

## **Guidelines for Safely Working with Offenders**

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Based on YAP's mission and principles, it is possible that YAP staff will be required to work with youth or family members who have incidents of violence in their history. Whether their crimes were assaultive or sexual, it is critical that YAP staff be aware of the potential risks and take the following steps:

In general:

1. All youth and families should have a safety plan that focus on predicting and preventing situations that may escalate to or result in another offending incident. Moreover, the safety plan should also address what to do in the event of a crisis. This plan should be developed within the first 30 days of service in partnership with the youth and family and with input from the Referring Authority and other Team Members as appropriate.
2. Staff must be aware of and adhere to any contractual requirements, court orders or other stipulations regarding working with any young person and family who has offended or been previously victimized.
3. In the Office, youth and family members must be supervised at all times.
4. In the Community, while being serviced by YAP staff, youth must be supervised at all times.
5. Based on the needs and dynamics of each situation, additional precautions or interventions may need to be implemented, including partnering with other organizations to provide certain services, to conduct risk assessments, or to develop specialized plans.
6. All staff should be trained in the Mandt Training Curriculum's Relational Chapters; those staff who are required to be certified in physical passive restraint must also have the Conceptual and Technical Training (unless otherwise specified or determined by state or contractual regulations and requirements).
7. Staff working with special populations may receive additional training specific to working with youth or family members with specific issues.
8. Employees are also expected to be familiar with and follow the employee safety guidelines identified in YAP's Health and Safety Plan, and as directed in the Basic Advocacy Training. At any point in time, Staff can call their immediate supervisor for support.

All YAP staff are mandated reporters. As such, in the event that an employee witnesses or learns of an offense, it is the staff person's responsibility to know and follow State, Local Referring Authority, agency, and local program protocol, including completing the Special Incident Report and informing the Program Director as soon as possible and within 24 hours.