



Mentor Screening Process

It is the policy of The Metropolitan Regional Career and Technical Center that each mentor, regardless of profession, completes a finger print based background check through the RI Department of the Attorney General before a student can begin an internship with said mentor.

The background checks must be re-done at the beginning of each school year.

We will provide these screenings free of charge if the mentor, the advisor, and an additional Non-Met witness sign the Mentor Profile and if the mentor provides us with a photocopy of a state issued photo ID. We would like the mentor to provide his/her SSN as well, but it is not required.

We will notify the mentor of any report that appears. If the mentor wishes to have a copy of the results of the background check, we will provide it to them.

The mentor may provide us with a copy of his/her own background check as long as it has been run within the last school year.

The contents of the background check will remain confidential unless the school is given permission from the mentor to release the information to a specific individual or organization.

The background check will be kept on file through the end of the following school year at which point it will be destroyed.

Confidentiality Policy:

It is the policy of The Metropolitan Regional Career and Technical Center to protect the confidentiality of its participants and their families. Mentors are required to keep personal information about the students and their families confidential.

If a student discloses to the mentor in confidence anything that involves the safety of the student or other individuals, the mentor must report it to the school immediately.

Transportation Policy:

It is the policy of The Metropolitan Regional Career and Technical Center to allow mentors to transport students in their private vehicles if:

- the parents give their permission (written permission is preferred).
- the mentor has a valid driver's license
- the vehicle has passed the state inspection and is insured
- the mentor obeys the traffic laws (including the use of seat belts)

If an accident occurs while the mentor is engaged in mentoring, it should be reported to The Met promptly. The Met's insurance functions as a secondary insurance, covering any expenses beyond what is covered in by the drivers insurance up to a certain amount.

Mandatory Reporting of Child Abuse and Neglect:

It is the policy of The Metropolitan Regional Career and Technical Center that all staff, mentors, and other representatives of the program must report any *suspected* child abuse and/or neglect immediately. All such suspected reports must be made to appropriate state and/or local authorities. Program staff must follow the mandatory reporting of child abuse and neglect procedure.

Use of Alcohol, Drugs, Firearms, and Pornography:

It is the policy of The Metropolitan Regional Career and Technical Center to prohibit and discourage the use of alcohol, drugs, and firearms. Mentees and mentors are prohibited from using drugs or alcohol or possessing firearms while engaged in the mentoring relationship. Any suspected violations should be reported to the program coordinator.

Students Interning at Sites That Require BCIs on Volunteers:

Because BCIs cannot be run on people under 18, we will have a confidential conversation with the volunteer coordinator who collects the BCIs for the organization and we will provide him/her with two letters of reference for the student.