



MIDWEST INDIGENOUS IMMERSION NETWORK YOUTH POLICY AND EXPECTATIONS

Adopted and Approved by the Board of Directors

Effective: 8.10.2026

To assure the safety and wellbeing of persons under the age of 18, the Midwest Indigenous Immersion Network (MIIN) shall adopt administrative policies and procedures that address minor's safety including, but not limited to the following:

1. Requiring all MIIN employees and volunteers who have reason to believe that a child is being neglected or physically or sexually abused to make an immediate report of the neglect or abuse to a law enforcement or social service agency.
2. Requiring background checks of all MIIN employees and volunteers where appropriate, who have work-related contact with persons under the age of 18 in-person and online.
3. Requiring appropriate training for MIIN employees on the identification and reporting of neglect, physical abuse, or sexual abuse of minors and the notification requirements mandated by policy and Minnesota law.
4. Establishing appropriate requirements: MIIN code of conduct agreement, dual adult safeguarding policy, zero tolerance for cyberbullying and or behavior that may be deemed as threatening or obstructive for the safety of children participating in MIIN sponsored programs. i.e. online programming,
 - See [pages 5-6](#) of the MIIN personnel policies
 - Dual adult safeguard policy below
5. Identifying and assuring compliance with all state or federal laws relating to the safety of minors.

All MIIN employees and volunteers shall cooperate in the effort to protect children and provide for their safety in our programs, whether visiting their school campus or as online participants in high school programming.

MIIN Online Programming Expectations

- Set up the meeting to control access.
 - If using Zoom, secure your meeting.
 - Disable private chat.
 - Don't enable others to join before the host.
- Assign one or more MIIN staff as co-host during the program to
 - Monitor chat, respond to questions, and remove conversations as needed.
 - Mute/unmute participants.
 - Share screens.
 - Turn on closed captioning, if applicable.
 - Handle technology issues.
- Ensure all youth participants are enrolled or registered. MIIN Staff should follow these guidelines if hosting an online event that requires registration versus open online meeting.
- Inquire about special needs related to youth with disabilities and youth who may have limited access to technology and internet services.
- The online experience must be publicly scheduled and MIIN staff must be notified. Do not publicly list the zoom link. Instead, provide it to members using registered email (e.g., email). Instruct online participants to use their first name only, when they enter the room. For cross referencing of registration list.

At all times, at least two MIIN staff must be present online to ensure a safe learning environment. Supervision ratios must be met, the "Rule of Two" no staff member will be 1:1 with a youth in online spaces.

If youth participants are moved to virtual breakout rooms:

- An adult should not be alone with a young person in a breakout room; one adult may be in a breakout room with two or more youth for technical support or instruction if needed.
- Young people may be in a breakout room without an adult (similar to having youth in small groups in different corners of a room). Before breaking into groups, set expectations and let youth know MIIN staff will be checking in and out of the breakout room.
- MIIN staff should not have 1:1 chats or breakout rooms with program participants.
- Youth should be online in a public space or common living area.
- Do not use social media or other communication tools, such as Snapchat, Whatsapp, Meta programs, that purposely do not maintain a record of communication.

- At the beginning of the session, announce that sections of online programming may be necessary for recording.
- When recording, ensure the recording setting does not show the chat box.
- Youth should only use their first name; the youth or host may update the youth name after they enter the room.
- MIIN staff must be the last people to leave the meeting to ensure all youth have signed out.



MIDWEST INDIGENOUS IMMERSION NETWORK DUAL ADULT SAFEGUARD POLICY Adopted and Approved by the Board of Directors

1. Purpose & Scope

This agreement outlines the mandatory behavioral boundaries and supervision models required of all staff, contractors, and volunteers (collectively referred to as "Adults") working with students. The core objective is to eliminate opportunities for unmonitored, one-on-one access to students in both physical and digital environments.

2. The Two-Adult Rule (Core Mandate)

- Minimum Supervision: A minimum of two vetted adults must be present during any scheduled activity, program, or session involving students.
- Line of Sight: Adults must remain within the line of sight or hearing distance of one another whenever students are present.
- Exceptions: If an emergency forces an adult into a one-on-one situation with a student, the adult must immediately notify the Designated Safeguarding Lead (DSL) or site supervisor.

3. Application Across Environments

Physical Spaces

- Open Doors: Any room where an adult and students are present must have an open door or a clear, unobstructed window view.

- Restrooms and Change Rooms: Adults must never occupy a restroom, locker room, or changing facility alone with a student. If a student requires assistance, two adults must be present, or the door must remain propped open while maintaining appropriate privacy.

Digital & Virtual Spaces

- Virtual Learning: Online classes, tutoring sessions, or video meetings must include at least two adults, or the session must be formally recorded with explicit parental and organizational consent.
- Electronic Communication: Adults may not engage in private direct messaging, texting, or emailing with individual students. All digital communications must include a parent, guardian, or a second approved adult in the copy (CC).

4. High-Risk Scenarios

- Transportation: No adult may transport a student alone in a private vehicle. Travel must always utilize a minimum of two adults per vehicle or a group transport model.
- Off-Site & Overnight Events: Residential trips, field trips, and camp settings strictly require a pre-approved adult-to-student ratio that ensures no adult is left isolated with a student at any time.

5. Reporting and Compliance

- Duty to Disclose: Any adult who witnesses a breach of this policy, or is forced to breach this policy due to an emergency, must report the incident to the Designated Safeguarding Lead within 24 hours.
- Zero Tolerance: Disregarding the dual adult requirement compromises student safety and constitutes a breach of contract, resulting in immediate disciplinary review up to termination or legal action.

6. Acknowledgement & Sign-Off

By signing below, I certify that I have read, understood, and agree to strictly abide by the Dual Adult Safeguarding Policy. I understand that maintaining these boundaries is a condition of my continued work or volunteer service with the organization.

Adult Representative 1:

- Name (Printed): _____
- Signature: _____
- Date: _____