



## Prevention of Child Abuse Policy

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This policy covers the required steps involved in volunteering, coaching youth activities, sports and programs; appropriate conduct related to the supervision of children; reporting procedures of suspected abuses; responsibilities to parents and recommendations for good practices related to the above.

### **Definition of Terms**

**Coaching and volunteering:** All Volunteer coaches and all volunteer staff who have frequent and routine contact with children. (Parents who volunteer for special events are excluded.)

**Child:** 18 years or younger.

### **Volunteering Coaching, Training and Supervision**

(For ages, preschool, school age children in all Leisure Services programs and camps)

1. A minimum of two reference checks are conducted, documented and filed on all potential Volunteers prior to coaching. References must include immediate prior employment and/or any employment involving supervision of children.
2. Criminal record checks are conducted on all volunteers who volunteer with Leisure Services Programs.
3. All volunteer coaches receive the following orientation training:

- ✓ Leisure Services policies related to prevention of child abuse.
- ✓ Leisure Services emergency procedures.

***A note signed by each volunteer acknowledging that they have received and read the above information is to be filed in the Volunteer file.***

4. Volunteers respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, or culture.
5. Volunteers will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Children are not to be touched on areas of their bodies that would be covered by clothing.
6. Volunteers will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
7. While the Leisure Services Department does not discriminate against an individual's lifestyle, it does require that in the performance of their volunteer job they will abide by the standards of conduct set forth by the Leisure Services Department.
8. Volunteers must appear clean, neat, and appropriately attired.
9. Using, possessing, or being under the influence of alcohol or illegal drugs during volunteering hours is prohibited.
10. Smoking or use of tobacco in the presence of children or parents during volunteering hours is prohibited.
11. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children or parents is prohibited.
12. Volunteers must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
13. Volunteers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.

14. Volunteers may not be alone with children they meet in Leisure Services programs outside of the Leisure Services Program. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.
15. Volunteers are not to transport children in their own vehicles, unless you have written permission from a parent or legal guardian.
16. Volunteers may not date program participants under the age of 18 years of age.
17. Under no circumstances should volunteers release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the Leisure Services Department).
18. Volunteers are required to read and sign this policy related to identifying, documenting, and reporting child abuse.

### **Reporting Requirements Pertaining to All Leisure Services Programs**

- ❖ **Mandatory Reporting of Child Abuse.** The Leisure Services Department requires all volunteers, especially volunteers working with children to report known or suspected child abuse to your Leisure Services Director or child protective agency by telephone immediately or as soon as practically possible and in writing within 36 hours.
- ❖ A child protective agency may be the respective County Department of Family and Children Services, or where not available a police or sheriff's department, or a county probation department.
- ❖ Any reasonable suspicion means that it is objectively reasonable for a person to entertain such a suspicion, drawing when appropriate on his or her training and experience, to suspect child abuse.
- ***Note: Every volunteer has an absolute duty to report any reasonable suspicion of child abuse, molestation, or sexual misconduct to the proper authorities. The child protective agency will determine the accuracy of the report.***

Volunteer Print name: \_\_\_\_\_ . Sign & Date: