



STATEMENT

The Community YMCA works hard to ensure a wholesome, safe environment for all those individuals who walk through our doors. These policies and procedures are only one part of our efforts to prevent abuse.

However, it must be noted that no system can guarantee prevention of abuse. When all policies are implemented and maintained, a risk for abuse continues to exist, as the problem of abuse is pervasive and no system to date can assure complete safety.

State and Federal laws are continually evolving and the YMCA will update this document as necessary.

The Community YMCA would like to thank PRAESIDIUM, INC. for their assistance in developing these policies and procedures.

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I. General Definitions

A. Types of abuse

1. Physical abuse is injury that is intentionally inflicted upon a youth.
2. Sexual abuse is any contact of a sexual nature that occurs between a youth and an adult or between two youths. This includes any activity which is meant to arouse or gratify the sexual desires of the adult or the other youth.
3. Emotional abuse is mental or emotional injury to a youth that results in an observable and material impairment in the youth's growth, development, or psychological functioning.
4. Neglect is the failure to provide for a youth's basic needs or the failure to protect a youth from harm.

B. Staff, Volunteers & Children

1. Staff – all paid full or part-time employees including directors, program leaders, teachers, counselors or aides.
2. Volunteers – all non-paid individuals who have contact with youth regardless of position.
3. Youth – age 17 years or younger.

C. Staff & Volunteer Documentation Requirements

Prior to working in the YMCA, staff and volunteers will be required to complete the following:

1. Staff
 - a. Employment Application & Required HR Information
 - b. In-person interview
 - c. Three verbal reference checks performed by YMCA staff
 - d. PA State Police Criminal Background Check
 - e. PA Child Abuse Clearance
 - f. FBI Fingerprint Clearance
 - g. Praesidium Background Clearance
 - h. Praesidium Keeping Your YMCA safe training (on-line)
 - i. Praesidium Duty to Report, Mandated reporter training (on-line)
 - j. PA Child Welfare Resource Center: Recognizing and Reporting Child Abuse training (on-line)
2. Volunteer – Level 1 (episodic, Y staff member always present, no direct supervision of children, must have recent past/present relationship with YMCA)
 - a. Volunteer Application
 - b. PA State Police Criminal Background Check
 - c. Raptor Clearance
 - d. Signed Prevention of Child Abuse Policy
3. Volunteer – Level 2 (regular & direct contact with children, Y staff may or may not be present, potential supervision of children, must have recent past/present relationship with YMCA)
 - a. Volunteer Application
 - b. In-person interview
 - c. Two Reference checks performed by YMCA staff
 - d. PA State Police Criminal Background Check
 - e. PA Child Abuse Clearance
 - f. Raptor Screening
 - g. Signed Prevention of Child Abuse Policy

Other trainings may be required for specific jobs and volunteer opportunities.

II. Code of Conduct with Youth

The following policies are intended to assist staff and volunteers in making decisions about interactions with youths. For clarification of any guideline, or to inquire about behaviors not addressed here, contact your supervisor.

Our organization is committed to creating an environment for youths that is safe, nurturing, empowering, and that promotes growth and success.

No form of abuse will be tolerated, and confirmed abuse will result in immediate dismissal from our organization. All reports of suspicious or inappropriate behavior with youths or allegation of abuse will be taken seriously. Our organization will fully cooperate with authorities if allegations of abuse are made that require investigation.

The **Code of Conduct with Youth** outlines specific expectations of the staff and volunteers as we strive to accomplish our mission together.

1. Youths will be treated with respect at all times.
2. Youths will be treated fairly regardless of race, sex, age, or religion.
3. Staff and volunteers will adhere to uniform standards of displaying affection as outlined by our organization.
4. Staff and volunteers will avoid affection with youths that cannot be observed by others.
5. Staff and volunteers will adhere to uniform standards of appropriate and inappropriate verbal interactions as outlined by our organization.
6. Staff and volunteers will not stare at or comment on youths' bodies.
7. Staff and volunteers will not date or become romantically involved with youths.
8. Staff and volunteers will not use or be under the influence of alcohol or illegal drugs in the presence of youths.
9. Staff and volunteers will not have sexually oriented materials, including printed or online pornography, on our organization's property.
10. Staff and volunteers will not have secrets with youths and will only give gifts with prior permission.
11. Staff and volunteers will comply with our organization's policies regarding interactions with youths outside of our programs.
12. Staff and volunteers will not engage in inappropriate electronic communication with youths.
13. Staff and volunteers are prohibited from working one-on-one with youths in a private setting. Staff and volunteers will use common areas when working with individual youths.
14. Staff and volunteers will not abuse youths in anyway including (but not limited to) the following:
 - Physical abuse:* hitting, spanking, shaking, slapping, unnecessary restraints
 - Verbal abuse:* degrading, threatening, cursing
 - Sexual abuse:* inappropriate touching, exposing oneself, sexually oriented conversations
 - Mental abuse:* shaming, humiliation, cruelty
 - Neglect:* withholding food, water, shelter

15. Our organization will not tolerate the mistreatment or abuse of one youth by another youth. In addition, our organization will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take steps needed to eliminate such behavior.

Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

Physical bullying – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.

Verbal bullying – when someone uses their words to hurt another, such as by belittling or calling another hurtful names.

Nonverbal or relational bullying – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.

Cyberbullying – the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:

- Sending mean, vulgar, or threatening messages or images.
- Posting sensitive, private information about another person.
- Pretending to be someone else in order to make that person look bad.
- Intentionally excluding someone from an online group.
- Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
- Sexualized bullying – when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all youths, staff and volunteers.

16. All staff must follow state specific mandatory reporting requirements. Staff will be trained to be aware of and understand their legal and ethical obligation to recognize and report suspicions of mistreatment and abuse. Staff will:
- a. Be familiar with the symptoms of child abuse and neglect, including physical, sexual, verbal, and emotional abuse.
 - b. Know and follow policies and procedures that protect youths against abuse.
 - c. Report suspected child abuse or neglect to the appropriate authorities as required by state mandated reporter laws.
 - d. Follow up to ensure that appropriate action has been taken.
17. Staff and volunteers will report concerns or complaints about other staff and volunteers, other adults, or youths to a supervisor.
18. Our organization cooperates fully with the authorities to investigate all cases of alleged abuse. Any staff or volunteer shall cooperate to the fullest extent possible in any external investigation by outside authorities or internal investigation conducted by the organization or persons given investigative authority by the organization. Failure to cooperate fully may be grounds for termination.
19. Staff and volunteers may not have engaged in or been accused or convicted of youth abuse, indecency with a youth, or injury to a youth.

III. Policies

Policies define the bandwidth of acceptable behavior in an organization. Because offenders often violate policies to gain access to youths, when staff know and understand policies, they can identify, interrupt, and report policy violations. Simply interrupting a policy violation can prevent a false allegation of abuse or put an offender on notice that no one works in private, the rules apply to everyone, and violations will be detected.

A. Physical Contact

Our organization’s physical contact policy promotes a positive, nurturing environment while protecting youths and staff. Our organization encourages appropriate physical contact with youths and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by staff or volunteers towards youths in the organization’s programs will result in disciplinary action, up to and including termination of employment.

The organization’s policies for appropriate and inappropriate physical interactions are:

<i>Appropriate Physical Interactions</i>	<i>Inappropriate Physical Interactions</i>
<ul style="list-style-type: none">• Side hugs• Shoulder-to-shoulder or “temple” hugs• Pats on the shoulder or back• Handshakes• High-fives and hand slapping• Verbal praise• Pats on the head when culturally appropriate• Touching hands, shoulders, and arms• Arms around shoulders• Holding hands (with young children in escorting situations)	<ul style="list-style-type: none">• Full-frontal hugs• Kisses• Showing affection in isolated area• Lap sitting• Wrestling• Piggyback rides• Tickling• Allowing a youth to cling to an employee’s or volunteer’s leg• Any type of massage given by or to a youth• Any form of affection that is unwanted by the youth or the staff or volunteer• Compliments relating to physique or body development• Touching bottom, chest, or genital areas

B. Verbal Interaction

Staff and volunteers are prohibited from speaking to youths in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Staff and volunteers must not initiate or participate in sexually oriented conversations with youths. Staff and volunteers are not permitted to discuss their own sexual activities with youths.

Our organization’s policies for appropriate and inappropriate verbal interactions are:

<i>Appropriate Verbal Interactions</i>	<i>Inappropriate Verbal Interactions</i>
<ul style="list-style-type: none"> • Positive reinforcement • Appropriate jokes • Encouragement • Praise 	<ul style="list-style-type: none"> • Name-calling • Discussing sexual encounters or in any way involving youths in the personal problems or issues of staff and volunteers • Secrets • Cursing • Off-color or sexual jokes • Shaming • Belittling • Derogatory remarks • Harsh language that may frighten, threaten or humiliate youths • Derogatory remarks about the youth or his/her family • Comments relating to a youths physique, body development or physical appearance

C. One-on-One Interaction

Most abuse occurs when an adult is alone with a youth. Our organization aims to eliminate or reduce these situations and prohibits private one-on-one interactions unless approved in advance by the organization administration.

In those situations where one-on-one interactions are approved, staff and volunteers should observe the following additional guidelines to manage the risk of abuse or false allegations of abuse:

<i>Additional Guidelines for One-on-One Interactions</i>
<ul style="list-style-type: none">• When meeting one-on-one with a youth, always do so in a public place where you are in full view of others.• Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, and handshakes.• If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.• Inform other staff and volunteers that you are alone with a youth and ask them to randomly drop in.• Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.

1. Tutoring/ Private Coaching:

One-on-one situations, such as tutoring and private coaching sessions, introduce additional risks for false allegations. Staff and volunteers should be aware of our policies regarding tutoring and private coaching:

- a. Staff and volunteers must have supervisor approval for any tutoring or private coaching sessions.
- b. Tutoring and coaching sessions with our organization’s youths may not occur outside of the organization.
- c. Supervisors must keep a schedule of private tutoring and coaching sessions, which should include times, youths involved, and location of sessions.

D. Off-site Contact

Many cases of organizational abuse occur off-site and outside of regularly scheduled activities. This contact outside of regularly scheduled activities may put staff, volunteers, and our organization at increased risk.

Our organization prohibits interactions outside of regularly scheduled program activities unless approved by the organization’s Administration.

In addition, when outside contact is unavoidable, ensure that the following steps are followed:

1. Supervisors should identify for staff and volunteers what types of outside contact are appropriate and inappropriate.
2. Ensure that staff or volunteers have the parents’ permission to engage in outside contact with the youth. Consider requiring the parents to sign a release-of-liability statement.

E. Electronic Communication

Any private electronic communication between staff and youths, including the use of social networking websites like - Facebook, Instagram, Twitter, Snapchat, instant messaging, texting, etc. - is prohibited. All communication between staff and youths must be transparent.

The following are examples of appropriate and inappropriate electronic communication:

<i>Appropriate Electronic Communication</i>	<i>Inappropriate Electronic Communication</i>
<ul style="list-style-type: none"> • Sending and replying to emails and text messages from youths ONLY when copying in a supervisor or the youth’s parent • Communicating through “organization group pages” on Facebook or other approved public forums • “Private” profiles for staff and volunteers which youths cannot access • Posting pictures or videos on “organization group pages” on Facebook or other approved public forums 	<ul style="list-style-type: none"> • Harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating comments • Sexually oriented conversations • Private messages between staff and volunteers with youths • Posting pictures of organization participants on non- organizational or personal social media sites • Posting inappropriate comments on pictures • “Friending” participants on social networking sites

In addition, provide this information to your participant’s parents so that they know what is appropriate and inappropriate from your staff.

1. Cell Phone Use:

While assigned to work with youths, staff are not permitted to use electronic communication devices except during approved breaks and emergency situations. Internet use, text messaging and/or emailing pictures while assigned to work with youths is strictly prohibited regardless of the type of device used and whether for business or personal reasons. Employees need to ensure that friends and family members are aware of this policy.

Use of personal electronic communication devices to contact (via voice, text, or pictures/video) organization members and/or program participants for personal and/ or inappropriate reasons shall be grounds for discipline up to and including termination of employment.

2. Acceptable Use of Cell Phones during Program Hours:

There are occasions in which staff will need to use personal or organization issued electronic communication devices. In these cases, staff will have explicit direction from supervisors governing use. Situations which may require use of organization issued or personal electronic communication devices include:

- a. Field Trips
- b. Off-site Programs
- c. Emergencies

F. Gift Giving

Abusers routinely groom youths by giving gifts, thereby endearing themselves to the youth. They might instruct the youth to keep the gifts a secret, which then starts teaching the youth to keep secrets from parents. For this reason, staff and volunteers should only give gifts to groups of youths, and only under the following circumstances:

1. Administration must be made aware of and approve the gift.
2. Parents must be notified.

IV. Monitoring and Supervision

When staff are adequately supervised, potential offenders are less likely to act on their impulses because they face detection. When youths are adequately supervised, they too are less likely to engage in inappropriate interactions with others. Similarly, the physical plant must be monitored, particularly out-of-the-way locations or locations that might permit an offender undue access to or privacy with a youth. Effective supervision and monitoring require that a variety of methods be used frequently, at both scheduled and random times.

A. Facility Monitoring

Because most incidents of sexual behavior occur in private, the extent to which privacy is managed, risk is managed. In order to ensure that all of the locations are properly and consistently monitored.

B. Checking Members into a Facility:

1. When anyone (members, guests, residents, construction workers, maintenance, cleaning crews, etc.) enters the facility during operational hours, they must check in with the front desk.
 - a. Members must be checked into facility using the membership software.
 - b. RAPTOR System - Upon entering our facilities, any visitor 18 and older, will be required to present a valid government issued ID, which will be scanned into the system. This information is compared to the national database of registered sexual offenders. Once cleared, the individual may enter the facility.
 - c. Acceptable forms of identification include: State Driver's license/State Photo ID card; Resident Alien ID card; Military ID; Passport ID card; Mexican Consulate card.
 - d. All Nonmembers must follow the check-in procedures listed below (#4).
 - e. All contractors, in addition to #4, must show a work-Id which will be copied and kept in file. If no work-Id is available, facility access will be denied.
2. When possible, create a single point of entry and exit in the facility.
3. If there is more than one entrance or exit, ensure these other points of access are consistently monitored.
4. Proper Identification for Guests - All guests are required to be screened by the RAPTOR System. Photo-ids will be photocopied and kept on file. All guests must sign the liability waiver. Guests will also be registered in the membership software and have their picture taken and saved to their guest account. Next-day phone calls to thank new guests for visiting will be made as a way to check against false identification. If the phone number is not valid, the guest will be denied future facility access.

C. General Supervision

General supervision procedures:

1. **Administrative and Supervisory Visits to Youth Programs-** Youth supervisors and administrators will regularly visit all youth programs to ensure that all activities are well-managed and that youth policies are observed by all in attendance.
2. **Ratios-** Each program will follow the ratio requirements that are directly to the goals of the program and the design of the program area. The staff or volunteer-to-youth ratio should be adjusted for programs that serve youths with special needs.
3. **Mixed Age Groups-** In most incidents involving one youth abusing another youth, the youths are from different age groups. Each program is responsible for establishing specific guidelines for additional monitoring and supervision of activities that involve youths from different age groups. Staff and volunteers must be aware that close line of sight supervision is required when monitoring programs that mix age groups.

D. Monitoring Youth in Facilities

Generally, youths under the age of 12, or 7th grade, should not be alone in the facility without a parent or guardian present. By this age, most youths have had the experience of being without immediate parental supervision. In addition, 12-year-old youths are able to use self-protection skills in the event that they are approached inappropriately by another youth or by an adult.

However, we recognize that many youth programs permit younger children to access the facilities for many reasons.

That said, because we are responsible for all youths in the facility, we will:

1. Require a parent or legal guardian to complete a membership application which includes identifying information, any special medical or behavioral circumstances, any legal indemnifications, the youth's date of birth, and emergency contact information. In addition, require all youths to sign-in AND to the facilities.
2. Require youths to sign a Code of Conduct that outlines the behavioral expectations and policies regarding appropriate and inappropriate interactions. We will require parents to sign this Code of Conduct as well, so that they are aware of the policies and procedures
3. Whenever possible have a parent orientation and information session. This meeting will provide an opportunity to review expectations and requirements, and the chance to establish a relationship with the parents.
4. Provide supervision both directly, indirectly, and with a combination of the two techniques.
 - a. For direct supervision, the program may offer structured, scheduled activities like basketball tournaments, swimming activities, arts and crafts, etc. These activities will have at least two or more staff assigned to lead and supervise.
 - b. For indirect supervision, such as open gym or recreational swim times, certain areas of the building will be designated as authorized areas. Authorized areas could include a gymnasium, a game area, or a classroom for doing homework and so on. Authorized areas must be easily visible and routinely and systematically checked by staff. Youths should know that they will be supervised by staff at all times, and all staff should know which areas are authorized and which are not.
5. Develop supervision standards for the authorized areas, including:
 - a. How frequently authorized areas should be monitored by staff.
 - b. Assigning staff specific supervision responsibilities over authorized areas.
 - c. Requiring staff to record when they monitor authorized areas.
6. All program staff will wear nametags or identifying clothing so that the youth can easily recognize them as staff.
7. Train all staff:
 - a. To greet youths that enter the facility; to direct youths to the structured activities or authorized areas; and, to redirect youths who are not in an authorized area or who are not participating in a structured activity.
 - b. To be aware of the risks involved with mixing age groups and how to monitor activities involving mixed age groups.
 - c. To routinely monitor high risk areas (such as bathrooms, locker rooms, and unused rooms). This staff should document the scheduled and periodic sweeps of high risk locations.

Ultimately, all kids must be supervised at all times, regardless of age. The key to remember is that they can be supervised directly in structured activities and indirectly when they are in authorized areas.

E. Monitoring High Risk Activities

1. Bathroom Activities

Most incidents of youth-to-youth abuse occur in the bathrooms. Therefore:

When supervising restroom use, adult staff members should first quickly scan the bathroom before allowing youths to enter.

- a. For "Group Bathroom Breaks":
 - Require staff to take groups of two or more youths to the bathroom – following the "rule of three" or more.
 - If the bathroom only has one stall, only one youth should enter the restroom while the others wait outside with the staff.
 - If there are multiple stalls, only send in as many youths as there are stalls.
 - Minimize youths of different ages using the bathroom at the same time.
 - Require staff to stand outside the bathroom door but remain within earshot.
- b. For single use restrooms:
 - Require youths to ask permission to use the bathroom.
 - Require all staff to frequently check bathrooms.
- c. Prohibit staff from using the bathroom at the same time as youths.
- d. If assisting young youths in the stalls, the staff should keep the door to the stall open.

2. Locker Room Activities

The locker room procedures include:

- a. Requiring staff to stand within earshot of the locker room when in use by youths.
- b. Requiring staff to intermittently and briefly check inside the locker room so users know the locker room is monitored.
- c. Discouraging the use of locker rooms by youths of different ages at the same time.
- d. Prohibiting the use of locker room horseplay such as towel snapping.
- e. When possible, arrange lockers to minimize unnecessary privacy.

3. Shower Activities

Staff and youths must shower at different times. Create shower schedules that will permit supervision of the youths while staff shower.

- a. While the youths shower, at least one staff member should stand in the bathroom doorway and within earshot of the youths. Ensure that only one youth is in each shower.

4. Transition Times and Free Times

Transition times and free-choice times (or free times) pose a high risk for incidents because during these times, staff and volunteers may not be assigned a particular group of youths to supervise. To decrease the risk of incidents, we will:

- a. Require youths to remain in line-of-site of staff at all times.
- b. Specify the staff-to-youth ratio.
- c. Specify narrow geographic boundaries in the program areas.
- d. Ensure that all staff are assigned specific areas to supervise ("zone monitoring").
- e. Include bathroom procedures.
- f. Require periodic roll calls for each age group.
- g. Require supervisors to conduct periodic check-ins and sweeps of the entire activity area.

5. **Playground Activities**

The playground procedures require:

- a. Youths to remain in line-of-site of staff at all times.
- b. Definition of specific and narrow geographic boundaries around the playground area.
- c. Specific instructions on how to monitor barriers of supervision (such as storage sheds, playhouses, tunnels, and shrubs).
- d. That all staff are assigned specific areas to supervise ("zone monitoring").
- e. Specific bathroom procedures.
- f. Staff to conduct periodic roll calls for each age group.
- g. Supervisors to conduct periodic check-ins and assessments of the activity period and of the entire activity area.

6. **Transportation Activities**

Transporting youths may increase the risk of abuse or false allegations of abuse because staff and volunteers may be alone with a youth or may make unauthorized stops with youths. In addition, transportation activities may provide a time for unsupervised youths to engage in youth-to-youth sexual activity.

The transportation guidelines:

- a. Require written parent permission from all youths on the trip. Staff take these permission forms and medical releases with them on the trip.
- b. Require staff to have a list of the youths on the trip. The staff take roll when boarding the bus, when leaving the bus, periodically throughout the trip, and then again when boarding the bus, and again when the bus returns to its final destination.
- c. Specify staff-to-youth ratios. Do not count the driver in the supervision ratio.
- d. Require staff to sit in seats that permit maximum supervision.
- e. Discourage mixed age groups from sitting together. When possible, high risk youths are seated by themselves or with a staff member.
- f. Prohibit drivers from making unauthorized stops.
- g. Where applicable require staff to document the beginning and ending time of the trip and the mileage, names of the youths being transported, and the destination.
- h. Require documentation of any unusual occurrences.
- i. Staff are not permitted to transport youths in non-organization vehicles.

6. **Off-Site Activities**

The off-site procedures include:

- a. Requiring supervisor approval for all off-site activities.
- b. Requiring parental approval.
- c. Specifying staff-to-youth ratios for the activity.
- d. Requiring staff and youths to be easily identifiable.
- e. Including specific bathroom and locker room procedures as applicable to outing.
- f. Including transportation procedures.
- g. Including instructions for a supervisor to observe the off-site activities at scheduled times and random intervals.
- h. Considering specific recommendations based on the location and type of activity.

7. **Overnight Activities**

Overnight stays present unique risks to youths and staff. They often involve changing clothes, groups of both genders and different ages in a more intimate atmosphere than usual, more unstructured activities, and increased supervision demands for staff.

Supervision Guidelines:

- a. All overnight activities must be documented and approved in writing.
- b. Parents and/or their designee (other than staff) are responsible for youth.
- c. Administrators are expected to regularly and randomly observe overnight activities on a scheduled and periodic basis.
- d. All parents must sign a permission slip for their youths to attend the overnight.
- e. Meetings with the group should be hosted in open and observable areas; meetings should not be hosted in staff or youth rooms.
- f.

Overnights Away from the Facility:

- a. Overnight stays at private homes are prohibited unless approved by the administration.
- b. Physical boundaries at the off-site location must be clearly defined and explained to the youths.
- c. In hotel rooms, assign youths to rooms based on sex and age. Staff must have their own rooms.
- d. Parents and/or their designee (other than staff) are responsible for youth during the overnight stay.

F. Supervisors and Administrators Monitoring On-Site and Off-Site Programs

Keep a record. Document your supervision visits. Include information like your arrival and departure times, which youths and parents were present, and a summary of the information collected. Provide staff with feedback about visits.

Vary your observation times. Do not develop a predictable pattern of observation. Drop in at different times each day. Occasionally leave and come back immediately.

Arrive before staff. Check punctuality and the routine that staff follow to prepare for the youths to arrive.

Survey the physical environment. Is this a suitable location for the activity (e.g. size of area for number of youths, ability to supervise all areas used by youths, landscaping that may inhibit supervision)?

Watch activities. Are they planned and organized? Are the staff actively involved? Ask to see the schedule of activities and compare with what is actually going on at a given time.

Observe bathroom and locker room activities. Observe bathroom and locker room activities to ensure that the staff are complying with the established policies and procedures.

Observe Interactions.

V. Responding

How an organization responds to suspicious or inappropriate interactions, policy violations, and incidents or allegations of abuse can dramatically affect the harm to the individuals involved and the damage to the organization. Once a staff member, volunteer, youth, or parent has expressed a concern or made an allegation about the treatment of a youth, swift and determined action must be taken to reduce any subsequent risk to the youth, to the accused staff member or volunteer, and to the organization.

A. Responding to Suspicious or Inappropriate Behaviors or Policy Violations

Because our organization is dedicated to maintaining zero tolerance for abuse, it is imperative that every staff member actively participates in the protection of youths. In the event that staff observe any suspicious or inappropriate behaviors and/or policy violations on the part of other staff or volunteers, it is their personal responsibility to immediately report their observations.

Remember, at our organization, the policies apply to everyone.

<i>Examples of Suspicious or Inappropriate Behaviors Between Staff/Volunteers and Youth</i>
<ul style="list-style-type: none">• Violation of the abuse prevention policies described above• Seeking private time or one-on-one time with youths• Buying gifts for individual youths• Making suggestive comments to youths• Picking favorites

All reports of suspicious or inappropriate behavior with youths will be taken seriously. Our procedures will be carefully followed to ensure that the rights of all those involved are protected.

1. Staff and Volunteer Response:

If staff witness suspicious or inappropriate behaviors or policy violations from another staff or volunteer, the staff or volunteer is instructed to do the following:

<i>Guidelines for Staff/Volunteers Response to Suspicious or Inappropriate Behaviors and/or Policy Violations</i>
<ul style="list-style-type: none">• Interrupt the behavior.• Report the behavior to a supervisor, director, or other authority.• If you are not comfortable making the report directly, make it anonymously.• If the report is about a supervisor or administrator, contact the next level of management.• Document the report but do not conduct an investigation.• Keep reporting until the appropriate action is taken.

2. **Supervisor and Administrator Response:**

In the event that a supervisor or an administrator receives a report of suspicious or inappropriate behaviors or policy violations from a staff member or volunteer, the supervisor is instructed to do the following:

Guidelines for Supervisors and Administrators Response to Suspicious or Inappropriate Behaviors and/or Policy Violations

- Report to the next level of administration and determine the appropriate administrator to respond to the concern.
- Determine the appropriate response based on the report.
- Speak with the staff or volunteer who has been reported.
- Review the file of the staff or volunteer to determine if similar complaints were reported.
- Document the report on the appropriate form.
- If at any point in gathering information about a report of suspicious or inappropriate behavior, a concern arises about possible abuse, contact the state authorities and file a report.
- If appropriate, notify parents and/or guardians.
- Advise the person who reported the behavior that the report is being taken seriously.

Based on the information gathered, the following may be required:

- a. Increase monitoring or supervision of the staff, volunteer, or program.
- b. If policy violations with youths are confirmed, the staff or volunteer must be subject to disciplinary action up to and including termination and prosecution. Disciplinary action will follow the Progressive Disciplinary Process outlined in this manual.
- c. If more information is needed, interview and/or survey other staff and volunteers or youths.

3. **Organizational Response:**

Guidelines for Organizational Response

- Review the need for increased supervision.
- Review the need for revised policies or procedures.
- Review the need for additional training.

B. Responding to Suspected Abuse by an Adult

1. Staff or Volunteer Response to Abuse:

As required by mandated reporting laws, staff and volunteers must report any suspected abuse or neglect of a youth—whether on or off organization property or whether perpetrated by staff, volunteers, or others—to state authorities. Reports may be made confidentially or anonymously. A person who mistakenly reports suspected abuse is immune from civil or criminal liability as long as the report was made in good faith and without malice.

In addition to reporting to state authorities, staff and volunteers are required to report any suspected or known abuse of youths perpetrated by staff or volunteers directly to leadership so that immediate and proper steps may be taken to ensure the safety of alleged victims and others who may be at risk. Reports of suspected or known abuse may be made confidentially to the following:

- a. Immediate supervisor
- b. Directors
- c. Administrators

Additional Guidelines for Staff/Volunteer Response to Incidents or Allegations of Abuse

- If you witness abuse, interrupt the behavior immediately.
- If abuse is disclosed to you, assure the individual disclosing that he or she was correct to tell to you.
- Protect the alleged victim from intimidation, retribution, or further abuse.
- Immediately report the allegation or incident to the proper organization authorities (based on mandatory reporting requirements) and the designated authority.
- Be sure to document the incident, disclosure, or any circumstances causing your suspicion of abuse. State only the facts.
- It is not your job to investigate the incident but it **IS** your job to report the incident to your supervisor in a timely manner.
- Check back to make sure appropriate steps were taken. If not, report again to your supervisor or the designated organization authority.

2. Supervisors and Administrators Response to Abuse:

In addition to the above response procedures, supervisors and administrators should ensure the following:

Guidelines for Supervisor and Administrators Responding to Allegations or Incidents of Abuse

- First, determine if the youth is still in danger and if so, take immediate steps to prevent any further harm.
- Gather as much information about the allegation as you can. For example, who made the report, who was allegedly abused, who was the alleged abuser, what was the nature of the alleged abuse, where and when did the alleged abuse occur, etc.
- Accurately record everything you learn in as much detail as you can. Remember your notes may be read by others. Stick to the facts.
- Contact the appropriate local authorities as indicated by your mandatory reporting procedures. Make sure you get a case number and the name and contact information of the person with whom you speak at the reporting agency.
- If the alleged abuse involves a staff member or volunteer, notify your crisis management team and follow your crisis management plan.
- Suspend the accused staff or volunteer until the investigation is completed.

C. Responding to Youth-to-Youth Sexual Abuse and Sexualized Behaviors

The thought that one youth may sexually abuse another youth does not occur to many people. Unfortunately, abuse between peers has increased 300% in the past few years. Youth-to-Youth sexual activity and sexualized behaviors often remain unreported in organizations because staff and volunteers are not comfortable documenting these situations, or may not know how.

1. Youth-to-Youth Interactions:

Most serious incidents of youth-to-youth abuse are preceded by more subtle incidents such as name-calling, taunting, or roughhousing. Interrupting these interactions early and establishing and communicating standards of conduct can keep the program environment safe. Our organization recognizes that the following interactions are high risk and should be prohibited:

<i>Prohibited Youth-to-Youth Interactions</i>
<ul style="list-style-type: none">• Hazing• Bullying• Derogatory name-calling• Games of Truth or Dare• Singling out one child for different treatment• Ridicule or humiliation

In order to adequately respond to and track incidents within the organization, all sexual activity between youths and sexualized behaviors of youths must be consistently documented.

2. Staff and Volunteer Response:

Youth-to-youth sexual behaviors can include inappropriate touching, exposing body parts, using sexualized language, making threats of sexual activity, engaging in sexual activity, and similar types of interactions.

If staff witness youth-to-youth sexual behaviors, they are instructed to follow these guidelines:

<i>Guidelines for Staff and Volunteers Responding to Youth-to-Youth Sexual Activity</i>
<ul style="list-style-type: none">• If you observe sexual activity between youths, you should immediately separate them.• Calmly explain that such interactions are not permitted and separate the youths.• Notify your supervisor.• Complete the necessary paperwork including what you observed and how you responded.• Follow your supervisor's instructions regarding notifying the authorities and informing the parents of the youth involved.• In some cases, if the problem is recurring discipline may be required including not allowing one or both youths to return to the program.

3. Supervisors and Administrators Response:

In the event that a supervisor or administrator receives a report of a youth's sexualized behavior or youth-to-youth sexual activity, the supervisor should do the following:

Guidelines for Supervisors and Administrators Responding to Youth-to-Youth Sexual Activity

- Meet with the staff who reported the sexual activity to gather information.
- Confirm that the youths involved have been separated or placed under increased supervision.
- Review the steps taken by the staff on duty.
- Review the incident report to confirm it is accurately and thoroughly completed.
- Meet with parents of the youths involved.
- Determine what actions should be taken to make sure there is no recurrence, including assessing the suitability of the program for the children involved.
- Notify the proper authorities.
- Develop a written corrective action or follow-up plan in response to the incident

Based on the information gathered, the following may be required:

- d. Review the need for additional supervision
- e. Review the need for revised policies or procedures
- f. Review the need for additional training
- g. Alert others in the organization

4. Organizational Response:

After the internal review of the sexualized behavior or youth-to-youth sexual activity, the organization will determine what can be done to prevent a reoccurrence, such as:

Guidelines for Organizational Response

- Review the need for additional supervision.
- Review the need for revised policies or procedures.
- Review the need for additional training.
- Alert others in the organization.

Acknowledgment of Abuse Prevention Guidelines

THIS IS TO ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE ABUSE PREVENTION GUIDELINES, which supersedes any other policy I may have received during my volunteer service or employment with CYEDC. I understand that these Guidelines are intended to serve as a guide to The CYEDC's policies and procedures, and that policies and procedures described in these Guidelines are at all times subject to modification at any time with or without notice by The CYEDC.

I acknowledge that I have read the information herein and understand that it describes policies which govern my employment. I also understand that my volunteer service or employment is at-will, which means that it is for no set period and may be terminated by me or The CYEDC at any time with or without cause. Nothing shall have the effect of changing the at-will status of my volunteer service or employment other than a written agreement signed by me and the President/CEO of The CYEDC specifically changing the status.