



**COPES 4 Youth
Youth Peer Center
Policies and Procedures
2024**

This document was created and revised in January 2024 by the COPES staff listed below.

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In this document the terms “clients” and “participants” refers to any youth attending/receiving services from the COPES 4 Youth Peer Center. These terms are used interchangeably.

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INTRODUCTION

COPES 4 Youth Peer Center Overview

The COPES 4 Youth Peer Center strives to provide struggling youth with a safe, welcoming, and stigma-free environment to receive quality substance use prevention and intervention services. At COPES 4 Youth we rely on peer-to-peer support to empower young people through shared experience and examples of successful recovery. At our youth focused peer center, young people can receive peer support from trained peer support specialists, meet other youth focused on abstaining from substance use, gain leadership and job readiness skills, and work to achieve their personal goals. COPES 4 Youth will help to break down barriers and meet young people where they're at in their own health journey.

Objectives

1. Provide a safe, stigma-free, substance-free space for youth.
2. Empower youth through shared experience by fostering peer-to-peer support.
3. Educate youth and families on substance use harm and provide intervention services to encourage abstinence and recovery.
4. Meet young people where they're at and utilize best practices for various pathways to success specific to the individual.

Facility

Pendleton: The Pendleton COPES 4 Youth Peer Center is located at 200 SE Hailey Ave Suite 303. **This is the location of our current adult Peer Center as well as the COPES Outpatient Treatment facility.** The Youth Peer Center will be located on the 3rd floor of the building and have an entrance separate from the adult facility. This location is within walking distance from downtown Pendleton and a Kayak bus stop.

Hermiston: The Hermiston COPES 4 Youth Peer Center is located on SW 11th st. **This location shares a building with the COPES Adult Peer Center** but has a separate entrance away from adult programming.

Facility Amenities

- Peer support
- Computers with regulated internet access
- Printers
- Space for completing homework and homework help when requested
- Basic school supplies (pencils, markers, rulers, scissors, gluesticks, paper)
- T.V with gaming console and selection of appropriate movies and T.V shows
- Games, puzzles, books, and arts & crafts

- Resume building and interview practice
- Connection to other community resources
- Additional events/activities
- Healthy snacks

Hours of Operation

Normal Hours: Monday-Friday 2:30pm-6:00pm

Summer Hours: 12:00pm-6:00pm

Closure due to National Holidays or Inclement Weather will be posted to the COPES 4 Youth Website.

Youth Participants will be responsible for checking into and out of the Peer Center.

Participants are responsible for arranging their own transportation to and from the center.

Participant Eligibility

For a youth to participate in COPES 4 Youth Peer Center activities they must meet the following criteria.

- Participant must be between the ages of 14-17 (18 if still in high-school)
- Participant is struggling with or wanting to prevent substance misuse
- This is a voluntary program, participants must wish to seek services at their own will

I. YOUTH PROGRAM SAFETY POLICIES AND BEST PRACTICES

Policies and Procedures for Working with Youth

COPES 4 Youth adheres to the following policies broadly accepted as standards of care for youth. **Deviations from these policies are not generally permitted.**

Requirements for working with Youth

- Individuals who perform functions or duties that regularly require interaction with minors in a private setting or without direct supervision on-site must receive a criminal history check from the Department of Human Resources.
- Employees and volunteers who meet the above criteria and work with youth on an ongoing basis must have a new criminal history check every two years.
- Faculty, staff, and volunteers who work with youth must have adequate training to perform their duties. Adequate training will vary depending on the duties of the position. For more information and examples, see the *Orientation and Training* section.

- All youth program faculty, staff and volunteers are **required** to report suspected child abuse. See, *Responding to Suspected Child Abuse* section of this manual.
- All youth peer center staff must complete and maintain certification for CPR/First Aid as well as Mental Health First Aid and QPR Suicide Prevention.
- Program leaders must submit participant data and certify policy compliance annually.

Best Practices for Working with Youth

- To provide and maintain the safety for youth participants and peer center staff the recommended supervision ratio for on-site programs is two staff for every ten youth. An adult volunteer may take the place of a COPES staff member, but there must be at least one COPES staff on-site at all times. Staff and volunteers should avoid one-on-one situations with youth participants. *This excludes one-on-one mentoring provided by a trained peer specialist.*
- COPES 4 Youth Staff are responsible for youth participants once the participant enters the Youth Peer Center. Youth participants are responsible for arranging their own pick-up and drop-off to/from the center. COPES 4 Youth staff are not responsible for participants after the participant has left the center, this includes in other areas of the center building, the center parking lot, or transportation to/from the center. *Staff and volunteers are prohibited from providing transportation to youth.*
- When supervising youth participants COPES 4 Youth staff must remain within visual and/or hearing distance of the youth. *Exceptions to visual supervision include bathroom use.*
- Youth should not be left alone with other youth without supervision of COPES staff. This includes avoiding prolonged periods in the bathroom or other areas where visual supervision is not possible.
- Staff/volunteers who fail to adhere to these guidelines may face termination.

Social Policies to Protect Youth

Program policies that ensure a safe social environment reduce the chance of abuse. Staff training and supervision practices should create a sense of responsibility in staff, volunteers and program participants for following safe practices. Below are additional guidelines COPES 4 Youth follows for creating safe environments;

- Staff members will observe the physical and emotional state of youth each time they enter the COPES Peer center. Signs of injury or suspected child abuse or neglect **must**

be reported. See *RESPONDING TO SUSPECTED CHILD ABUSE* for further instruction.

- **Physical contact:** The use of physical contact for disciplinary measures is **NOT** allowed. Physical contact between an adult and youth should always be assessed for appropriateness and generally be avoided. Appropriate touching avoids contact with private body parts, avoids prolonged contact, and should be in response to the needs of the youth - **not** initiated by the adult. This could include a hand on the shoulder, or an appropriate hug when initiated by the youth participant. Any inappropriate physical contact by a staff or volunteer must be reported immediately and the staff member be placed on immediate leave.
- **Disciplinary measures** never include use of physical punishment or failure to provide necessities of care, such as food, water or shelter. Nor should punishments single out an individual for group ridicule. Read more about disciplinary measures in the *Consequences* section of this manual.
- Youth are protected from inappropriate adult conversations and topics, including but not limited to adult-oriented jokes or discussion of sexual interactions. Staff that use coarse or foul language around youth can face disciplinary action including termination.

Appropriate Boundaries Between Youth and Adults

The following is a list of policies COPE 4 Youth staff adhere to when interacting with youth participants. All staff receive annual ethics training including training in appropriate and safe relationships with youth participants.

- No COPES staff or volunteer shall interact with a youth participant through personal social media accounts including but not limited to Facebook, Instagram, X (formerly Twitter), and any other social media platforms. Participants may interact with the official COPES 4 Youth social media pages including Facebook and Instagram. These accounts are staffed and monitored by COPES 4 Youth employees. Any post/interaction to these accounts that do not adhere to the COPES 4 Youth Code of Ethics will be removed and reported.
- No COPES staff or volunteer shall interact with a participant through a personal cell phone number. In the nature of peer support work some contact outside of peer center hours is needed. In this case, peer staff will utilize a company provided number that is subjected to monitorization.

- COPES peer staff should avoid relationships with participants outside of their normal peer services. Any interaction with a participant should be done during working hours and under the duties of a Peer. Any outside contact with youth MUST be reported to a COPES supervisor.
- While it is in the scope of a peer to build relationships with participants, and participants can freely share information with their peer mentor, it is the Peers responsibility to maintain professional boundaries and inform the participant of the need to share information under certain circumstances including but not limited to threats to harm self or others and reports of abuse or neglect.

Emergency Procedures

The safety of youth participants and peer center staff is the top priority for COPES 4 Youth. Adhering to COPES Peer Center rules will help to maintain the safety of all individuals. In the event of an emergency the following procedures will be followed by COPES 4 Youth staff and volunteers.

1. All participants are required to provide COPES 4 Youth with two adult emergency contacts including names and phone numbers for each.
2. Assess the scope of the emergency: COPES 4 Youth staff are all trained in CPR/First Aid, and Narcan Administration, each training includes assessing the emergency and quickly determining next steps.
3. Each COPES 4 Youth site is equipped with a full Emergency Kit including emergency treatment for drug overdose.
4. Contact appropriate authorities: In the event of a medical emergency COPES 4 Youth will contact emergency services and the participant will be taken to the nearest emergency department/hospital. COPES 4 Youth will contact the person(s) listed as the participant's Emergency Contact.
5. Removal of dangerous persons: If a person; participant, or staff is posing a threat to program participants or staff members that person will be removed from the facility. If the threat persists, COPES 4 Youth may deem it necessary to contact law enforcement.

*In the event of an emergency staff members must assess and react accordingly. Standard staff to youth ratio policy may be excused in order to appropriately respond to the emergency.

Incident Reporting Procedures

When providing services to youth some incidents are unavoidable. In the case of an incident COPES 4 Youth staff must report the event in detail through our reporting system.

An incident is defined as; any issue or event in which a youth, peer, volunteer, or staff member mental or physical health has been threatened, attacked, or harmed in any way

- If an incident occurs that involves a youth participant, that participant's emergency contact will be contacted unless deemed inappropriate/unsafe by the COPES 4 Youth director.
- Any incident that occurred on-site (at either Peer Center location), or off-site at COPES 4 Youth sanctioned events will be documented by the peer center staff on duty. Each incident report will be reviewed by the program director.
- Incident reports should include as much detail as possible including names of people involved, what occurred, and the location and time of the incident.
- Incidents should be reported as soon as possible and no later than the end of day.
- Incident reports will be electronically saved for up to two years after the incident.

II. RESPONDING TO SUSPECTED CHILD ABUSE

Abuse Reporting Procedure

All COPES 4 Youth staff upon hire are required to be Oregon State mandatory reporters of child abuse. All staff receive annual training in mandatory reporting procedures. In addition, it is the policy of COPES 4 Youth that all volunteers working with youth act in accordance with the expectations for mandated reporting. All mandated reporters in the state of Oregon must report any and all confirmed and/or suspected cases of child abuse to DHS Child Welfare services or local law enforcement. Below are the COPES 4 Youth policies and procedures for reporting child abuse.

1. Required reporting to DHS Child Welfare or local law enforcement
2. Required reporting to Human Resources and Supervisor if abuse is in connection with COPES 4 Youth staff, property or program.
3. If there is an imminent threat of harm to others or self-harm, policy requires direct and immediate reporting to local law enforcement.
 - a. To the best of their ability COPES 4 Youth staff will keep the minor on site until law enforcement arrives.

4. All suspected cases must be reported to the project director and documented through the internal reporting system.
 - a. If needed, a peer supervisor will be available to assist with any reporting cases.

Internal Reporting of Incidents

To ensure an effective organization-wide response the following people staffed within Oregon Washington Health Network should be notified **as soon as possible** when a significant incident has occurred or an allegation of abuse has been made.

The program director will contact the response team immediately AFTER the initial report has been made to DHS and/or local law enforcement. As much information as possible should be given, including names of the people involved, what occurred, location and time.

The response team at Oregon Washington Health Network will follow confidentiality policies and procedures to the full extent allowable by law.

Oregon Washington Health Network Response Team

Erin Endicott, OWhN COPES 4 Youth Program Director

Jenna Stensure, Oregon Washington Health Network, Executive Director

Luis Ibarra, Oregon Washington Health Network, Behavioral Health Deputy Director

Melissa Solis, Oregon Washington Health Network, Human Resources

Supporting Victims of Abuse

Connecting the victim of abuse with appropriate support services is an important goal of COPES 4 Youth. When an allegation of abuse has been made, COPES 4 Youth will help to find the participant appropriate resources that may help in their recovery process including but not limited to;

1. Referral to Community Counseling Solutions, or other counseling services.
2. Referral to legal services including Crime Victim Assistance.
3. Continued support through Peer Mentor or youth support groups offered at COPES 4 Youth, and continued follow up with law enforcement.

III. EMPLOYEE REQUIREMENTS

Selection of Staff

Individuals interested in working with youth as a peer support specialist must complete the following application process to be considered to work with COPES 4 Youth programs.

1. Potential staff and/or volunteers will complete and submit a COPES 4 Youth application, including personal/professional references.
2. The applicant must authorize COPES to conduct a criminal history check.
3. The program director will analyze application and contact references.
4. If selected, the new employee will receive an orientation and training before beginning work.

IMPORTANT: Registered or convicted sex offenders, or persons criminally charged with a sex offense, are not allowed to have contact with youth in the context of being employed by, or volunteering for any COPES 4 Youth program/activity.

Orientation and Training

Before beginning work with COPES 4 Youth all employees must complete the following orientation and training processes.

1. All Peer Mentors must complete and pass a certified Peer Support Specialist, or Certified Recovery Mentor course accredited by the state of Oregon. Once completed the Peer must obtain a certification number and be listed in the Traditional Healthcare Worker registry within the Oregon Health Authority.
2. All Peer center staff must complete and maintain their CPR/First Aid Certificate
3. All Peer center staff must complete and maintain their Youth Mental Health First Aid certificate.
4. All Peer center staff must complete a two hour orientation to the program provided by senior peer center staff.
5. All Peer center staff upon hiring will be placed on a 60 day probationary period. During this time if the employer, or employee deems the position unsuitable for any reason the position may be terminated at any time.
6. All Peer center staff will receive annual ethics training as well as receive various other training and professional development opportunities throughout the year related to the area of youth behavioral health and peer support including but not limited to trauma informed and culturally responsive care.

IV. Youth Consent and Confidentiality

Youth Consent and Confidentiality

At COPES 4 Youth we respect the confidentiality of our youth participants. COPES 4 Youth will adhere to the following guidelines to protect the privacy of our participants.

1. COPES 4 Youth staff understand it is best practice to encourage youth to involve and notify parents of participation in COPES 4 Youth programming. COPES 4 Youth staff are

not responsible for obtaining consent from a guardian or notifying a guardian of youth participation. COPES 4 Youth does **not** require guardian consent for participation in programming if the participant is 14 years or older.

2. COPES 4 Youth will discuss confidentiality and information sharing practices with youth participants upon entering the program. Participants will review and sign the COPES 4 Youth informed consent and confidentiality agreement.
3. COPES 4 Youth staff are required to report the following;
 - Any and all cases of suspected child abuse
 - Threats of self-harm or suicide
 - Threats of harm to others

Peer center staff will use their professional training to determine what information is or is not appropriate to share.

****If there is a reasonable suspicion of abuse of a minor, even if the minor provided this information in confidence, COPES 4 Youth staff are legally required to report suspected abuse.**

Informed Consent Agreement

When consenting to services COPES 4 Youth will follow best practices in providing informed consent to the participant before beginning services. Youth participants will meet with a peer mentor upon entering the COPES 4 Youth program to review the following;

1. I understand that COPES 4 Youth is a youth based program focused on providing substance use prevention and early intervention resources to youth ages 14-18.
Initial_____
2. I understand that the peer mentors at COPES 4 Youth have a responsibility to set and uphold professional boundaries within the scope of a peer. My peer mentor has policies and procedures they are required to follow. I will do my best to respect those boundaries and policies. **Initial**_____
3. I understand that I am not permitted to contact a peer support member, staff or volunteer, on their personal phone or at their residence, and I understand that they have been instructed not to do so. I understand that this is for everyone's safety and to respect boundaries. **Initial**_____
4. I understand that the COPES 4 Youth peer center is a "drop-in" center which means I can come and go from the center at any time without an appointment. However, if I'm

wishing to receive a mentoring session from my peer mentor an appointment should be made. **Initial**_____

5. I understand that receiving services from COPES 4 Youth is completely voluntary. As a participant I can choose to cease receiving services at any time. **Initial**_____

6. I understand the confidentiality and information sharing policies COPES 4 Youth has in place. I have read through and/or a staff member explained to me the COPES 4 Youth confidentiality agreement. I signed the agreement stating that I understand the policies. **Initial**_____

7. I understand that there are rules and expectations all COPES 4 Youth staff and participants are required to follow. I have read through and/or a staff member explained to me the COPES 4 Youth Rules and Expectations Agreement. I signed the agreement stating that I understand the rules and expectations put in place by COPES 4 Youth. **Initial**_____

* This form has been read to me out loud in my preferred language and I have fully understood each point.

Participant Signature_____

Once participants have thoroughly read through and understood the informed consent policy the participant will sign the document and the document will be kept on record for up to 2 years AFTER the participant stops receiving services.

Parent/Guardian Involvement and Communication Policies

COPES 4 Youth follows at the agreement of the participant, best practices in including family in youth programming. While COPES 4 Youth staff will encourage and inform youth participants of benefits of family involvement we will not force a youth participant to agree to family involvement if they do not wish to. **A participant can agree to or revoke family involvement and information sharing at any time. Family involvement may include but is not limited to;

1. Information sharing of participant's activities.
2. Involvement (upon request of the participant) in peer mentoring meetings.
3. Family events/activities hosted by COPES 4 Youth.

Communicating with COPES 4 Youth

The phone number for the COPES 4 Youth Peer Center is (541)-304-3172

The direct phone number for the **COPES 4 Youth Program Director is (541)-304-2793**

Communication with Individual Staff

- Staff members at the Peer center are NOT permitted to share their personal contact information with participants, or families. Occasionally a peer may share their company issued number to provide continued peer services when needed.
- Please use the COPES 4 Youth Peer Center phone number for all general inquiries.
- If you have a concern or specific question regarding services your child is receiving please contact the program director.

Staying Informed

- For Peer Center hours/closures please refer to the COPES 4 Youth webpage allcopes.org/copes4youth, or social media sites on Facebook and Instagram. @copes4youth
- To stay up-to-date on COPES 4 Youth Peer Center activities please visit the COPES 4 Youth webpage allcopes.org/copes4youth, or social media sites on Facebook and Instagram. @copes4youth

V. RULES AND EXPECTATIONS

Center Rules and Behavioral Expectations

Below is the complete list of rules and behavioral expectations all COPES 4 Youth participants and staff are required to follow. These guidelines help to maintain the safety, privacy, and respect of all participants.

1. COPES 4 Youth Peer Center is proud to provide a safe space for all individuals regardless of race, religion, gender, or sexual orientation. Discrimination and hate will NOT be tolerated. This includes but is not limited to; harassment of any kind including sexual harassment, and verbal slurs/hate speech pertaining to race, ethnicity, disabilities, gender, and sexual orientation. Please report any form of harassment to a staff member. **Initial**_____
2. Physical violence of any kind toward another participant or a staff member is absolutely NOT allowed and will result in disciplinary action including but not limited to suspension from COPES 4 Youth peer center and program activities. **Initial**_____
3. Unacceptable behavior including verbal, or physical aggression toward participants or staff is not tolerated. While COPES 4 Youth staff understand some youth participants

may struggle with expressing difficult emotions and will work with participants to provide crisis management and education of offensive acts, COPES 4 Youth staff has a primary responsibility of maintaining safety and comfortability for ALL participants. Offensive, aggressive, or dangerous behavior may result in disciplinary action including but not limited to suspension from COPES 4 Youth peer center and program activities.

Initial_____

4. Public displays of affection (I.E. kissing, hugging, sitting on laps, holding hands) and inappropriate touching is not allowed in the youth peer center. In other words, “keep your hands to yourself”. **Initial**_____
5. Respect the space. COPES 4 Youth is a non-profit organization. We receive funding through grants and donations. Participants must respect the center, furniture, and other equipment in the center at all times. Destruction of property will not be tolerated.

Initial_____

6. Personal property: Respect other participants personal property items. If it is not yours don't touch it without permission. **Initial**_____
- **COPES 4 Youth is NOT responsible for any lost, stolen, or damaged personal items at the Peer Center or at COPES 4 Youth hosted events/activities. **Initial**_____
7. The possession of weapons of any kind is strictly forbidden. COPES 4 Youth staff has the right to confiscate the weapon and/or remove the participant from property.

Initial_____

8. Alcohol, drugs, tobacco products, or gambling will not be permitted at COPES 4 Youth centers or events. COPES 4 Youth staff has the right to confiscate any alcohol/drug substance, or paraphernalia. We strive to maintain a safe and substance free environment for all participants.**Initial**_____
9. All participants are required to to arrange their own transportation to/from the COPES 4 Youth Peer Center. All participants must leave the peer center and building upon closing. Peer center staff are NOT required to wait with participants for transportation.
(A Kayak bus stop is located around the corner from the Pendleton Peer Center.)

Initial_____

10. Participants of the COPES 4 Youth Peer center are expected to maintain the privacy and confidentiality of other youth participants. This includes refraining from sharing personal information of other participants, sharing information about other participants involvement in services, posting pictures to social media of other participants at COPES 4 Youth centers/events, and sharing personal stories shared from other participants at

COPES 4 Youth centers/events. More information on privacy and confidentiality can be found in the following section *Confidentiality Agreement*. **Initial**_____

11. participants are required to sign in and out of the center upon entering and leaving. This information can be shared with the parent(s)/guardian(s) of the participant upon request.

Initial_____

Participant Signature_____

Participant Confidentiality Agreement

The purpose of receiving services through COPES 4 Youth is to get help with problems in your life that may be leading you to substance use. When you receive services from COPES 4 Youth we want you to feel comfortable to talk about what is bothering you in a safe and private setting. When you are meeting with a peer mentor, or in a support group you may be sharing information that is personal and you may not want others outside of COPES 4 Youth to know. It is important that you and every other COPES 4 Youth participant feels comfortable speaking about the struggles they are experiencing. Knowing that what you say at COPES 4 Youth will be kept private can help build trust between yourself, your mentor, and other participants. In order to maintain a safe and private space for sharing, COPES 4 Youth staff and participants will follow these general guidelines.

1. COPES 4 Youth staff will keep the information shared with them during one-on-one mentoring sessions, or group sessions confidential unless we have the participants' written consent to disclose certain information. The COPES 4 Youth staff will follow this rule with the EXCEPTION of the following; (In these circumstances COPES 4 Youth staff is required by law or by the guidelines of their profession to disclose information whether or not they have permission to do so.) **Initial**_____
 - a. The participant shares they plan to cause serious harm or death to themselves, and the COPES 4 Youth staff believes they have the intent and ability to carry out this threat in the near future. **Initial**_____
 - b. The participant shares they have a plan to cause serious harm or death to someone else who can be identified, and the staff member believes you have the intent and ability to carry out this threat in the near future. **Initial**_____
 - c. The participant shares they are doing things that could cause serious harm to themselves or someone else, even if the participant does not *intend* to harm themselves or another person. **Initial**_____

- d. The participant shares they are being abused physically, sexually, or emotionally - or that they have been abused in the past. **Initial**_____
 - e. The participant is involved in a court case and a request is made for information about services the participant is receiving relating to substance use. *In this case COPES 4 Youth staff will NOT disclose any specific information without a Release of Information UNLESS the court requires us to do so.* **Initial**_____
2. Except for in situations mentioned above COPES 4 Youth staff will not disclose information shared during one-on-one mentoring sessions or group sessions. This includes activities and behaviors your parents may not approve of such as substance use - but do not put you or someone else in serious and immediate harm. If a participant's risk-taking behavior becomes more serious the COPES 4 Youth staff will use their professional judgment to decide if the participant could be in immediate danger and to contact the participant's parent(s)/guardian(s). **Initial**_____
 3. COPES 4 Youth will not share any information with the participant's school, medical providers, or other services without a signed Release of Information from the participant and/or the participant's parent(s)/guardians(s). **Initial**_____
 4. When receiving services from COPES 4 Youth it is likely that you will interact with other participants also receiving services. To maintain the confidentiality of ALL program participants, participants are required to adhere to the following confidentiality guidelines;
 - a. Do not share the names, or other identifying information of any participant receiving services from COPES 4 Youth. **Initial**_____
 - b. Do not share personal stories from COPES 4 Youth participants that may have been shared at the COPES 4 Youth peer center or COPES 4 Youth hosted events. **Initial**_____
 - c. Do not take photographs of participants at the COPES 4 Youth peer centers or at other COPES 4 Youth hosted events. **Initial**_____

Signing below indicates that you have reviewed the policies described above and understand the limits to confidentiality. If you have any questions throughout your participation with COPES 4 Youth you can ask a staff member at any time.

Participant's Signature _____ Date _____

Consequences

COPES 4 Youth has a primary goal of maintaining a safe and welcoming environment for all participants and staff. Adhering to the COPES 4 Youth rules and guidelines helps to create this space. When rules are not followed to the best of a participant's ability, consequences will be put in place to correct these behaviors and maintain the safety of all participants.

1. Every situation or action that violates a COPES 4 Youth rule or guideline will be reviewed by the COPES 4 Youth staff and program director. Consequences will be specific to the offense.
2. Depending on the severity of the situation a participant may receive the following consequence;
 - a. Verbal and/or written warning from a COPES 4 Youth Staff.
 - b. Losing privileges for a period of time such as access to computers or T.V.
 - c. Suspension from Peer center for a period of time.
 - d. In severe cases where the safety of an individual is at risk COPES 4 Youth has the right to contact law enforcement.
3. All incidents of rule violations will be documented appropriately by COPES 4 Youth staff and reviewed by the project director. Documentation will be kept for up to two years after the participant has exited the program.
4. Incidents of rule violation where the participants safety or the safety of others was at risk COPES 4 Youth staff have the right to contact and inform the parent(s)/guardian(s) of the participant.

Liability Agreement

ACKNOWLEDGEMENT OF RISK AND WAIVER OF LIABILITY FOR YOUTH PROGRAMS

Program: COPEs 4 Youth

Please read this Acknowledgement of Risk and Waiver of Liability for Copes 4 Youth Program carefully and in its entirety; it is a binding legal document.

By entering the COPES 4 Youth Peer Center and participating in COPES 4 Youth programming and services, with full knowledge of the facts and circumstances surrounding the COPES 4 YOUTH PEER CENTER AND ACTIVITIES, I acknowledge my participation in COPES 4 YOUTH PEER CENTER AND ACTIVITIES may expose myself to actions, events, and environments that may be hazardous to my person and/or property. I acknowledge that I am solely responsible for any action that I may participate

in associated with COPES 4 YOUTH PEER CENTER AND ACTIVITIES, regardless if occurring before, during or after the period of the participation in COPES 4 YOUTH PEER CENTER AND ACTIVITIES.

I or my family have adequate applicable insurance necessary to provide for and pay any medical costs that may directly or indirectly result from my participation in COPES 4 YOUTH PEER CENTER AND ACTIVITIES, or otherwise understand that I am solely responsible for any medical costs that may directly or indirectly result from my participation in COPES 4 YOUTH PEER CENTER AND ACTIVITIES.

It is my express intent that this Acknowledgement of Risk and Waiver of Liability shall bind the members of my family and my estate, heirs, administrators, personal representatives and assigns. I further agree to save and hold harmless, indemnify and defend the COPES 4 YOUTH and OREGON WASHINGTON HEALTH NETWORK from any claim by the aforementioned parties arising out of my participation in indemnify COPES 4 YOUTH PEER CENTER AND ACTIVITIES.

I recognize and acknowledge that COPES 4 YOUTH makes no guarantees, warranties, representations, or other promises relative to COPES 4 YOUTH PEER CENTER AND ACTIVITIES, and assumes no liability or responsibility for injury or property damage that I may sustain as a result of participation in COPES 4 YOUTH PEER CENTER AND ACTIVITIES.

I further understand and agree that this is a release of liability and indemnity agreement, and it is intended to be as broad and inclusive as permitted by law. If any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full force and legal effect.

CONSENT

In entering the COPES 4 YOUTH PEER CENTER or participating in COPES 4 YOUTH activities I assume understanding of and consent to the Acknowledgement of Risk and Waiver of Liability and I hereby acknowledge and represent: (a) that I have read this document in its entirety, understand it, and participate voluntarily in COPES 4 Youth programming; and (b) that this Acknowledgement of Risk and Waiver of Liability is the entire agreement between the parties hereto and its terms are contractual and not a mere recital. I acknowledge that I have agreed to the terms and conditions of my participation in the COPES 4 YOUTH PEER CENTER AND ACTIVITIES, and I hereby give my consent to participation in COPES 4 YOUTH PEER CENTER AND ACTIVITIES, and to receive medical treatment determined to be necessary. I further agree to hold harmless, indemnify and defend the COPES 4 YOUTH and OREGON WASHINGTON HEALTH NETWORK from and against all claims, demands or suits that I may have.

VI. REFERRALS

Referral Procedures

In the event of a participant needing additional services outside the scope of practice for COPES 4 Youth the following procedures will be followed by COPES 4 Youth staff;

1. The referring staff will consult with their supervisor before making a referral.
2. The referring staff will complete a participant referral form, stating the service the participant is being referred to and the reason for the referral.
3. If the referral is for additional substance use treatment including referral to COPES Outpatient the participant, if 14 years or older may consent to receive services upon referral.
 - a. If the participant is being referred to COPES Outpatient located on-site of the Pendleton Youth Peer Center, a COPES 4 Youth staff can make an appointment for the youth upon request.

COPES 4 Youth peer mentors can NOT administer a Substance Use Assessment. If by the best judgment of the peer, a participant may need an assessment they must be referred to COPES Outpatient services.

**COPES 4 Youth is NOT required to inform parents of youth referrals. If a youth is referred to and begins to obtain outpatient services the guardians of the client will be contacted by an outpatient clinician.

VII. RELATED STANDARDS AND REFERENCES

Below is a list of related standards and references used to establish Policies and Procedures for COPES 4 Youth. All policy guidelines are broadly accepted standards of care for youth in the state of Oregon.

- a. OAR 309-019 [Substance Use disorder Services]
- b. ORS 182.515 [Evidence Based Programs]
- c. ORS 419B.550 [definition of minor]
- d. ORS 109.510 [age of majority]
- e. ORS 419B.552 [emancipation of a minor]
- f. ORS 419B.550 through 419B.558 [juvenile code]
- g. 2023.7.27_Youth-Peer-Support-Report

- h. OHA, Understanding Minor Consent and Confidentiality in Health Care in Oregon. 2023;
<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le9541.pdf>
- i. OHA, Minor Rights: Access and Consent to Health Care;
https://www.portlandpediatric.com/wp-content/uploads/2021/06/MinorsRights_OHA.pdf
- j. Saul J, Audage NC. Preventing Child Sexual Abuse Within Youth-serving Organizations: Getting Started on Policies and Procedures. Atlanta (GA): Centers for Disease Control and Prevention National Center for Injury Prevention and Control; 2007.
<https://www.cdc.gov/violenceprevention/pdf/preventingchildsexualabuse-a.pdf>