

JCC

1. Screening and selecting employees and volunteers

- All prospective staff members will complete an application to work or volunteer
- Application includes questions about criminal conviction, past work history, and education.
- Application will include a statement that the JCC has a zero tolerance standard for abuse and inappropriate behavior by staff members.
- All applications will be signed by the individual and maintained in their personnel file.
- Prospective staff members will be interviewed by at least two separate staff members.
- All interviews will be documented on an approved interview form that ensures consistency of questions asked.
- During all interviews the prospective staff member will be asked to read the JCC statement on abuse prevention and verify that they are in agreement with its purpose and that they will abide by its standards if hired.
- Social Security checks will be performed to identify all past addresses.
- Criminal records searches will be conducted on any prospective staff members.
- Applicants who are returning staff will receive a new check if they have been away from JCC for more than 90 days.
- At least three references will be contacted for all prospective staff.
- At least one reference must be a *close family member* to the applicant.
- The reference's responses will be documented on an organization-approved form that specifies questions for uniformity of evaluation.
- Past employers will be asked if the person is eligible for rehire.
- Written references will be accepted only with verbal verification.
- If the written reference did not address the questions normally asked, those questions will be asked during the telephone contact.
- All reference forms must include the date and the printed name and signature of the staff member who completed it.
- Volunteers are staff members, even if they receive no remuneration. References will be checked and documented, with the number of references dictated by the volunteer's position.

2. Guidelines on interactions between individuals

- Code of Conduct will be signed and dated by all staff members prior to performing any work duties.
- All departments will review the Code of Conduct annually and will have all staff reconfirm that they understand their expectations
- A single staff person should never be alone with a single child where they cannot be observed by others.
- Staff should never leave a child unsupervised.
- Staff will ensure restrooms are not occupied by suspicious or unknown individuals before allowing children to use the facilities.
- Children should not be sent to restrooms without a staff member present.
- Staff will be positioned outside the doorway for single-stall restrooms or stand in doorway while children are using the restroom.
- Doors must remain open if staff are assisting younger children.
- Multiple staff should accompany children to restrooms if possible.
- No child should ever enter a bathroom alone on a field trip. A minimum of three people (one of whom is a staff member) must accompany them.
- Extra precautions should be taken for offsite trips. These include: lower student to staff ratios, checking all bathrooms immediately prior to use by children, avoiding the use of changing facilities in public, picking up children on field trips only allowed if prearranged with proof of ID and following normal sign-out procedures

- Additional supervision for program participants, volunteers, or staff with special needs
- Enforce adult expectations around children (i.e. no obscene gestures, language, or inappropriate talk with a child)
- No use of cameras or cell phones is allowed in bathroom or changing areas.
- When possible, staff should conduct or supervise private activities (such as diapering, putting on bathing suits, or taking showers) in pairs. If not possible, staff should be positioned so that they are visible to others.
- Staff will not abuse children in any way.
- Staff must use positive guidance.
- Staff will have age-appropriate expectations of youth and set up guidelines and expectations which minimize the need for discipline.
- Staff will respond to children with respect and consideration and treat all children equally
- Staff will respect children's rights not to be touched in ways that make them feel uncomfortable.
- Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit.
- Staff will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
- 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
- Profanity, inappropriate jokes, sharing intimate details of one's personnel life, and any kind of harassment in the presence of children or parents is prohibited
- Staff may not be alone with children they meet in programs outside of the program.
- If the staff member has a pre-existing relationship, the Branch Executive must be notified of the relationship and the relationship may continue. The family will be required to sign a form acknowledging the family's pre-existing relationship with the staff member
- Staff may not contact program participants except for issues relating directly to currently ongoing program activities
- Children should never receive gifts of any kind from individual staff members.
- Staff are not to transport children in their own vehicles and should never be transported alone.
- Staff may not date program participants under the age of 18 years of age.
- Under no circumstance should staff 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 JCC).
- Hazing, bullying, or similar behavior is not allowed and should be reported to facility administrators.
- Children must sign into and out of programs each day. Children in programs requiring adult drop-off and pick-up (e.g., childcare) will only be released to pre-authorized individuals.
- Staff members are not to have children enter closets or storage areas to retrieve equipment.
- Staff members should not perform frontal hugs of children – hugs should be from the side.
- Staff members should get down to the child's physical level when possible.
- Staff should not touch children in any body location that would be covered by a bathing suit.
- Staff members should not pick-up school-aged children and should not allow children to sit on their laps.
- Programs should establish and follow a minimum ratio of children to staff.
- Ratios and supervision standards apply during transportation.
- Staff will spread themselves out in the vehicle and maintain their focus on the children while transportation is occurring.
- If children being transported are of multiple age groups, they should be seated by age group, with older children positioned to the rear of the vehicle. Boys and girls generally should not be seated together; children with known relational challenges should also not be placed together.
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3. Monitoring behavior

- Staff members and authorized volunteers should have organization-issued identification, preferably with photograph. The identification should be visible whenever they are working with children
- All applications, reference checks, Criminal Record Checks and interview notes will be kept in the individual's personnel file that is maintained in the corporate Human Resources department.
- Announced and unannounced audits will be conducted of all branches of the program.
- Audits will look directly at abuse prevention practices.
- Audits will be performed by branch and organization leadership with all programs audited by organization leadership at least twice yearly.
- Access to all messages, email, internet usage and the like should be clearly outlined in the employee handbook.
- Systems should be in place to monitor and record all internet usage

4. Ensuring safe environments

- Establishment of a safety committee/team of 10-15 members which:
- Conducts program audits and premises/equipment inspections
- Conducts incident/Injury reviews
- Identifies safety hazards and suggests corrective measures
- Develops safe work practices for staff and volunteers
- Identifies the need for and facilitates safety training
- Identifies and promotes activities that encourage staff to support the organization's safety efforts
- Relates data to employees regarding the safety program
- Develop a system/create a timeline to monitor updates and progress.
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5. Responding to inappropriate behavior, breaches in policy, and allegations and suspicions of child sexual abuse

- Parents should be provided with the names of at least two separate individuals (male and female) employed by the association whom they may contact to report inappropriate behavior.
- Participants and/or their parents should be polled at each program's end both to identify strengths and potential problems and to evaluate the relationship between expectations and experiences.
- Staff are mandated to report any suspicion of child abuse to the jurisdiction having authority.
- Staff will report to their supervisor any indication of or warning signs concerning abuse involving a child and any instances of staff violating the Code of Conduct.
- Staff who identify suspicious behavior or a violation of policy by a fellow staff person should report the event to their supervisor immediately.
- All staff will report violations of policies immediately to their supervisor. If the supervisor does not effectively respond, the staff members will notify the next level supervisor.
- Staff are expected to observe other staff members' behaviors, including supervisors, and report any suspicions to a supervisor.
- All staff members are mandated reporters with regard to child abuse.
- Any evidence of potential child abuse or observation of inappropriate contact will be reported to the appropriate authorities
- Any staff member who is alleged to have abused a child will be suspended with pay pending the outcome of an investigation by the agency and appropriate authorities. If the allegation is substantiated, the staff member will be terminated.
- If the allegation is against a program participant, s/he will be suspended pending the outcome of the investigation. Depending on the severity of the incident the participant maybe terminated from the program.
- The agency will perform an investigation following any allegation of child abuse by a staff member, participant or member.

- Following an allegation against a staff member, their personnel file will be sealed and locked in a secure location. The file will have no items removed or added. It will only be moved from the locked location at the direction of the CEO.
- The agency will develop and follow a media plan.
- After an event, the agency will provide counseling to staff and affected children.

6. Training for staff/volunteers

- Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.
- All staff members will participate in the child abuse prevention training that includes training on sexual abusers
- Any staff member who does not complete the training as required will be suspended or terminated
- The electronic communication policy will be reviewed with all staff before their regular duties begin and annually thereafter.
- All staff working with children will participate in an annual review of the abuse prevention training.
- Staff will receive training on how to respond to an allegation, warning signs of child abuse and agency policies to be able to adequately answer any concerns or questions
- All staff will receive specific training concerning the requirement to report violations of policies immediately to their supervisor. If the supervisor does not effectively respond, the staff members will be trained to notify the next level supervisor. Staff are expected to observe other staff members' behaviors, including that of supervisors, and to report any suspicions to a supervisor.
- Staff should be educated about messages that they post on their blogs and profiles – the information could reflect badly on the camp

7. Training for youth/caretakers

- Parents should be provided with a copy of the Child Protection policy and staff contact info at the start of every program
- Children should be encouraged to discuss their experiences with their parents and to identify any behavior or activity that made them uncomfortable.
- Parents should be provided with important questions to ask children regularly to detect abuse concerns
- Parents should be aware that programs like gymnastics and aquatics require some physical contact between adult and child by to provide the necessary instruction, coaching, and spotting. A single touch in a normally inappropriate place may not be an inappropriate touch if it occurred while trying to prevent an injury, etc.
- Children should be encouraged to discuss their experiences with their parents and to identify any behavior or activity that made them uncomfortable
- Children should be informed of the policies staff have agreed to follow regarding physical contact, gift giving and outside contact.

8. Technology

- Staff should not share the addresses of their personal web-pages and blogs with campers.
- No outside contact between staff and youth
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