

The Bronfman Fellowship Staff & Contracted Worker Guidelines

(Updated June 2021)

The Bronfman Fellowship is committed to creating a safe and positive environment for all staff, faculty, fellows and alumni to develop and grow with dignity, cooperation and mutual respect. *On the following pages you will find the participation policy that was sent to all fellows (pages 3-6), and some excerpts from The Bronfman Fellowship Employee Handbook (pages 7-15). Staff are expected to understand and adhere to the relevant guidelines that were provided to the fellows. Contracted educators and staff are expected to be aware of these guidelines and use them as a model for appropriate conduct.*

Below are some highlighted guidelines for staff working with Bronfman Fellows in prolonged and intimate settings over the summer and during Fellowship Year seminars.¹

1. **Mutual Respect:** We are committed to fostering healthy teen development. We expect staff to exhibit respect for fellows, other staff, and towards fellows' parents and home institutions of which the fellows are affiliated. All professional staff should speak respectfully when addressing or speaking about fellows, their parents, their schools, rabbis, synagogues, etc.
2. **Diversity of Ideas:** Staff should be sensitive to issues that may arise and foster respect for a person's right to a varying point of view. Staff should listen and help fellows clarify their own thoughts, concerns and feelings. When offering advice or encouragement to Fellows, offer it from a place of humility – recognizing your limited understanding of who they are and what's right for them.
3. **Physical Contact:** Normal physical contact with a fellow or staff person such as hugging or touching as an act of encouragement or consolation is acceptable, as is non-sexual casual physical contact. This is permitted as long as the contact is both welcome, appropriate and not of a sexual nature. Overly affectionate contact, unwanted contact, and/or touching of a sexual nature is prohibited.
4. **Private Spaces:** Staff members should not be in a closed room alone with a fellow. In circumstances requiring a greater degree of privacy, keep the door open, bring a third person into the room, or find a quiet space in a publicly accessible area.
5. **Romantic Relationships:** Romantic relationships (physical or not) between a Fellow and any staff person or adult volunteer, or between a supervisor and a subordinate are strictly prohibited. Any other consensual relationships between power-balanced staff members that might develop are discouraged during the program period.
6. **Digital and Phone Communications:** Contact with Fellows between seminars and throughout the fellowship year should be of a mentorship or educational nature. Real-time communication (calls, texts, etc) should be scheduled at family-friendly hours (8am-9pm) for both parties keeping in mind time zone differences. Digital communication should be conducted in ways that

¹ Adapted from the NCSY Conduct, Policy & Behavioral Standards Manual [ncsy.org/standards/](https://www.ncsy.org/standards/)

leave a record (do not delete messages or use self-deleting communication channels such as snapchat.) Whenever possible, if messaging with a Fellow in writing, the preferred medium is email. When sending 1:1 text messages or WhatsApp messages, please limit that correspondence to logistics, reminders, scheduling, etc.

Video calls should not take place one-on-one between Fellows and Staff/Faculty, with the exception of certain pre-scheduled check-ins coordinated with the team. Phone calls during family-friendly hours are a great way to connect with Fellows. Staff members should use their judgment to identify when the frequency or intensity of communication with a Fellow raises concern, and bring it to the attention of their supervisor and/or the Executive Director.

Please avoid all forms of interaction on social media platforms during the Fellowship year, and do not accept or extend friend requests with Fellows on social media platforms during the course of the Fellowship year. Faculty have discretion to choose whether or not to accept “friend” requests extended by fellows once the Fellowship year is over. Should circumstances result in a staff person violating the guidelines above, notification should be made to their managing supervisor within 48 hours.

7. **Inadvertent Coercion:** Adolescent life is often a time of turmoil, distress and conflict. Extreme reactions to people, places and things are quite common during this stage of development. Our professionals must be especially careful not to allow an adolescent’s occasional tendency toward “hero worship” to be transformed into an unhealthy relationship with anyone on our team. A faculty member whose mentorship of a Fellow becomes particularly intense or frequent should share that information with the Manager of Fellowship Year Experience in a timely manner.
8. **Prohibited Substances and Activities:** No use or possession of illegal drugs is allowed at any point during your employment or contracted period. Tobacco smoking is not permitted during seminars or programming.
9. **Reporting:** If you’re concerned about how to assess a situation with a Fellow, there is a mental health professional on-call for consultation. If you experience or witness anything in violations of these guidelines, or which might constitute any form of abuse, harassment, manipulation, unhealthy relationships, or anything else that causes alarm, a report must be made to the Education Director, Executive Director or Deputy Director. Any other questionable behavior, which is not in direct violation of the rules above but is nevertheless problematic and concerning, whether it occurs during formal or informal settings, should be quickly reported as well.

I the undersigned have read, understand and commit myself to the Bronfman Fellowship Staff & Contracted Worker Guidelines outlined above.

Name

Signature

Date