers, including:

Event Support Volunteers
Earn & Learn Session Support
Facilitators

Committee Members

Community Volunteers

Compliance with this policy is required for participation in all Heartbeat Foundation activities.

3. Professional Standards

All volunteers must:

Act with integrity and professionalism
Treat youth, families, and fellow volunteers with dignity and respect
Follow event leadership instructions
Maintain appropriate language and behavior
Represent Heartbeat Foundation positively in the community

4. Youth Safety & Supervision

Heartbeat Foundation maintains strict supervision standards:

One-on-one unsupervised interaction with youth is strictly prohibited.

At least two adults must be present at all times during youth engagement activities.

Volunteers must remain in visible, open, and appropriate settings when interacting with youth.

If a volunteer finds themselves alone with a youth, they must immediately relocate to a supervised area and notify leadership.

These measures protect both youth participants and volunteers.

5. Professional Boundaries

Volunteers may not:

Exchange personal contact information with minors
Connect with minors on personal social media accounts
Provide transportation to youth without written authorization
Provide personal gifts to individual youth without approval
Engage in inappropriate physical contact
Clear and appropriate boundaries must always be maintained.

6. Confidentiality & Privacy

Volunteers must:

Protect the privacy of youth and families
Not share participant information outside official purposes
Not post photos or videos of youth without organizational authorization and documented consent
Confidentiality applies during and after volunteer service.

7. Substance & Safety Policy

Volunteers may not:

Consume alcohol or illegal substances during service
Arrive under the influence
Carry weapons at any Heartbeat Foundation event
Safety is non-negotiable.

8. Reporting Responsibilities

Volunteers must immediately report:

Suspected abuse or neglect
Policy violations
Unsafe environments or behaviors
Reports should be made to event leadership or Executive Leadership.

9. Policy Enforcement

Heartbeat Foundation reserves the right to:

Suspend or remove any volunteer
Deny volunteer placement
Terminate volunteer service at any time
Violations of this policy may result in immediate dismissal.

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WWW.HEARTBEATORGANIZATION.COM



INFO@HEARTBEATORGANIZATION.COM



(470) 797- 0001

