

JA Central Ontario Company Program START HERE.



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JA Central Ontario Company Program Guidelines for Meetings, Guest Speakers & Excursions 2024-2025

Meeting Guidelines and Housekeeping Rules

- Student safety and wellbeing is JA Central Ontario's highest priority. We have set out clear guidelines for advisors and students to ensure the privacy and security of all participants.

Meeting times and locations

- Please be mindful that meetings with students should take place during your weekly scheduled time only. Students should not be meeting in-person with advisors outside of weekly scheduled meetings for any reason.
- If students need to meet with advisors virtually outside of scheduled meetings (for example for your executive meetings), these meetings must be communicated to and approved by JA in advance.
- Students and advisors should not be meeting anywhere outside of the approved Company Program location – this includes any external locations for example another office building, in coffee shops, or any other meeting space not approved by JA.
- If you must change the time or location of your in-person meetings, please notify JA immediately – any updates must be approved by JA in advance. If JA does not know where the students are, this poses a major liability and safety risk for all involved.



1:1 with students

- Students are not to attend any private meetings and are not to meet 1:1 with any advisors, and any external members (including guest speakers). This applies for virtual and in-person.
- There should always be at least one student and at least one advisor present in all interactions.
- Students cannot exchange contact details with advisors beyond what is required for the Company Program.

Nametags

- Advisors must wear a name tag at each meeting to indicate that they are a mentor.
- Advisors may choose to wear their workplace nametag, or a nametag can be provided to the advisor by JA.
- If you are part of a virtual program, your display name must indicate that you are an advisor.

Taking photos

- No photos should be taken of students online or in person without student and parent/guardian consent, this includes screen grabs. JA will notify lead advisors if we do not have parental/guardian consent and/or if the parent/guardians have specifically not consented to photos. If you are unsure of your team's parent consent status, please check with JA.
- Advisors cannot post and share photos of their team without approval from JA Central Ontario.

Student Display Names

- Student names should not be included in any posted or shared photos. This includes any team photos shared online on the website or social media accounts. If you are introducing the team, you can use first names only.
- Students are not to share their full name anywhere publicly, including on social media and on partner or student company websites.
- They must use their First Name and Last Initial only – this applies to all online formats – social media, websites, and virtual meeting platforms.



Guidelines for Guest Speakers

- To enhance and add value to the Company Program experience, we encourage advisors to incorporate additional tools/resources/activities throughout the program. Customizing the Company Program experience – in line with JA Central Ontario policies and procedures – is a great way to create a unique experience for students.
- One way to add value and to enrich the learning experience of students is to invite guest speakers to present during your scheduled meetings, whether virtually or in-person. Guest Speakers can be entrepreneurs, business leaders or industry experts who will provide your team with valuable insight to support them in building their business.

Registering & Screening Guest Speakers

- Company Program teams are welcome to engage a limited number of additional volunteers as guest speakers and subject matter experts on a week-by-week, case by case basis. As with all volunteers within Company Program, guest speakers must be registered, screened, and approved by JA.
- The total number of volunteers (between full-time volunteer advisors, guest speakers and subject matter experts) should not exceed a total of 12 on any given week to maintain an optimal student to advisor ratio.

Vulnerable Sector Check

- Volunteer guest speakers and subject matter experts must be registered and screened (including completing a Vulnerable Sector Check) and their participation in a Company Program meeting must be approved by JA at least one week in advance. Please note that some Vulnerable Sector Check processes may take up to 5 weeks to complete.
- Volunteer guest speakers must not visit the same program more than once but may visit multiple Company Program teams across the region.
- JA Central Ontario will actively review guest speakers to ensure they are appropriate for students and reflect the values and objectives of the JA Company Program. JA Central Ontario will also share a list of guest speakers available through our network should teams be interested.



Guidelines for Guest Speakers:

- Guest speakers cannot take photos of students and will not share photos without permission from JA Central Ontario.
- No photos should be taken of students online without student and parent/guardian consent, this includes screen grabs. JA will notify lead advisors if we do not have parental/guardian consent and/or if the parent/guardians have specifically not consented to photos. If you are unsure of your team's parent consent status, please check with JA.
- Student names should not be included in any posted or shared photos. This includes any team photos shared online on the website or social media accounts.
- Students cannot exchange contact details with any guest speakers.
- Students are not to attend any private meetings and are not to meet 1:1 with any guest speakers. This applies for virtual and in-person.

Excursion or “Field Trip” Policy

- Field trips or excursions – including any external or off-site visits with students (including, but not limited to, external events, workshops, office tours) – is strictly prohibited. Advisors are not to bring or invite students to any location that is outside of regular scheduled meetings.

If you require clarification or further information on the above, please email Lucia Ly at LLY@jacentralontario.org

