

BARN Certificate Programs

Program Catalog Vol. 4
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Bainbridge Artisan Resource Network
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Phone: 360-753-5662
Email: wtecb@wtb.wa.gov

About BARN

Bainbridge Artisan Resource Network (BARN) is a 501c3 non-profit corporation with a governing board, staff and volunteers. Each studio has a volunteer studio lead and steering committee who plan and oversee studio operations and programs with support from the staff.

BARN began in 2008 when a group of woodworkers on Bainbridge Island organized to build a community woodworking studio. In 2012, the woodworkers joined with other artisans and community leaders and formed BARN to create a center equipped for a wide array of tool-intensive, hands-on crafts and art. These two groups later merged. BARN began offering classes in 2014 in a 2,000-square-foot rented building. In June 2017, BARN opened its own purpose-built, 25,000-square-foot building with well-equipped studios for a variety of craft areas. A fundraising drive completely covered the land purchase, construction costs and initial equipment. Since then, in addition to offering programs aimed at personal enrichment, BARN has been developing the infrastructure for certificate programs that give participants a solid foundation for advanced studies, entry-level jobs, or their own craft-focused businesses.

Our mission

BARN's mission is to grow and inspire a creative community through craft, learning and service. To accomplish that mission, BARN

- Maintains a well-equipped facility with a variety of craft studios.
- Offers access to all the studios for members as well as the public.
- Offers classes and events that increase the ability of participants to learn and expand their skills.
- Supports other non-profit organizations through its community service work using our core competencies.

BARN Leadership

- Executive Director: Grae Drake, graed@bainbridgebarn.org
- Studio Leads: bainbridgebarn.org/about/people/#volunteers
- Board of Directors: bainbridgebarn.org/about/#board

BARN Certificate Programs

BARN certificate programs are designed to provide students with a solid foundation for advanced studies, entry-level jobs, or their own craft-focused businesses. Currently BARN is offering the Woodworking Basics certificate program.

The Woodworking Basics Program

Objectives

This program is designed to give students an introduction to woodworking, an industry that includes pathways such as furniture building, furniture repair and refinishing, cabinet building, carpentry, and woodcraft/artisan fields, such as carving and lutherie.

If you enroll in this program, you will:

- Learn to use major hand and power tools appropriately, safely, and efficiently.
- Understand the essential steps involved in creating a project from concept to a finished product.
- Be exposed to different aspects of woodworking to assist in defining career goals.

Program overview

Classes in the Woodworking Basics Certificate Program have three components:

- Three Gateway classes that introduce you to the woodworking shop's resources and procedures and provide basic safety training in the most commonly used stationary power tools.
- Eleven Woodworking Basics classes designed to build your proficiency with hand and power tools and give you an understanding of topics including joinery, assembly and preparation for finishing.
- A final project that you will create during the shop's Open Studio time, with one-on-one guidance from a mentor. This mentored final project is not offered elsewhere in any other Woodworking program at BARN.

You can also take advantage of optional, free learning opportunities in the shop, such as helping with tool maintenance and repair, volunteering as an assistant in classes, and participating in community service projects requested by local nonprofits. Past

community service projects have included building cabinets, desks, trail kiosks, memorial benches, replacement historical windows, and other challenging projects.

The program also includes an annual individual BARN membership. Any BARN member who has completed Orientation to the Woodshop, Tool Safety Checkout 1, and Tool Safety Checkout 2, is eligible to come to Open Studio in the Woodshop and work on their own projects or practice using tools in an informal, collaborative environment. Safety Monitors oversee each Open Studio session and can answer questions about safe tool use or provide some help with projects. There are 30 hours of Open Studio each week in the Woodshop.

If you are already a member prior to applying for the Woodworking Basics Certificate Program, your program price may be discounted, depending on the type of membership you have.

Class sizes

Most classes have a maximum of six to eight students. A few have a maximum of three or four. One class, Orientation to Woodworking, has a maximum of 15. The student/teacher ratio generally averages 6 to 1. For the final project, students will work 1-on-1 with an individual mentor.

Educational credential

Upon completion of the program, students will be awarded a Certificate of Completion in Woodworking Basics.

Program schedule

For administrative purposes, BARN has one application deadline each quarter for the Woodworking Basics Certificate Program, but you can take Woodworking Basics classes at any time, even before applying. You will receive a discount on the Woodworking Basics program price for any classes you take prior to enrolling. Once you are accepted into the Woodworking Basics Certificate Program, you will have two full quarters to complete all the requirements, starting with the first full quarter after your acceptance. If you need more time, you can request an extension of up to two additional full quarters.

	Application Deadline	Dates	Target Completion Date
Winter Quarter	October 15	Jan 1 - Mar 31	June 30
Spring Quarter	January 15	April 1 - June 30	December 19
Fall Quarter	October 15	Sept 1 - Dec 19	March 31

- Quarter beginning and ending dates and application deadlines may vary by a couple of days per year, depending on the calendar.
- This program does not operate fully during the summer, but you will receive credit for any Woodworking Basics classes you take during the summer.
- After the application deadline, BARN will respond to each student with an acceptance (or rejection) email within 2 weeks. The email will include a schedule showing the student’s certificate discounts, if any, for previous classes and BARN membership status. Students will then have 2 weeks to complete payment for the program. BARN will then make adjustments to the student’s membership level, if needed, and provide the student with information about registering for future Woodworking Basics classes. BARN will also add the student to a Google Group for all Woodworking Basics Certificate participants.
- Classes are scheduled at various times—weekdays, weeknights, weekends—with at least one session of each class each quarter (fall, winter and spring).
- Most classes are three hours per session. During the week, classes begin as early as 8:30 a.m., and on weekends, classes typically start at 9 a.m. The latest classes end by 9 p.m.
- Each quarter’s classes will be posted on the BARN calendar at least 60 days before the quarter begins.
- Classes will not be held on these holidays: New Year’s Day, Martin Luther King Day, Independence Day, Memorial Day, Labor Day, Thanksgiving, Christmas.

Registration options

Classes are generally three hours per session and vary in length from one to six sessions. The three Gateway classes are prerequisites for many of the remaining classes, and you may take them in any order. You may also take the remaining classes in any order and then complete your final project in your final quarter to build on earlier learning.

Tuition and fees

Tuition for the Woodworking Basics certificate program is \$2,315, which includes all supplies and materials and an annual individual BARN membership. In addition, there is a \$50 registration fee for administrative costs. The total cost of the program is \$2,365.

Scope and sequence

Gateway classes	Sessions	Total class hours	Instructors
Orientation to the Woodshop	1	1	Jeff Williams, Jodi Kelly
Woodshop Tool Safety Checkout 1	1	3	Charles Sharpe, Jeanne Huber, David Kaplan, Dave Roe, Mike Gearheard
Woodshop Tool Safety Checkout 2	1	3	Charles Sharpe, Jeanne Huber, Dave Roe
Other required classes			
Woodworking Basics: Table Saws	2	6	Dina Madson, Dave Roe, John McCormack
Woodworking Basics: Bandsaws	1	3	Jamie Straw, Dave Roe
Woodworking Basics: Routers	2	6	Mike Rehder, John McCormack
Woodworking Basics: Prepping Lumber for Projects	1	3	David Kaplan, Mike Gearheard, Ted Newman
Woodworking Basics: Measurement & Math	1	3	Mike Gearheard, John McCormack
Woodworking Basics: Understanding Wood	1	3	Jeanne Huber

Woodworking Basics: Glue & Clamps	1	3	John McCormack
Woodworking Basics: Sanding & Abrasives	1	3	John McCormack
Woodworking Basics: Hand Tools	4	12	Paul Kury, Tom Leurquin, Ted Newman
Woodworking Basics: Power Tools	3	9	Bob Mathisrud
Woodworking Basics: Project Planning	1	3	John McCormack
Final Project			
Design & build project with guidance from a personal mentor	6	18	Will be arranged to suit student & project
Total	27	79	

Gateway class details

Orientation to the Woodshop. Designed as a user's guide to BARN's Woodworking & Small Boatbuilding Studio, this class covers everything from shop etiquette to specifics of how to use the shop's dust collection and compressed air systems. Learn about overall BARN policies, as well as shop-specific ones.

Woodshop Tool Safety Checkout 1. Learn basic safety principles of these key tools: jointer, planer, table saw, miter saw, drill press.

Woodshop Tool Safety Checkout 2. Learn basic safety principles of these key tools: bandsaw, stationary sanders (spindle, disc, drum, edge), table-mounted router, scroll saw.

Other required classes

Woodworking Basics: Table Saws. Learn the fundamentals of how this powerful and versatile machine works. This class covers the anatomy of a table saw and how to

ensure that your cuts are straight and square every time. Learn how to calibrate the saw, make accurate rip and cross cuts, adjust for miter cuts of different angles, and cut rabbets and dadoes. You'll also learn how to set up for making multiple parts of identical size.

Woodworking Basics: Bandsaws. Learn the basics, and some of the subtleties, that ensure accurate, safe cuts on the bandsaw. Learn about different kinds of blades, how to check and adjust the guides, how to safely feed material through the blade and how to make a few specialty cuts, such as cutting round stock, repeating curved designs, and making perfect circles.

Woodworking Basics: Routers. Learn the basics of using a hand-guided router and one mounted to a router table to add details to your woodworking projects. Learn about the different routers in the Woodworking Studio and the various types of bits, bearings, and templates.

Woodworking Basics: Prepping Lumber for Projects. Learn techniques and strategies that will help you custom mill wood to the precise dimensions you need. Learn why wood cups, twists, and bows, and what to pay attention to when you are selecting wood; how to use the jointer, planer, and table saw to get a board to the point where it can be used in furniture making; and how to read a board when you are laying out parts, so that you use the wood efficiently and wind up with grain directions that are pleasing to the eye and functional.

Woodworking Basics: Measurement & Math. Learn about various kinds of measuring tools, from rulers and measuring tapes to French curves and digital calipers. Use them to lay out angles and curves and to mark dimensions to ensure accuracy. Explore basic math principles that are helpful in woodworking – and ways to cope if math isn't your strong suit.

Woodworking Basics: Understanding Wood. Learn how wood grows, how that influences the look and performance of lumber, and how moisture content and wood movement should influence the wood you choose for various projects. Learn why the best option in some cases isn't natural lumber but a panel product such as plywood or even particleboard.

Woodworking Basics: Glue & Clamps. Learn the various types of glue and how to select the most appropriate type for a specific project. With a focus on materials and clamps available in BARN's woodworking studio, learn how to make sure your project is prepared properly, how to apply the glue to minimize mess, how to clamp a project, and when it's safe to remove the clamps.

Woodworking Basics: Sanding & Abrasives. Learn the different types of sandpaper

and sanding tools so you can select the most appropriate ones for your projects. Get tips on how to remove milling marks, prepare for a stain finish, or take a surface to a polish.

Woodworking Basics: Hand Tools. Build a two-compartment tote handy for storing or carrying silverware, garden tools, or other items as you learn to use hand tools skillfully. The project was specifically designed to give you experience with the most common hand tools, including measuring and marking tools, hand saws (crosscut, rip cut, and coping), hand planes, chisels, and a bit-and-brace drill.

Woodworking Basics: Power Tools. Build a sturdy, two-step stepstool of solid wood and plywood that was specifically designed to give you experience with some of the most common stationary and portable power tools in the woodworking shop. Gain confidence with the table saw, bandsaw, jointer, planer, drill press, oscillating spindle sander, router, biscuit joiner, hand drill, impact driver, and random orbit sander.

Woodworking Basics: Project Planning. Learn how to take a project from concept through a scaled drawing and a cut list, and how to use that to calculate how much wood you need.

Instructors

Mike Gearheard was formerly Lead of the BARN Woodworking Studio. After graduating from the University of Washington as a zoology major, Mike joined the Peace Corps and taught science classes and helped build water systems in Nepal for three years. He managed hazardous waste, Superfund, and water programs during a 34-years career with the Environmental Protection Agency. Planning ahead for retirement, he began building boats about 20 years ago. After he retired, he and his wife bought a Maine lobster boat and then spent seven months helping to restore it.

Jeanne Huber writes a weekly how-to column for the Washington Post and is a safety monitor in the BARN Woodworking Studio. She studied Preservation Carpentry at North Bennet Street School in Boston. She was an editor at “*This Old House*” magazine and wrote a dozen instructional books, including several about woodworking, for Sunset Books.

David Kaplan is an avid amateur woodworker who has taken classes at BARN and at the Port Townsend School of Fine Woodworking. He has been a woodworking instructor at BARN since 2018. He spent many years in the technology industry.

Jodi Kelly has been active in the BARN Woodworking & Small Boatbuilding Studio since the new building opened in 2017. For most of that time, she has served on the studio’s steering committee and has coordinated scheduling of safety monitors, while

working on numerous woodworking projects for herself and for community-service projects. She is a retired educator and college administrator.

Paul Kury studied woodworking at Lonnie Bird's School of Fine Woodworking in Dandridge, Tennessee, and has been an active woodworker for more than 40 years. His preference is 18th century furniture. He volunteers as a woodworking safety monitor at BARN.

Tom Leurquin has been a BARN member since its opening and specializes in projects involving hand tools. After taking several hand tool courses at BARN and the Port Townsend School of Woodworking, he fell in love with the intimacy and meditative relationship that one can achieve only by working wood by hand. His civil engineering background has helped him achieve a critical eye for detail and precision that enriches the art of hand tool woodworking.

Dina Madson built her own house and operates a residential contracting company on Bainbridge Island. She retired as a program manager at Microsoft.

Bob Mathisrud worked for many years in facilities operations, which provided him with wide-ranging experience in the skilled trades. He helps at BARN in many ways, including by volunteering as a safety monitor in the Woodworking Studio and teaching woodworking classes. He is also active in BARN's Metal Fabrication Studio.

John P. McCormack is a furniture designer, maker, and teacher living and working in Port Townsend. A graduate of the cabinet and furniture making program at North Bennet Street School in Boston, he holds a Master in Fine Arts in furniture design from Rhode Island School of Design. He has written for various publications, including "Fine Woodworking," which featured his piece on "The Ultimate Crosscut Sled" on its cover. He got his start in woodworking by studying under John Kassay, author and expert on Shaker and Windsor furniture.

Ted Newman studied woodworking and has worked as an instructor at the Center for Furniture Craftsmanship in Rockport, Maine. He is a safety monitor in BARN's woodworking shop and has been teaching woodworking classes at BARN since 2017.

Mike Rehder is a safety monitor and shop manager in the Woodworking Studio and operates HandyMike LLC, a licensed, bonded, and insured handyman service on Bainbridge Island.

Dave Roe leads the Woodworking Studio. He holds a M.Arch from the University of Washington. He managed a residential design team and construction projects for The Reijnen Company on Bainbridge Island before switching to managing technology projects. He led a team of project managers and managed product deployments for

Mercury Online Solutions and 3M. As a volunteer, Dave co-lead construction management of BARN's facility and teamed up with another volunteer to manage the facility for more than two years, until BARN was able to hire a full-time facilities manager.

Charles Sharpe took his first woodshop class in high school in 1968 and started remodeling houses and working on custom projects as a self-employed carpenter for a few years. He went to work for a construction company in 1975 and has been around shops, carpentry, and woodworking tools ever since then. In his own shop, he's built cabinets, tables, doors, benches, furniture; and boats—a Swampscott dory and a seagoing cedar-strip kayak. He is on call with Bainbridge Island Museum of Art to design and build custom work to display art.

Jamie Straw heads BARN's woodturning programs and is responsible for keeping the shop's bandsaws running well. She has been teaching woodturning since 2015. She served as Vice President of Education and Training for the Pacific Northwest chapter of the American Association of Woodturners. She holds a degree in psychology from the University of California, Davis, where she earned credentials in teaching adults.

Jeff Williams is a retired firefighter with 40 years of experience as a fourth-generation woodworker. He led BARN's Woodworking Studio when the building was being designed and built, and he played a pivotal role in setting up the shop and the systems for keeping it operating well. He is a member of the BARN Board of Directors.

Facilities

Classes for the Woodworking Basics certificate program will be taught in BARN's Woodworking & Small Boatbuilding Studio. The 5,000-square foot shop is on the daylighted lower level of BARN's 25,000-square foot facility.

The Woodworking Studio is divided into a main shop equipped with all of the stationary and hand-held power tools found in a well-equipped woodworking shop, and a smaller bench room for hand woodworking. In both rooms, most tools are high quality, from brands such as Lie-Nielsen Toolworks, Lee Valley, Festool, and Powermatic.

Tools & supplies in the main shop include:

- Two SawStop table saws (36" & 52")
- Four bandsaws (largest has 36" wheels)
- Two SawStop table saws (36" & 52")
- Miter saw (260 mm)
- Two scroll saws
- Two drill presses

- Vertical mortising machine
- Five Festool dust extractors and a robust collection of Festool handheld tools including Domino tenon cutter, track saws, router, sabre saw, and random-orbit and linear sanders, including the Rotex model
- Oscillating spindle sander with spindles from ¼" to 3"
- Disc sander
- Parallel drum sander (22" - 44")
- Edge belt sander (8") with 4" spindle
- Wide-belt thickness sander (37")
- Jointers (6" & 16")
- Thickness planers (24" & 25")
- Shaper
- Line boring machine (21-hole)
- Routers & two router tables (mobile & built-in)
- Six assembly tables with storage lockers
- A robust collection of clamps
- Vacuum bagging table with multiple bags
- Steam bending equipment
- Dovetail jigs
- Benchtop tools: planer, belt/disc sander, miter saw, 1" delta sander.
- Power hand tools: drills, drivers, sanders, biscuit joiners, pinners/nailers, etc.
- Six lathes, one accessible in a wheelchair, with lathe tools and a sharpening system

The bench room has 10 woodworkers' benches, drafting design space, a computer station for CNC design, a desk for the shop manager, and a library with books and magazines focused on woodworking. Tools in this room include:

- A wide array of hand tools (mostly Lee Valley & Lie-Nielsen Toolworks)
- Carving tools (mostly Flexcut & Drake)
- Sharpening systems: water stones, WorkSharp, and Tormek
- Handscrews
- Luthier tools and jigs
- Japanese tools

Parking is available in a well-lit parking lot. The facility is close to public transit that connects to the Bainbridge-Seattle ferry and to buses that serve North Kitsap up into Jefferson and Clallam counties.

Alignment of BARN website with program catalog

Students register for Woodworking Basics program classes on [BARN's website](#). Quarterly, the website is updated to ensure that at least one session of each Woodworking Basics class is offered each quarter (fall, winter and spring). At the same time, the website is reviewed to confirm that it is consistent with this program catalog.

General Certificate Program Policies

Admission requirements

Students must possess a high school diploma or a General Education Development (GED) diploma. Or, in lieu of a high school diploma, BARN will accept a student's 11th grade Smarter Balanced ELA (English Language Assessment) and Smarter Balanced Math test scores at a Level 3 or higher.

BARN encourages diversity and does not discriminate on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability.

ADA accessible

BARN is an ADA-accessible facility with ramps and an elevator.

BARN acknowledges that information pertaining to an applicant's disability is voluntary and confidential. If this information is presented, BARN will provide a reasonable accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to accessibiity@bainbridgebarn.org. To be qualified, an individual with a disability must meet the basic skill, education, training, or other eligibility requirements of the relevant job or vocational program, and must be able to perform the essential functions of the program, with reasonable accommodation if needed. The standards are the same for all individuals enrolled.

Cancellation and Refunds

If you withdraw from the program or are dismissed for any reason, all refunds will be made according to the following schedule:

- BARN will refund all money paid if you are not accepted into the certificate program.

- BARN will refund all money paid if you cancel within five business days (excluding Sundays and holidays) after the day you enroll and pay the registration fee, provided you have not begun training.
- If you cancel more than five business days after you pay the registration fee or if you have already begun training, BARN will retain the \$50 Registration Fee.
- If you withdraw or are dismissed before you complete training, BARN will refund tuition pro-rata based on the total class hours you have not yet completed.

The date used to calculate refunds is:

- The date of your written withdrawal notice, if you have decided to discontinue.
- The date on which BARN records your last day of attendance.
- Or the dismissal date.

BARN will pay all refunds within 30 calendar days.

Tuition assistance

BARN is committed to accessibility and has a Tuition Assistance Program. Email registrar@bainbridgebarn.org for more information. Woodworking Basics Certificate classes are eligible for tuition assistance, and all BARN Tuition Assistance Policies apply to the certificate program.

BARN does not offer federal financial aid.

Student evaluation/grading system/standards of progress

BARN certificate programs are competency based. If the instructor believes that you have not demonstrated the required skills and completed the required projects, you will receive a notice within two weeks. A meeting will be scheduled to discuss how and whether to continue with the program.

After you complete the program, you will receive your Certificate of Completion within two weeks.

Attendance requirements/absences/incomplete course completion/probation

Regular attendance is expected. You must email registrar@bainbridgebarn.org if you will be absent. There is no guarantee that the teacher can accommodate makeup instruction. You might need to retake the class at a later time to learn the required skills or complete the required projects.

Support to complete the certificate

If you start the program, but do not make continued progress towards completion, request a meeting with the Executive Director or designated staff person to develop a plan to complete the program. BARN has no probation policy. You may withdraw from the program at any time. If you decide to withdraw and want any fees refunded, you must submit a written notification to the Executive Director. This document must contain your name, address and contact information (email and/or phone) and the date.

Conditions for dismissal

BARN may dismiss students from the certificate program for either of the following reasons:

1. Failing to adhere to the BARN Code of Conduct and the Youth & Vulnerable Adults Protection Policy.
2. Failure to be actively involved in the program without approval of the Executive Director.

If it becomes necessary to dismiss you, the Executive Director will notify you in writing. The dismissal letter will contain the date and the reason for dismissal.

Student grievance-complaint/appeal process

Nothing in this policy prevents a student from contacting the Workforce Board (the state licensing agency) at 360-753-5662 at any time with a concern or a complaint.

If you have a complaint or would like to appeal a dismissal, submit a written request for an appointment for an interview with BARN's Executive Director. The written request should include:

- Your full name, current address, phone and/or email address, and the date.

- A statement of your concern (including, where applicable, dates, times, instructors, other students involved, etc).
- Three dates when you would be available to meet with the Executive Director within 10 business days of your complaint.
- Your signature.

The Executive Director or designee will notify you in writing of the appointment date when your concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in reaching a resolution. You will be notified in writing within five business days of the outcome of the meetings. If you withdraw or are dismissed, the last date of participation in classes will be used as the date to calculate any refund in accordance with the school's refund policy.

Re-entry policy

If you are dismissed from the program and want to request re-entry, you must submit the request in writing to the Executive Director. If you were dismissed due to unacceptable conduct, you might be required to meet with the director before a decision is made. You will receive a letter within five business days stating the decision. The decision of the director is final.

Credit for previous training

Previous training at another school or training program does not substitute for taking the classes required for the Woodworking Basics Certificate. If you have already taken some of the BARN classes in the program before enrolling in the program, tuition will be reduced based on the class hours you have already completed.

Student records

Student records will be maintained by the school for 50 years or until the school closes. If the school closes, whether voluntarily or involuntarily, educational records or transcripts will be forwarded to the Workforce Training and Education Coordinating Board.

Upon completion, each student will be given a copy of his or her transcript. These records should be maintained indefinitely by the student. Students may request copies by writing to the school. Student records are available for review by the student at any time.

Externship policy

BARN does not have an Externship program.

Placement assistance

BARN does not offer placement assistance.

BARN Code of Conduct

BARN is committed to creating and maintaining a safe environment for all participants. BARN's Code of Conduct applies to all ages and is the foundation of BARN's policies for working with youth. The code provides:

- Respectful relationships are a key to BARN's success and exclude any type of harassment, as well as disruptive, threatening, or unreasonable behavior that interferes with anyone's use of the facility.
- Respectful stewardship of equipment and the building are key to proper maintenance and care of shared and/or personal property.
- Our facilities and grounds are smoke-free and drug-free.
- Operable firearms are not allowed.
- While BARN-hosted events may involve alcohol, everyday activities will not.
- Toxic materials must be safely used and properly disposed of.
- Service dogs are welcome in the facility; other animal friends are not.
- Environmental stewardship is foundational to our mission.
- Inspiring each other is an important part of working together. Copying the creative work of others (without explicit permission) is not allowed.
- Children under the age of 14 should be supervised by a parent or responsible adult.
- We will comply with all environmental, safety, and criminal codes.
- Anyone not complying with the Code of Conduct or studio Standard Operating Procedures will be asked to leave the BARN premises and may be barred from future access to BARN facilities and programs. The Executive Director and/or the Board of Directors are responsible for the administration of this policy.

Youth and Vulnerable Adults Protection Policy

To create and maintain a safe environment for Youth and Vulnerable Adults, BARN commits to:

1. Creating a shared culture: All program students must read and sign the Code of Conduct and the Youth and Vulnerable Adults Policy.
2. Building an understanding of working with Youth and Vulnerable Adults: All studios must have a member or members trained to work with Youth and Vulnerable Adults. The training will be provided by BARN. All teachers who are working with youth-specific activities will also complete the training.
3. Due diligence: Classes, workshops, youth mentorships and open studios must have at least one designated adult who has completed the Volunteer Application and Background Check. In most cases, the designated adult will be the teacher, mentor or monitor.
4. Responding to incidents: All staff must complete background checks and be trained in Youth and Vulnerable Adults protection. The Executive Director will create protocols for responding to allegations and concerns and facilitate the resolution process.
5. Allegation Reporting Guidelines: Allegations of abuse or harassment of minors or Vulnerable Adults are to be reported to the Executive Director or designee and may be reported to law enforcement or child protection authorities. BARN will develop a training model to help members identify troubling and illegal behaviors that should be reported. BARN teachers, members and volunteers shall refrain from conducting their own independent investigations and shall not disclose information indiscriminately.
6. Investigating Allegations: BARN will cooperate with all law enforcement, Child Protective Services, and legal investigations. BARN may conduct its own independent investigation if such investigation does not interfere with other investigations and involves BARN members or volunteers or contracted employees. If the incident involves individuals who are contracted with an outside agency, that agency will be informed of the incident and an agreed-upon course of action will be taken.
7. Private Meetings: Unless a BARN employee, teacher, monitor or youth mentor has completed a background check and training, all personal meetings with an unrelated Minor or Vulnerable Adult are to be conducted in view of other adults.
8. Prohibited Behaviors

- a. Use of degrading language or behavior.
 - b. Threatening or intentionally inflicting physical injury upon a Minor or Vulnerable Adult.
 - c. Engaging in any sexual advance toward, sexual activity with and/or harassment of a Minor or Vulnerable Adult.
9. Avoiding mixed messages: Adults working with Youth or Vulnerable Adults should consider behaviors that can be misconstrued by Youth and Vulnerable Adults. Adult leaders should avoid:
- a. Forcing a hug or other physical contact.
 - b. Engaging in casual social media interaction with an individual.
 - c. Sharing personal or intimate details of one's home life with a Youth or Vulnerable Adult.
 - d. Paying more attention to one youth than to others.