



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CHILD PROTECTION MANUAL

Stateline Family YMCA
July 2026

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DEFINITIONS

High-Access Third-Party Organizations: third-party entities that have access to program areas which serve youth and may have direct or indirect access to youth. Examples of high-access third-party organizations include, though are not limited to, a third-party program instructor, tutor, mentor, aid, social worker, or speech language pathologist, or contracted janitorial or maintenance providers who access program areas when youth may be present.

Low-Access Third-Party Organizations: third-party entities that do not have access to program areas when youth may be present. Such third-party organizations might be renting or servicing a YMCA facility space when no youth are present, work strictly outside of YMCA property or program areas, or provide one-time services where they are directly supervised and constantly accompanied by a YMCA staff member.

High-Access Volunteer: a volunteer who often interacts over an extended period with youth. Such volunteers may be readily known to youth under their supervision and to other volunteers and employees in the program. They may also supervise youth with or without an employee present. High-Access Volunteers may carry a substantial amount of responsibility in a program serving youth, and such volunteers may have opportunities to develop relationships with youth over time. Examples include a volunteer program instructor or a regularly scheduled volunteer coach.

Low-Access Volunteer: a volunteer who interacts with youth only in line-of-sight of an employee and only infrequently. Youth may not know low-access volunteers in the program or other volunteers and employees. Low access/occasional volunteers have limited access to youth and have few opportunities to develop youth relationships over time. Examples of low-access volunteers include a one-time event volunteer, parents/guardians who assist at a program where their child is a participant, a volunteer who strictly works with adults, a volunteer who helps with business activities and does not interact with youth, or a board member.

High-Risk Activities: High-risk activities—including unstructured play, swimming, and bathroom breaks—demand heightened supervision due to the potential for accidents or inappropriate behavior.

Low-Risk Activities: Low-risk activities necessitate less intensive supervision but still require appropriate oversight to maintain a safe environment.

Abuse: behavior by one person to gain and maintain power and control over another, including physical, sexual, verbal/emotional, and neglect.

- *Physical abuse* is injury that is intentionally inflicted upon a youth.
- *Sexual abuse* is any contact of a sexual nature that occurs between a youth and an adult or between two youth. This includes any activity which is meant to arouse or gratify the sexual desires of the adult or the other youth.
- *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.

- *Neglect* is the failure to provide for a youth's basic needs or the failure to protect a youth from harm.

POLICIES

P1. Policy Prohibiting the Abuse or Mistreatment of Youth

Stateline Family YMCA has zero tolerance for abuse and will not tolerate the mistreatment or abuse of youth in its programs, facilities, or premises. Any mistreatment or abuse by an employee or volunteer ("staff") will result in disciplinary action, up to and including termination of employment or volunteer service. Further, the YMCA will fully cooperate with law enforcement and child protective services throughout the investigation and resolution of mistreatment or abuse incidents.

P2. Policy Prohibiting the Abuse or Mistreatment of One Consumer by Another Consumer

Stateline Family YMCA is committed to providing all consumers with a safe environment and will not tolerate the mistreatment or abuse of one consumer by another consumer. The Y has zero tolerance for abuse, mistreatment, or sexual activity among consumers within all Stateline Family YMCA facilities and programs. Conduct by consumers that rises to the level of abuse, mistreatment, or unwelcomed sexual activity in a Stateline Family YMCA facility or program will result in intervention or disciplinary action, up to and including, dismissal from the program, facility, or premises.

In addition, the Stateline Family YMCA will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, the Y will take the necessary steps to address such behavior.

P4. Policy Requiring Adherence to Organization Policies

All employees and volunteers ("staff") shall confirm that they have read and agree to comply with the YMCA's abuse prevention policies, Code of Conduct, and youth protection standards by signing a written acknowledgment upon hire and annually thereafter. Signed acknowledgement forms in personnel files or in electronic personnel files.

P5. Policy Defining Appropriate and Inappropriate Physical Contact with Consumers

Stateline Family YMCA physical contact policy promotes a positive, nurturing environment while protecting youth, employees, and volunteers. The Y encourages appropriate physical contact with youth and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by employees or volunteers ("staff") towards youth will result in disciplinary action, up to and including termination.

The Y's policies for appropriate and inappropriate physical interactions include but are not limited to:

<u>Examples of Appropriate Physical Interactions with Youth</u>	<u>Examples of Inappropriate Physical Interactions with Youth</u>
Contact initiated by youth, such as: • Side hugs • Shoulder-to-shoulder or “temple” hugs • Pats on the shoulder or back • Handshakes • High-fives and hand slapping • Pats on the head when culturally appropriate • Touching hands, shoulders, and arms • Arms around shoulders • Holding hands (with young children in escorting situations) • Assisting with first aid • Appropriate spotting for safety purposes during physical activities (i.e., gymnastics, climbing)	• Full-frontal hugs • Kisses • Showing affection in isolated area or while one-on-one • Lap sitting • Wrestling • Piggyback rides • Tickling • Allowing youth to cling to an employee’s or volunteer’s leg • Allowing youth, older than kindergarten, to sit on an employee or volunteer’s lap • Any type of massage given by or to a youth • Any form of affection that is unwanted by the youth or staff • Touching bottom, chest, or genital areas that is outside authorized and documented personal care assistance • Prolonged physical contact • Touch used as discipline or intimidation

P6. The organization has a policy defining appropriate and inappropriate verbal interactions with consumers.

Our organization is committed to maintaining a safe, respectful, and supportive environment for all consumers. All staff are expected to engage in professional, developmentally appropriate, and ethically sound verbal and written communication at all times. Verbal interactions must promote emotional safety, dignity, and mutual respect.

<u>Examples of Appropriate Verbal Interactions with Consumers</u>	<u>Examples of Inappropriate Verbal Interactions with Consumers</u>
• Using the consumers preferred name • Speaking in a calm, age-appropriate tone • Saying “Please”, “thank you”, and “excuse me” • Actively listening without interrupting • Maintaining appropriate volume and language	• Yelling, screaming, or using aggressive tone • Name-calling or labeling • Sarcasm intended to embarrass • Mocking, teasing, or ridiculing • Public shaming • Using profanity directed at consumers • Threats unrelated to program policy • Using fear to control behavior

• Keeping conversation focused on the program or service • Giving simple, clear instructions • Explaining consequences calmly and consistently • Providing reminders in a neutral tone • Maintaining confidentiality • Validating feelings • Asking open ended questions • Avoid stereotypes or biased language • Avoiding sarcasm, ridicule, or teasing • Avoiding personal oversharing • Redirecting inappropriate topics	• Sharing personal sexual experiences or jokes • Asking about a consumer's dating or sexual activity • Talking about substance use • Discussing financial struggles in a way that seeks sympathy • Comments about race, ethnicity, gender, religion, ability, or identity • Stereotyping statements • Dismissing cultural practices • Gender based teasing • Asking consumers to keep secrets • Sharing confidential information about other consumers • Private conversations intended to exclude supervision • Comparing consumers negatively to others • Messaging or calling outside of approved platforms • Late night personal texting or calling
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P8. Policy Governing Outside Contact Interactions with Consumers

Many cases of organizational abuse often occur off-site and outside of regularly scheduled activities. Therefore, intentional contact initiated by staff or volunteers of any kind with youth or teens in a program outside of regularly scheduled activities or planned and approved events is prohibited, absent a preexisting relationship with that teen or youth's parent(s) AND every such contact is previously approved and acknowledged, in writing, by parents/guardians and Human Resources. Staff are strictly prohibited from engaging in outside activities or events such as babysitting, tutoring, attending parties, etc. with youth they met through Stateline Family YMCA programs.

Examples of <u>Appropriate</u> Outside Interactions	Examples of <u>Inappropriate</u> Outside Interactions
• Taking groups of youth to an outing • Attending sporting activities with groups of youth • Attending functions at a youth's home, with parents/guardians present. [Must notify supervisor know ahead of time]	• Taking one youth on an outing without the parents'/guardians' written permission • Visiting one youth in the youth's home, without the parents/guardians present • Babysitting YMCA youth (that you have met through a YMCA program) • Entertaining one youth in the home of staff or volunteers • A lone youth spending the night with

	staff or volunteers
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In addition, when outside contact is unavoidable, immediate, transparent communication with direct supervisor is required.

P9. Policy Governing Electronic Communication with Consumers Electronic Communication

Any private electronic communication between employees and volunteer ("staff") and youth or teen program participants, including the use of social networking websites, including, but not limited to Facebook, Instagram, Snapchat, instant messaging, texting, etc., is prohibited. Should staff receive private communication from a youth or teen, they must immediately notify their supervisor. All communication between staff and youth must be transparent.

Staff of Stateline Family YMCA should not have contact or communication with program participant minors, who are under eighteen (18) years of age, outside work time. This includes, but is not limited to email, text messages, phone calls, blogging, social networking or social media sites, gaming and online forums, etc.

Staff may be directed to turnover any electronic device used for YMCA-related photographs as part of an investigation. Violation of this policy will be grounds for disciplinary action up to and including termination of employment or volunteer service.

The following are examples of appropriate and in appropriate electronic communication:

Examples of <u>Appropriate</u> Electronic Communication	Examples of <u>Inappropriate</u> Electronic Communication
• Sending & replying to emails and text messages from youth ONLY when copying in a supervisor or youth's parent or guardian (i.e., Rule of Three) • Communicating through "organization group pages" or Facebook or other approved public forums. • Communicating using Stateline Family YMCA sponsored accounts and/or devices • "Private" profiles for staff & volunteers which youth cannot access.	• Harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating comments • Sexually oriented conversations • Private messages between staff or volunteers with youth or teen participants, especially when initiated by the staff/volunteer • Posting pictures of organization participants on social media sites • Posting inappropriate comments on pictures • "Friending" participants on social networking sites • Sharing personal contact information and/or accounts/usernames with

	youth.
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Mobile Device Use & Personal Communications

Staff working in positions providing direct service to members, children, and/or participants are not permitted to use personal mobile devices while working. In the event of an emergency, staff must notify their supervisor before taking or making calls or other form of contact so that they can be relieved from duties to attend to the emergency. Devices are to be stored in a secure location while working to prevent distraction, unless use for work-related purposes is required and approved. 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 or volunteer service.

Acceptable use of Cell Phones During Program Hours

There are occasions in which staff/volunteers 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 devices include:

- Field Trips
- Off-Site Programs
- Emergencies

Company-Owned Cell Phones

The Y will consider assigning a Y-owned cell phone to staff whose job requires them to be accessible outside of scheduled or normal working hours. Y-provided cell phones are intended for official YMCA business and, therefore, the Y expects staff to exercise prudent judgement in keeping personal calls to a minimum. When a staff member leaves employment or changes positions, the Y-owned cell phone must be returned to the Y immediately, unless otherwise approved.

Social Media

The Y recognizes the value of social media and other online communication tools for business purposes, such as connecting with members, staff, donors, and volunteers. In order to protect the Y, all employees/volunteers are expected to behave in a manner consistent with the Y's values of caring, honesty, respect, and responsibility and to abide by this policy when using social media or other online communication tools for work or personal purposes.

The following guidelines must be followed by all employees/volunteers when using social media or other online communication tools:

The use of photos, videos, or images of the Y or its programs, members, or participants on a non-Y social media profile is prohibited. Posts from the Y's page can be shared by others, but not recreated and posted on a non-Y account.

Use of the Y logo on a non-Y social media profile is prohibited. If an employee/volunteer uses the Y name in any such communication, they should be especially careful to support the Y's image and mission while making it clear that they are speaking for themselves and not on behalf of the Y. Employees/Volunteers must keep in mind that they may not post an endorsement on Y programs without disclosing their employment relationship with the Y.

When using social media, employees/volunteers should keep in mind that other policies apply to its use, including, for example, the Y's policies on confidentiality, preventing child abuse, and use of electronic communications systems. Employees/volunteers who violate Y policies are subject to corrective action, up to and including termination of employment or volunteer roles.

Pursuant to the Y's Mobile Device Use Policy, accessing any social media site or online communication tool for personal purposes while at work is strictly prohibited. This includes accessing pages via office computer, laptop, mobile phone, or in any other manner.

Personal Social Media Use

Many Y employees maintain individual profiles on social media sites and/or other online communication tools to connect and communicate for personal purposes. While the Y does not intend to interfere with anyone's private life, the Y also acknowledges that publicly observable communications, actions, or words are not private. Individuals' online activities are accessible to the community at large; therefore, all of a Y employee's online activities must be consistent with the YMCA's mission and values.

Employees should recognize that they are personally responsible for content they publish on social media sites, and therefore may be subject to discipline for online commentary, content, or images that are defamatory, pornographic, harassing or bullying in nature, or otherwise inappropriate. Examples of inappropriate content include, but are not limited to, references to or photos of alcohol or illegal substance use; disclosure of confidential information about other people and/or organizations; and posting false, disparaging, or inappropriate information about other people and or organizations.

P10. Policy Governing Gift Giving and Receiving with Consumers.

Employees and volunteers ("staff") have an obligation to act solely in the Y's best interest; therefore, no gifts, favors, or entertainment valued at more than \$25.00 from any member, vendor, potential vendor, or other outside party should be accepted. An exception may be made for infrequent gifts which are less than \$50.00 in value. Tips or gratuities may not be accepted in any amount; under no circumstances can money be accepted from youth or their families as a gift. If gifts, tips or gratuities are left despite staff refusal, they must be submitted to the Chief Financial Officer (CFO).

Staff may accept meals, refreshments, or entertainment of a nominal value (less than \$50.00) in connection with business discussion (for instance, occasional luncheons or dinner meetings) held to conserve time and build relationships. All staff have a personal responsibility to ensure that their acceptance of such gifts, meals, refreshments, or entertainment is proper and not reasonably construed as an attempt by others to secure favorable treatment.

Artwork and letters of appreciation written by youth for staff may only be accepted if these items will be displayed in a public area at the YMCA. Staff may not take youth artwork or letters away from the YMCA whether to their personal homes or any other location.

Staff should not accept gifts from youth. If at any time, a child gives a staff member a gift, the staff's supervisor should be made aware immediately so next steps can be determined.

Gift Giving

Offenders routinely groom youth by giving gifts, thereby endearing themselves to the youth. They might instruct the youth to keep the gifts a secret, which then encourages keeping other bigger or more harmful secrets from trusted adults. For this reason, staff should only give gifts to groups of youth, and only under the following circumstances:

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

P11. The organization has a policy defining appropriate and inappropriate interactions with minor employees and volunteers ("staff").

Stateline Family YMCA is committed to ensuring the safety, wellbeing, and development of all employees, volunteers, and program participants. This policy establishes clear expectations, boundaries, and supervision requirements when working with minor employees and volunteers (individuals under the age of 18), in order to protect both the minors and the consumers they serve.

Boundary Expectations

Healthy workplace relationships are encouraged; however, adults must maintain professional boundaries with minor staff at all times. Minor staff are to be treated with the same boundary expectations as the minor consumers we serve, which are outlined in all Policies section items within this document. Supervisory responsibilities and boundaries are outlined in section M4 of this document.

Hiring and Onboarding Minor Employees

Minors interested in becoming an employee of Stateline Family YMCA will be subject to the same recruitment process and standards as all other candidates. If a minor is a current or former member and/or program participant of Stateline Family YMCA, monitoring and supervision of minor employees is outlined in section M4 of this document.

Pre-existing Relationships

The Y recognizes that minor staff members may have existing relationships with program participants.

- These relationships must be disclosed in writing upon hire
- Supervisors will provide oversight and guidance
- Minor staff members must understand their role shift from peer to leader
- Additional supervision and communication expectations will be implemented

P13 & P15. Policy Requiring Cooperation with Investigations

The YMCA takes every allegation of abuse or misconduct seriously and will fully cooperate with authorities to investigate all cases of alleged abuse or misconduct. Employees and volunteers shall cooperate with any external investigation by outside authorities or internal investigation conducted by the YMCA or persons given investigative authority by the YMCA.

Cooperation with investigations includes, but is not limited to:

- Promptly acknowledging and responding to requests for information;
- Making oneself available for meetings with investigating officials;
- Providing full, accurate, and truthful information;
- Keeping confidential information learned or transmitted during the investigation, unless directed by legal authorities, and
- Preserving relevant information and documents.

An employee or volunteer's failure to cooperate with an investigation will result in disciplinary action up to and including termination of employment or dismissal from the YMCA.

P12. The organization has a policy prohibiting the access, display, production, possession, or distribution of pornography on the organization's property or equipment.

Stateline Family YMCA utilizes technology in nearly every facet of programming, communication, and operation. This policy outlines expectations for the use of technology, both provided by the organization and personally owned (during programming), by employees, volunteers, and consumers ("Users"). Technology is a comprehensive term including, but not limited to, all organization and personally owned computers, projectors, televisions, iPads, tablets, multimedia players, cameras, cell phones, smartwatches, and/or other technologies.

All members of our community have a responsibility to use both personal and organization-owned technology in a responsible, lawful, and ethical manner. User use of technology during programming must be consistent with our organization's philosophy, goals, and ethical standards. This organization will educate Users regarding the acceptable and responsible use of technology, appropriate online behavior and interaction on social networking websites, and an awareness of, and response to, cyberbullying.

Use of Filters on Organization-Owned Technology

This organization will block or filter content over its internet and technology that the organization considers inappropriate. This includes pornography, obscene material, and other material that may be harmful to consumers or against the mission and standards of this organization. The organization reserves the right to block or filter other content deemed to be inappropriate, lacking educational or work-related content or that poses a threat to the network. The organization may, in its discretion, disable such filtering for certain users for bona-fide research or other lawful educational or business purposes. Users shall not use any website, application, or methods to bypass the filtering of the network or perform any other unlawful activities.

Standards of Electronic Communication

All communication that takes place using personally owned (during programming) or Y-owned technology must reflect the mission and values of our organization. This includes but is not limited to emails, texts, messages, and posts online.

Additionally, user communications must be through official organizational email accounts for all programmatic and organization-related business. Official Stateline Family YMCA email accounts will be provided for Users for such purposes. Email is intended for use for programmatic purposes only.

In order to responsibly communicate online, Users MAY NOT:

- Access, send, receive, download, produce, or distribute any offensive, profane, threatening, pornographic, or sexually explicit material at any time, for any reason. This also includes print and non-online explicit material.
- Access websites, newsgroups, or chat areas that contain material that is counter to the organization's mission or that promote illegal acts.

When using technology, Users are expected to:

- Use technology tools and hardware for programmatic purposes only.
- Refrain from using personal or Y-owned devices in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.
- Refrain from using cell phone cameras and/or any recording functions, on the cell phone or within apps, during programming unless permission is granted. If permission is granted, the camera or recording feature is only to be used as directed by the employee or volunteer only for that particular purpose.
- Use the network for any activity or to transmit any material that violates federal, state, or local laws.
- Refrain from harassing, bullying, taunting, hazing, or otherwise acting in a manner toward employees, volunteers, and consumers that is counter to the organization's mission, including its prohibition against bullying and hazing. This organization has zero tolerance for cyberbullying.
- Refrain from engaging in personal attacks, harassing others, posting confidential and/or personal information about others, or posting in a libelous, disrespectful, or harassing manner will face serious disciplinary action, up to and including removal from the organization.

Expectation of Privacy

Users do not have an expectation of privacy in communications transmitted through Stateline Family YMCA devices or technology. The Y reserves the right to monitor and track online behaviors and interactions via organization-owned technology. Emails, messages, and other information sent through the organization's network can be inspected, and files saved on Stateline Family YMCA computers may be reviewed at any time.

In addition, Users have a limited expectation of privacy when using their own technology, particularly when activity violates the law or organization policy, and/or compromises the safety and wellbeing of other members of the organization. We will investigate reports of inappropriate posts or other online activity, and hold employees, volunteers, and consumers accountable for online activity that violates the law or organization policy, and/or compromises the safety and wellbeing of other members of the organization.

P14. Policy Governing Mandatory Reporting Requirements for Employees and Volunteers

All employees and volunteers follow state-specific mandatory reporting requirements and are trained to know and understand their legal and ethical obligation to recognize and report suspicions of mistreatment and abuse.

Employees and volunteers will:

- be familiar with the symptoms of abuse and neglect, including physical, sexual, and emotional abuse;
- know and follow organization policies and procedures that protect against abuse;
- report suspected abuse or neglect to the appropriate authorities as required by state mandated reporter laws; and
- follow up to ensure that appropriate action has been taken.

Employees and volunteers will read and sign the Code of Conduct documenting their understanding of the legal and ethical duty to report suspected mistreatment or abuse.

For a complete list of each state's mandated reporting requirements and contact information, please see the RAINN State Law Database for reporting child abuse:

RAINN | Rape, Abuse and Incest National Network
<https://apps.rainn.org/policy/compare/children.cfm>

Additionally, refer when applicable to your state's adult protective services and elder abuse reporting agencies:

<https://apps.rainn.org/policy/compare/elderly.cfm>

External Reporting Procedures

The director and the individual suspecting or witnessing the abuse must immediately report to the state's child abuse hotline (noted below) or in case

of an emergency, immediately use the hotline phone process to report the incident. Stateline Family YMCA as well as YMCA staff and volunteers are mandated reporters, meaning all suspected incidences of child abuse or neglect must immediately be reported.

- WI reports shall be made to the Rock County Human Services Department at (608) 757-5401. More information can be found online at www.dcf.wisconsin.gov/cps/mandatedreporters
- IL reports shall be made to the IL Department of Children and Families at (800) 252-2873. More information can be found online at www.childabuse.illinois.gov
- In rare, emergent situations with immediate threats and/or danger to the child, 911 should be contacted

When a report is made to the Child Abuse Hotline, it is critical to provide as much objective, identifying information as possible. The reporting person will be asked to supply as much identifying information as possible, including but not limited to:

- His/her name and contact information (phone number, etc.)
- Child's name and date of birth, if known
- Child's residential address, if known
- Any knowledge of the child having a history of abuse
- Signs of the abuse
- Parent's name, work schedule, phone number, etc.

SCREENING & SELECTION

S2. Behaviorally Based Interview Questions for Screening Applicants for the Potential to Abuse

All employees and high-access volunteers are required to undergo a face-to-face interview with a member of the Stateline Family YMCA leadership team to aid in decision-making for hire/volunteer selection. Interview questions, including behavioral questions, provide information needed to assess individual experiences, values, attitudes, and skills that determine whether the applicant meets the criteria for the position.

S3. Reference Check Questions to Assess Abuse Risk

Each applicant, whether staff or high-access volunteer, must submit the names, email addresses, and phone numbers of three references – at least two professional references, and one personal reference. References are contacted after a face-to-face interview for any applicant to whom the hiring manager would like to extend an offer of employment prior to the offer being made. References are asked a standard set of questions that allow the YMCA to evaluate for fit to work with youth and other vulnerable populations, in addition for the ability to perform job duties and be a quality representative of the YMCA.

S4, S5, & S9. Policy regarding new hire Code of Conduct and Background Screening for employees and high-access volunteers

Stateline Family YMCA will conduct and review a criminal background check and National Sex Offender Registry Check on all new employees and high-access volunteers prior to the individual having access to youth as a contingency of employment/volunteerism. The criminal background check will include, at a minimum:

- A multi-state criminal records search with a social-security-number trace, and an individual county level search in every county the applicant has lived in over the last seven years.
AND/OR
- A national fingerprint-based search.

Reviewing background screenings results with findings

All decisions of employment on the basis of criminal background will be made consistently and in line with the current WI Department of Children and Families list of barred offenses. Decisions will take into account what history is substantially related to the position and duties for which the staff member is being considered. To make this assessment, both the Assistant and Senior Directors of Engagement will assess the nature of the job, the nature of the crime, and the amount of time that has passed since the conviction.

- a. If there does not seem to be a substantial relationship between the position and the crime, continue with the hiring process.
- b. If a substantial relationship between the job and crime exists, double-check

that there are no federal, state, or local laws that preclude the YMCA from making a decision based on the criminal conviction at issue. The Human Resource Director and CEO will review the background and consider the below listed factoring questions and make decision.

Factor	Questions to Consider
Nature of offense	Does it involve violence, dishonesty, or vulnerable populations?
Time elapsed	How long ago? Pattern of behavior?
Position duties	Youth access? Financial responsibility? Supervision?
Rehabilitation	Evidence of treatment, education, employment history?

Once approved to continue the onboarding process, all employees and volunteers are required to read and sign a Code of Conduct. This signed document and background screening results will be retained in the staff member's personnel file or compliant electronic records within the Human Resources Department.

S6 & S7. Policy Requiring Repeat Background Checks and Notification of Arrest or Conviction.

Screening Employees and High-Access Volunteers

Stateline Family YMCA will conduct a criminal background check and National Sex Offender Registry Search on all continuously employed employees and high-access volunteers at least once every two years, or more frequently if required by local, state, or federal law or program-specific requirements. For employees or high-access volunteers who are returning, rehired, or seasonal workers, the YMCA will conduct a criminal background check and National Sex Offender Registry Search when the employee returns from an absence longer than six months, and at least once every two years. The YMCA will keep documentation that the checks have been completed and reviewed in the Praesidium Background Screening secure online platform.

Notification of Arrest or Conviction

Any employee or volunteer ("staff") who, after their engagement with the YMCA, is arrested for, or convicted of a crime (including pleas of guilty and no contest) must notify Stateline Family YMCA supervisor or Human Resources within 24 hours, or as soon as physically possible of such arrest or conviction. Supervisors must immediately notify the YMCA's Human Resources department, who will research the charges and make a determination about continued employment or volunteerism. Employees and volunteers need not report convictions for routine traffic infractions such as speeding unless driving is a required part of the employee or volunteer's job duties.

The arrest or conviction of a staff member may result in corrective action.

Corrective action depends upon a review of all factors involved - including whether the crime was work-related, the nature and severity of the act, or any resultant circumstances that adversely affect the employee or volunteer's ability to function in their role. Such corrective actions may include termination.

Any employee or volunteer's failure to report an arrest or a conviction within 24 hours, or as soon as physically possible, or misrepresentation of the circumstances of an arrest or conviction, will result in disciplinary action up to and including termination. Volunteers and independent contractors who fail to disclose an arrest or conviction after their engagement with the YMCA will have their relationship terminated immediately.

S8. The organization has mechanisms in place to ensure an alcohol and drug-free environment.

Drug & Alcohol-free Workplace Policy

To protect youth, families, members, and staff, the Y has a strict zero tolerance policy for the use, sale, manufacture, or possession of alcohol and/or non-prescribed drugs in any Y workplace including, but not limited to:

- Any Y facility
- Property owned by the Y or used to run Y programs
- YMCA rented, leased, or owned vehicles
- While conducting Y business

The YMCA has a responsibility to maintain a safe and healthy environment for our members, participants, employees, and volunteers; therefore, the YMCA enforces a drug- and alcohol-free workplace policy.

Reasonable Suspicion Drug/Alcohol Testing

The YMCA reserves the right to ask any employee or volunteer ("staff") to submit to a drug and/or alcohol screening when the YMCA feels there is reasonable suspicion that the staff member is under the influence of drugs and/or alcohol while working, on Y premises, or representing the Y. Reasonable suspicion is defined as conclusions drawn based upon observations of a combination of an individual's behavior or change in behavior, visible signs of being under the influence, and/or noticeable odors characteristic of drugs and/or alcohol.

Staff will be escorted immediately, whether by Y-paid transportation or transportation by a manager or designee, to the testing facility. Time to commute to the testing facility and to conduct the test will be paid time. As the result may not be immediate, the staff member will be suspended without pay until contacted by Human Resources with the results and action plan.

Results

In the event of a negative result, the staff member will be authorized to return to work as scheduled with compensation for all scheduled hours (if a paid employee) for which they were suspended. If there is continued evidence of

impairment or reasonable suspicion again arises, action will be taken in accordance with this policy.

Refusal to test or complete any part of the testing process, or tampering with the sample will result in immediate termination of employment.

Staff who test positive for a drug that has the potential to be prescribed to the staff will be subject to a review by a medical review officer (MRO) sourced by the organization conducting the test. The MRO will ask questions of the staff member to validate the prescription is legitimate and active.

Impaired performance due to the appropriate use of prescribed medications shall result in a case-by-case corrective action plan and/or monitoring agreement.

- If validated, the official result will be negative.
- If not validated, the result will be positive and subject to the conditions below.

Employees who have a positive test who have not engaged in other inappropriate conduct warranting immediate termination of employment shall be offered assistance via the Employee Assistance Program (EAP) or other means to address any issues dealing with alcohol and/or substance abuse.

Notwithstanding the assistance that will be offered, a positive test may result in corrective action up to and including termination at the discretion of Human Resources and the CEO.

If the staff member is amenable to treatment, the Y may attempt to work out a voluntary agreement with the staff member, so long as that agreement does not create an unreasonable risk of harm to members, guests, and coworkers or cause undue hardship for the organization.

Legalization of Cannabis

States surrounding the Stateline Family YMCA have decriminalized the use of cannabis, both medicinally and recreationally. The state of Illinois has implemented further protection that prohibits employers from discriminating against and/or choosing to not hire candidates who use cannabis recreationally. Though recreational use is protected by the state of Illinois for anti-discrimination during the pre-employment process, this does not prevent action taken if an individual is suspected to be under the influence while working, on Y premises, or representing the Y. Should this occur, the reasonable suspicion drug/alcohol testing policy will be followed, to include action taken based upon results of the test.

Other Related Topics

In the event that a staff member of the Y is arrested for a drug or alcohol-related criminal offense and the reputation and integrity of the Stateline Family YMCA is at risk, the staff member may be suspended without pay pending the investigation.

and/or outcome. The CEO will determine whether continued employment with the YMCA will be approved. In the event that a staff member is found guilty, immediate termination of employment may result.

As mentioned above, treatment programs may be available through the medical insurance plans and EAP offered by the Y. Treatment programs may help individuals deal with alcohol and/or substance use disorders before the problem affects performance and becomes a disciplinary issue. Staff with concerns regarding their own or another person's use of drugs or alcohol are encouraged to seek assistance from the Human Resources Department.

All bus drivers and others with commercial driver's licenses (CDLs) are enrolled in a federally mandated drug and alcohol testing program, which includes random testing. Staff members who test positive for the presence of alcohol or drugs are subject to corrective action, up to and including termination of employment.

Smoke-free and Tobacco-free Workplace

Because the Y is committed to promoting healthy living, all facilities, programs, vehicles, and property are smoke-free. Smoking tobacco or electronic devices is prohibited when involved in any YMCA activity.

S10. The organization has a process to systematically review and utilize all applicant information throughout the screening process to assess for abuse risk.

Stateline Family YMCA follows an established, systematic process to assess applicants for abuse risk, which involves everyone who participated in the screening process to help guide the decision. Each stage of the recruitment process informs decision-making before allowing access to consumers.

Such factors include, though are not limited to:

- Applicant screening questionnaire at time of application
- Review of resume and/or application
- Review of professional and personal references
- Answers to behavioral interview questions and candidate score card completed by hiring manager(s)
- Results of criminal background screening

Factors that may be indicators of high-risk for abuse include, though are not limited to the following. Bolded statements hold greater emphasis on behaviors that are indicators of high-risk for abuse. All others are high-risk indicators for employment in general.

High-Risk Indicators Checklist for Application

- Application has gaps in dates for employment, education, or residence.
- Application includes incomplete, conflicting or incorrect information.
- Applicant provides vague reasons for leaving previous jobs.
- Applicant is unwilling to use former supervisors as references.
- **Applicant is overeducated or overqualified for this or other positions**

with minors.

- Applicant is moving to a lesser-paying job.
- **Application shows a pattern of work and volunteer positions with the same type of minors with no reasonable explanation.**
- Applicant moves frequently and/or has short stints at many jobs.
- **Work pattern shows themes of problems with authority.**
- **Applicant found out about position through dropping in on the program.**
- **Applicant describes minors as helpless, vulnerable, or perfect.**

High-Risk Indicators Checklist for Interview

- Applicant gave defensive/angry, or evasive responses.
- **Applicant described patterns or themes of gaining access to minors.**
- **Applicant described preferences for particular minors with no reasonable explanation.**
- **Applicant described patterns or themes of problems with authority.**
- Applicant is not applying for a specific position and is willing to accept positions which vary significantly in pay and/or responsibilities.

High-Risk Indicators for References

- References were reluctant.
- References did not know the applicant well.
- References have short-term relationships with the applicant.
- References refused to answer specific questions.
- Reference information differed from the applicant's account.
- **References described applicant as having high-risk characteristics.**
- References provided evasive responses.
- **References reported specific concerns about the applicant.**

General High-Risk Characteristics

- Social isolation or difficulty interacting with adults.
- **Uses excessive physical affection, particularly tickling or wrestling.**
- Difficulty working as a team player or working with authority figures.
- Allows minors get away with things their parents/guardians would not approve of.
- **Fails to set limits with minors.**
- **Held numerous positions that relate to the same type of minors.**
- **Overqualified for positions held.**
- **Poor judgment with minors.**
- Difficulty handling stress or managing stressful situations.
- Presents a poor role model for minors.
- **Uses harsh forms of discipline.**
- **Excessively involved with individual consumers.**
- **Gives gifts to minors.**
- **Gets overly involved in the lives of consumers.**
- **Social media "friendships" or "following" large number of minors, or posting inappropriate content or photos.**

TRAINING

T1, T2, T3, T4. Policy Requiring Training of All Employees and High-Access Volunteers ("staff")

Stateline Family YMCA requires that employees and high-access volunteers ("staff") are trained on the following foundational abuse prevention topics prior to having access to youth:

- The Y's policies related to preventing and responding to abuse;
- How to maintain appropriate boundaries with youth;
- Definitions of abuse;
- Facts about sexual abuse;
- How abuse happens in organizations;
- Information about sexual grooming;
- How to manage high-risk activities (i.e., bathroom and locker room activities, diapering and toileting, transportation, camps, etc.);
- How to prevent false allegations;
- How to recognize and respond to suspicious or inappropriate behaviors and policy violations; and
- How to recognize and respond to suspicions or allegations of abuse.

The Y also requires that staff are trained in how to recognize and respond to boundary violations and allegations or incidents of adult to youth abuse, including:

- High-risk circumstances for boundary violations;
- How to recognize red-flag behaviors and boundary violations;
- How to respond to boundary or policy violations;
- Mandatory reporting requirements; and
- How to respond if a youth discloses abuse.

Stateline Family YMCA also requires that staff are trained on effective monitoring and supervision practices for managing youth and high-risk activities, including:

- Overview of the staff member's role in abuse prevention and monitoring;
- Supervision strategies that can reduce risk;
- Identifying and managing high-risk activities and circumstances;
- Examples of youth-to-youth sexual abuse;
- Characteristics of youth more likely to act out sexually;
- Characteristics of youth more likely to be abused by another consumer;
- Steps for preventing inappropriate behavior or sexual activity between youth; and
- How to respond to incidents of inappropriate behavior or sexual activity between youth.

Staff are required to undergo child abuse prevention and recognition training on an annual basis as a refresher on previously learned topics and skills to enhance the ability of employees and volunteers to protect youth.

- Up-to-date policies related to preventing and responding to abuse;
- How to maintain appropriate boundaries with youth; and
- Additional topics that contribute to employee and volunteers' skills and knowledge related to abuse prevention. These may vary according to an

employee's role within the Y.

The Y keeps documentation of training records for all staff members. Failure to complete required training will result in disciplinary action, up to and including termination or removal from Stateline Family YMCA.

T5 & T7. Policy Requiring Abuse Risk Management Training for All Supervisors

Stateline Family YMCA requires that employees and high-access volunteers ("staff") who initially enter a supervisory position upon hire as well as staff who are internally promoted into a supervisory position are trained on the following topics:

- Overview of supervisor's role in abuse prevention
- Supervision strategies that can reduce risk
- Importance of having increased presence and observation of programs and locations
- Using teaching moments in supervision
- How to provide corrective feedback
- How to effectively report suspicions of abuse as a mandated reporter

For supervisors who respond to suspicious or inappropriate behaviors or allegations of abuse, the training should also address:

- How to recognize red-flag behaviors and high-risk circumstances for boundary violations and incidents of abuse;
- How to create a culture for responding and reporting, and
- Steps for how to respond to boundary violations, inappropriate interactions, or policy violations, including completing an internal review/investigation

The Y keeps documentation of training records for all staff. Failure to complete required training will result in disciplinary actions up to and including termination or removal from the Y.

T6. Policy Requiring Screening and Selection Training for Employees Involved in the Hiring Process

Stateline Family YMCA requires that employees who are involved in the hiring process for new employees or volunteers are trained on the following topics:

Why screening and selection is important;

- Managing the organization's screening resources;
- Techniques for screening out protentional offenders;
- The limitations of criminal background checks;
- How to use the application to assess for abuse risk;
- Behavioral interviewing techniques using questions designed to assess for abuse risk;
- Standards in conducting reference checks; and
- How to identify red flags at any point in the screening process.

The Y keeps documentation of training records for all employees. Failure to

complete required training will result in disciplinary actions up to and including termination or removal from the Y.

MONITORING & SUPERVISION

M2. Guidelines for Supervisors and Administrators Monitoring Employees and Volunteers ("staff") at On-Site Programs

Our supervisors and administrators use scheduled and random observations of all programs, program locations and buildings; engage in spontaneous and scheduled conversations with employees, volunteers, and youth; conduct group and individual supervision and training meetings; and review program documentation, to ensure that safety standards are always in place.

Supervisors and administrators must adhere to the following guidelines when observing on-site activities:

- **Keep a record**
Document your supervision visits. Include information like your arrival and departure times, which youth and parents/guardians were present, and a summary of the information collected. Provide employees/volunteers ("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 employees/volunteers ("staff")**
Check punctuality and the routine that staff members follow to prepare for the youth to arrive.
- **Survey the physical environment**
Is this a suitable location for the activity? Consider size of area for number of youth, ability to supervise all areas used by youth, landscaping or architecture that may inhibit supervision, etc.
- **Watch activities**
 - Are they planned and organized?
 - Are the employees and volunteers actively involved?
 - Ask to see the schedule of activities and compare with what is happening 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 staff's interaction with youth**
 - Use the proper voice tone with youth?
 - Give positive reinforcement to youth?
 - Follow the physical boundary and affection guidelines?
 - Know the youth by their first and last name?
 - Sound enthusiastic?
 - Set limits and boundaries with youth?
 - Interact with all youth?
 - Pay undue attention to any youth?
 - Listen to the youth when they make reports or express concerns, and report concerns to leadership?
 - Are employees or volunteers preoccupied with their device or phone (including earbuds)?

- **Observe employees and volunteers' interactions with each other**
 - Do they pay more attention to the youth than to each other?
 - Are they spread out and monitoring the entire program space/facility?
 - Do they know who is supervising which youth?
 - Do they communicate with each other when one must leave the area?
 - Do they use polite voice tones with one another?
 - Do they share responsibilities around the program?
 - Do they have stress management methods that they implement appropriately?
- **Observe staff's interactions with parents/guardians**
 - Greet the parents/guardians?
 - Know the parents/guardians by name?
 - Provide adequate information to the parents/guardians?
 - Ask parents/guardians if they have any questions?
 - Spend too much time with any specific parent/guardian?
- **Take youth aside (but stay within view) and ask them questions such as:**
 - How do you like coming here?
 - What kinds of things do you do when you are here?
 - Is [name of staff] nice to you?
 - Have you ever gotten hurt here?
 - Has anyone ever been mean to you here?
 - Do you feel that your coach treats you and all other youth fairly?
- **Ask parents/guardians question, such as:**
 - Are you satisfied with the care your youth is receiving here?
 - What can we do to make it better?
 - Does your youth ever say anything about his or her coach/instructor/leader?
 - Have coaches/instructors/leaders ever contacted you or your youth about anything other than the program?
 - Do you ever have a chance to observe your youth at the program?
 - What does your youth say about the time he/she spends here?
- **Ask staff how they would respond to "what if" situations that you describe, such as:**
 - A youth is not picked up by a parent/guardian at the end of the program
 - Another employee or volunteer shakes a youth for hitting another youth
 - A parent/guardian confides in you that he/she thinks one of the employees or volunteers does not have appropriate boundaries with youth

M3. Guidelines for Supervisors and Administrators Monitoring Employees and Volunteers at Off-Site Programs.

Off-site activities and programs present unique risks for the safety of youth and are among the most common settings where adult-to-youth and youth-to-youth sexual misconduct occurs. Some special circumstances that increase risk include:

- Difficulty monitoring large groups.
- Youth may be more likely to act out in a less structured environment
- Organizations cannot screen all other adults who may have access to youth off-site
- Many off-site programs include one-on-one interactions

It is important that supervisors and administrators are aware of these risks and take measures to minimize them through effective monitoring and supervision practices.

Our supervisors and administrators use scheduled and random observations of all off-site activities and programs; engage in spontaneous and scheduled conversations with employees, volunteers, youth, and other stakeholders; conduct group and individual supervision and training meetings before and after offsite activities or programs; and review relevant program documentation and records, to ensure that safety standards are always in place.

Supervisors and administrators must adhere to the following guidelines when observing off-site activities:

- **Keep a record.**
 - Supervisors must approve all off-site and overnight activities, programs, or outings.
 - Require that staff chaperoning any off-site activities complete thorough documentation. Include information like:
 - Quantity, name, and date of birth of all youth present
 - Arrival and departure times
 - Parent/guardians in attendance (if applicable)
 - Employees/Volunteers present
 - Unusual incidents that might have occurred
 - Provide feedback to staff members
- **Survey the physical environment.**
If possible, supervisors or administrators should visit the location in advance to determine if it is a safe and suitable location to take youth for the activity (e.g., size of area for number of youth, ability to supervise all areas used by youth, etc.).
- **Watch activities.**
Are staff members actively involved? Ask to see the schedule of activities and compare it with what is happening at a given time.
- **Observe bathroom and locker room activities**
Observe bathroom and locker room activities to ensure that staff members are complying with the established policies and procedures, even when off-site.
- **Observe staff members' interactions with youth. Do they:**
 - Use the proper voice tone with youth?
 - Give positive reinforcement to youth?
 - Follow the physical boundary and affection guidelines?
 - Know the youth by their first and last name?
 - Sound enthusiastic?

- Set limits and boundaries with youth?
- Interact with all youth?
- Pay undue attention to any youth?
- Listen to the youth when they make reports or express concerns, and report concerns to leadership?
- **Observe employees and volunteers' interactions with each other. Do they:**
 - Pay more attention to the youth than to each other?
 - Spread out and monitor the entire location or facility?
 - Know who is supervising which youth?
 - Communicate to each other when one must leave the area?
 - Use polite voice tones with one another?
 - Share responsibilities around the program?
 - Are they preoccupied with their device or phone, or other distractions?
- **Review documentation and records of off-site activities and programs.**
- **Keep documentation of off-site monitoring practices.**

M4. The organization requires supervisors and administrators to monitor and supervise minor employees and volunteers.

Stateline Family YMCA values the wellbeing of all our employees. We recognize there are specific considerations to acknowledge when working with minor employees; therefore, it is important to create policies and procedures which recognize these individuals as both minors and paid staff.

Policies

1. Minor employees and volunteers ("staff") who are responsible for the supervision of consumers MUST be supervised at all times by an adult employee.
2. If minor staff members are responsible for supervising consumers, the consumers MUST be at least two years younger than the youngest minor staff member responsible for their supervision
3. When it comes to electronic communication between adult employees and minor employees, maintaining professionalism and adhering to legal and ethical guidelines is crucial.

Examples of <u>Appropriate</u> Interactions Between Adult Staff & Minor Staff	Examples of <u>Inappropriate</u> Interactions Between Adult Staff & Minor Staff
● Professional Communication ● Encouragement and Support ● Group Settings ● Clear Boundaries ● Open Communication	● Physical Contact ● Private Conversations ● Disparaging Remarks ○ Personal Attacks ○ Comparisons ○ Insults ○ Mocking/ Sarcasm ○ Dismissing Feelings

	○ Stereotyping/Generalizing • Inappropriate Humor ○ Sexual ○ Derogatory • Grooming Behaviors: ○ Giving Gifts ○ Special Treatment • Substance Use
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Examples of <u>Appropriate</u> Communication with Minor Staff Members	Examples of <u>Inappropriate</u> Communication with Minor Staff Members
Professional Platforms: Communication should occur on professional platforms or services designated by the YMCA. Such platforms must be able to be seen and monitored by others; for private messages, the account must be accessible by the YMCA. • YMCA Email • WhatsApp • Band app using YMCA monitored email address/account • Platforms not listed should be vetted and approved by a member of Stateline Family YMCA's senior leadership team before implementation. Work-Related Matters: Conversations should be strictly work-related, focusing on tasks, projects, or professional development. Clear and respectful language should be used at all times. Group Settings: If communication is necessary, it is often best conducted in group settings to maintain transparency. Boundaries and Respect: Maintain clear boundaries; adult staff members should avoid personal topics and ensure that discussions remain professional.	Social Media Connections: Adult staff members should not friend, follow, or connect with minor staff members on personal social media accounts. Exchanging Personal Contact Information: Sharing personal phone numbers, email addresses, or other personal contact information should generally be avoided. Communication should stay within approved, official channels. One-on-One Private Messaging: Engaging in one-on-one private messaging for personal conversations can be inappropriate and may lead to misinterpretation or feelings of discomfort. Inappropriate Content: Sending any content that is sexual, suggestive, or otherwise inappropriate is strictly forbidden and can result in severe consequences. Grooming Behaviors: Any form of communication that may seem manipulative, coercive, or seeks to establish an inappropriate emotional relationship is unacceptable

Examples of <u>Appropriate</u> Interactions Between Adult Staff & Minor Staff Outside of Work Hours	Examples of <u>Inappropriate</u> Interactions Between Adult Staff & Minor Staff Outside of Work Hours
Group Gatherings: Adult staff and minor staff can interact in group settings, such as team-building events, if they are organized by the Y and supervised by a responsible adult.	One-on-One Lunches: Adult staff members can NOT have one-on-one lunches or private meetings with minor staff members. Socializing in Private Settings: Invitations to private homes or informal gatherings that involve only a few individuals (especially one-on-one scenarios) can lead to misinterpretations and should be avoided. Unsupervised Activities: Any unsupervised interaction or activity outside of work hours, where adult staff members and minor staff members are alone together, are strictly prohibited to maintain professional boundaries and ensure safety. Transportation in Private Vehicles: Transporting minor staff members in personal vehicles is prohibited unless it's part of a sanctioned group activity with proper consent.

Monitoring and Supervision

When supervising minor staff members, the level of risk associated with activities determines the appropriate type of supervision required.

High-Risk Activities

High-risk activities—including unstructured play, swimming, and bathroom breaks—demand heightened supervision due to the potential for accidents or inappropriate behavior. Constant, direct supervision is required.

Supervisory Methods:

- Position adults strategically around the activity area to monitor interactions continuously.
- Establish and communicate clear boundaries and safety rules.
- Conduct regular check-ins with different groups to ensure safety and engagement.

Low-Risk Activities

Low-risk activities necessitate less intensive supervision but still require appropriate oversight to maintain a safe environment. Active supervision is required.

Supervisory Methods:

- Engage with the group while granting minors some degree of independence.
- Assign specific roles to minors to foster a sense of responsibility and participation.
- Utilize signals to regain focus and maintain order when necessary.
- Clearly outline objectives and rules so that all participants understand their roles and expectations.

Prohibited Activities for Minor Staff Members

- Monitoring Shower Time Procedures
- Escorting Youth to the Bathroom
- One-on-One Supervision in Private Settings
- Administering First Aid (exception: Certified Lifeguards)
- Disciplinary Actions

M5. Abuse Risk Management Items for Job Descriptions and Performance Evaluations

Safety is a top priority at Stateline Family YMCA, especially as it relates to children and child abuse prevention and recognition. As such, job descriptions, staff check-ins, and organizational culture—which extends to how we plan and facilitate meetings, trainings, and updates—includes safety and Praesidium Accreditation as a mandatory topic. Through these items, as well as observation forms, training topic calendars, and other policies and procedures, staff are continuously supervised and coached and reminded of best practices for child safety and abuse risk management.

M6. Policy Requiring Programs to Adhere to Specific Adult-to-Youth Ratios

Specific adult-to-youth ratios help define the level of supervision necessary to be effective and safe. Ratios also enable employees, volunteers, and supervisors to easily identify when additional personnel are necessary. Stateline Family YMCA required ratios are well established, known by all employees and volunteers (“staff”), and consistently maintained.

Administrative and supervisor visits to youth programs

Our supervisors and administrators use scheduled and random observations of all programs, program locations, and facilities; engage in spontaneous and scheduled conversations with staff and consumers; conduct group and individual supervision and training meetings; and review program documentation, to ensure that safety standards are always in place.

Ratios

Each program will follow the ratio requirements that are directly related to the goals of the program and the design of the program area. The staff-to-youth ratio should be adjusted for programs that serve youth with special needs.

Staff-to Youth Ratios					
Age	Licensed Childcare & License Exempt Childcare (Afterschool Care, Camp, Daycare)	Drop-In- Childcare	Aquatics	Gymnastics	Youth Sports
Birth-18 mo.	1:4	1:8	Swim Lessons 1:6 Open Swim 1:25	Pre-School 1:6 Youth 1:8 Team 1:10	X
18 mo.-2.5 yrs	1:7				X
2.5 yrs-3 yrs	1:8				X
3 yrs-4 yrs	1:10				1:10
4 yrs-5 yrs	1:13				
5+ yrs	1:18	1:18			1:20
6+ yrs					

Mixed Age Groups

In most incidents involving one youth abusing another youth, the youth are from different age groups. Each program is responsible for establishing specific guidelines for additional monitoring and supervision of activities that involve youth from different age groups. Staff must be aware that close, line-of-sight supervision is required when monitoring programs with mixed age groups.

- All staff must be a minimum of 16 years of age to be counted in the staff-to-youth supervision ratio.
- All employees under the age of 18 included in the staff-to-youth supervision ratio, will be actively supervised by an adult employee.

Monitoring Youth in Facilities

At a Stateline Family YMCA facility, children must be 10 years old or above to be at the Y without an adult present. Children under the age of 10 must have an adult present while they participate in YMCA activities.

- The Y requires a parent or legal guardian to complete a membership application, which includes identifying information, any legal indemnifications, the youth's date of birth, and emergency contact information.
- While in the facility, youth can be supervised directly, indirectly, or with a combination of the two techniques.
 - For direct supervision, the program may offer structured, scheduled activities like basketball tournaments, swimming activities, arts and crafts, etc. These activities should have one or more staff assigned to lead and supervise.
 - For indirect supervision, the program must designate certain building areas as authorized areas. Authorized areas could include a gymnasium, a game area, a classroom for doing homework, etc. Authorized areas must be easily visible and routinely and systematically checked by staff at least once per hour.

- All program staff should wear name tags or identifying clothing so that the youth can easily recognize them as staff.

M7. Monitoring Guidelines When Youth Enter and Exit Programs

Standard procedures for monitoring youth help organizations identify who is present in programming and allow employees and volunteers (“staff”) to document when and with whom youth exit programming. Such procedures allow employees to quickly identify any youth who may be missing and decrease opportunities for youth to be left unsupervised.

When possible, a single point of entry and exit is established and monitored. If one is not possible, each point of entry and exit is consistently monitored by staff.

Guidelines for monitoring youth entry/exit from facilities or programming include:

- Youth in childcare, school-aged programs, and drop-in care
 - Parents/guardians are responsible for signing children in and out of programming. Staff monitor and greet parents/guardians to ensure this process is upheld.
 - Documentation of attendance is maintained in the current membership and program software.
- Youth in structured programming, such as youth sports, swim lessons, parents’ night out, etc.
 - Youth are required to check-in with the staff member on-site.
 - Youth should only be picked from the facility or program by individuals authorized by the parent/guardian.
- Youth in unstructured programming
 - Youth must check in with the front desk to ensure they have an active membership with an adult listed and are the appropriate age for building supervision requirements.
 - Documentation of scan-ins and/or guest sign-in is maintained in the current membership software

M8. Methods for Monitoring and Supervising Youth-to-Youth Interactions

Employees and volunteers (“staff”) must effectively monitor and supervise youth-to-youth interactions to prevent inappropriate youth behaviors and abuse. When supervising youth, it is important to remember that adult staff members model appropriate behavior, and youth should not determine what is and is not acceptable behavior.

Staff should ensure:

1. Youth interactions are age- and developmentally appropriate.
2. Youth respect each other’s boundaries.
3. Youth are not bullying, teasing, dominating, or displaying sexualized behaviors toward others.
4. Youth solve problems without fighting.

5. Youth are not engaging in one-on-one interactions together that aren't observable or interruptible.
6. Appropriate adult-to-youth ratios, as defined by the Y, depending on the activity and age of youth.

Staff will utilize monitoring and supervision best practices such as line-of-sight supervision, zone monitoring and listening and observing for inappropriate behaviors between youth. Using these methods, staff consistently monitor high-risk areas and activities where inappropriate behavior between youth is most likely to occur.

M9. The Organization has a Standardized System for Monitoring Consumers who are Minors.

Stateline Family YMCA has defined a youth supervision policy to ensure youth are monitored and reduce risk of wandering out of adult supervision, mixing with groups of older consumers, or engaging in unauthorized or even dangerous activities. In times in which no scheduled activity is occurring (i.e., general use of Stateline Family YMCA facilities for a workout or basketball, etc.), Stateline Family YMCA staff will conduct periodic walk-throughs of the facility at irregular, unscheduled increments at least hourly. During the walk-through, any observed behaviors that do not align with Stateline Family YMCA youth supervision policy should be addressed. The walk-through should be documented on the designated walkthrough checklist form.

Age Supervision Requirements

- When in the facility or organization program, youth under the age of 10 must be in a scheduled program or accompanied by a parent/guardian.
- Youth between the ages of 10-12 must be in a scheduled activity or in an authorized area that is actively supervised by an adult staff member.
- Youth over the age of 12 must be in a scheduled program or authorized area of the facility.
- If there are areas and/or programs with youth of mixed ages and/or developmental levels, additional supervision will be in place.

M10. The organization has established methods for providing additional supervision for unique consumer needs.

Stateline Family YMCA is committed to providing a safe, inclusive, and supportive environment for all consumers. When a consumer demonstrates a unique behavioral, medical, developmental, emotional, or situational need that requires increased supervision, reasonable steps will be taken to ensure appropriate safeguards are implemented.

Identification Process

- Additional supervision needs may be identified through:
- Enrollment disclosures
- Parent/Guardian communication

- Incident reports
- Behavioral Observations
- Medical documentation
- Professional recommendations
- Addressing staff concerns

Supervisors must be promptly notified when a potential need for increased supervision is identified to ensure the safest, most appropriate care and experience is given.

M11. Policy Addressing Employee and Volunteer Cell Phone Use During Program Hours

Employees and volunteers ("staff") may bring personal electronic communication devices to work, but these devices must not be in view of or used when the individual is expected to be supervising youth. Program leadership may establish exceptions to this requirement, such as permitting use during approved breaks and/or emergency situations. Internet use, text messaging, and/or emailing youth are subject to the requirements defined in Stateline Family YMCA's electronic communication and social media policy, outlined in section P9 of this document.

M12. Procedure for Managing One-on-One Interactions Between Employees, Volunteers, and Youth

Section P7 of this handbook establishes a policy for limiting one-on-one interactions with youth. In instances in which one-on-one interactions with youth, whether in-person or virtual, are unavoidable, the following considerations should be followed to limit the risk of abuse or false allegations of abuse.

- Meet youth in a public place where you are in full view of others.
- Avoid physical interactions and/or affection during one-on-one interactions. If physical interactions occur, ensure appropriate physical and verbal interactions align with Stateline Family YMCA's established policies and are limited to the task at hand. Immediately share the nature and extent of physical interactions that occurred during the one-on-one interaction with your supervisor after the interaction has ended.
- 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/or parents/guardians that you are alone with a youth and encourage them to randomly drop in or pass by the interaction.
- To the extent possible, ensure one-on-one interactions occurring behind closed doors are scheduled in advance, take place in a room with windows or glass in the door, and/or are communicated to your supervisor.
- Ensure one-on-one interactions are documented, especially if behind closed doors. Keep documentation of these meetings (such as in shared calendar, case notes, etc.) and share with your supervisor.
- Document and immediately report any unusual incidents, including physical interactions, disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be

misinterpreted or that made you uncomfortable. Staff should complete documentation when as clear-headed as possible to ensure the documentation is thorough and fact-based.

Emergencies

If a one-on-one situation occurs due to an emergency, prioritize consumer safety. Notify a supervisor as soon as possible and document circumstances after the situation is resolved.

Virtual Settings

One-on-one interactions with youth in virtual programming must only occur during programming under authorized circumstances. The purpose of this policy is to ensure the Y clearly communicates expectations for staff engaging in one-on-one interactions that occur in virtual programming and gives examples of appropriate behavior when authorized one-on-one interactions do occur. In those situations where one-on-one interactions are authorized, employees and volunteers should observe the following guidelines to limit the risk of abuse or false allegations of abuse:

- Ensure one-on-one interactions in virtual programming are scheduled in advance and communicated with a supervisor. Links and passwords to virtual sessions should be shared with a supervisor.
- Ensure one-on-one interactions in virtual programming are documented. Keep documentation of these meetings (such as in shared calendar, case notes, etc.) and share with your supervisor.
- Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, observations of abusive or neglectful conditions, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted or that made you uncomfortable.
- Invite a parent or supervisor to join the meeting.

Supervisory staff are required to frequently monitor all virtual activities to ensure organizational policies are observed by all employees, volunteers, and youth.

M13. Procedures for Supervising Off-Site Activities

Off-site activities, field trips, and outings present unique risks for the safety of youth and are among the most common settings where adult-to-youth and youth-to-youth sexual abuse occurs. Some special circumstances which cause these to be high-risk environments include difficulty monitoring large groups, youth may be more likely to act out in a less structured environment, and organizations cannot screen all other adults who may have access to youth off-site. It is important that employees and volunteers ("staff") are aware of these risks and take measures to minimize them.

Special guidelines for off-site activities, field trips, and outings include:

- A staff member must visit the destination in advance, when possible, to assist with planning.
- Staff must get written approval from a supervisor for all off-site activities.

- Staff must document the purpose of the activity, duration, location, and other critical information.
- Staff must get written parental/guardian approval by disseminating permission slips, including rules for youth to follow, prior to each off-site activity. Staff must keep permission slips on-hand during the activity.
- Staff must determine the appropriate staff-to-youth ratios before the activity and schedule staff accordingly; established ratios are outlined in section M6 of this document. Considerations for ratios should include:
 - Age and number of youth involved
 - Special or unique youth needs
 - Nature of the activity
- Staff and youth must be easily identifiable (using lanyards, badges, shirts, etc.).
- Staff must review rules and boundaries with youth prior to the activity, including how to report concerns.
- Each staff member must be assigned to a specific group of youth to supervise. Groups could be separated according to age, gender, and/or behavior of youth.
- Staff members must be trained on active supervision techniques:
 - Positioning themselves to be able to see and hear all youth to whom they are assigned.
 - Anticipating what youth will do and redirect when necessary.
 - Listening and noticing changes in sounds, such as tone of voice change, silence, or sounds of distress.
 - Remaining engaged with youth rather than socializing with other staff.
- Each staff member must maintain a roll sheet listing all the youth in his or her group. Name-to-face roll checks should be conducted routinely and whenever moving from one activity or space to another.
- Staff must determine specific bathroom and locker room procedures for staff members to follow, as applicable to the outing, ensuring minimum ratios are always maintained. Requirements are outlined in section M19 of this document.
- Staff must follow procedures for safely entering and exiting vehicles, seating arrangements and placing employees/volunteers strategically throughout the vehicle to monitor all youth.
- Staff must have a method to communicate with each other while off-site.
- Staff members are prohibited from using cell phones for personal business while supervising youth.
- Staff must have an emergency plan for responding to incidents.

Supervisors must observe the off-site activities at scheduled times and random intervals, as outlined in section M3 of this document.

M14. Procedures for Monitoring Mentoring Relationships

In addition to screening and training mentors, the Director of Sports and Recreation is required to:

- Contact mentors at least once a month to monitor progress, safety, check in about goals, and to provide support for mentors. Face-to-face meetings or virtual meetings with camera on are required.
- Contact youth once a month and their families once a month. Face-to-face meetings or virtual meetings with camera on are required.
- Maintain a weekly log documenting all activity with the youth. This log is reviewed and signed by supervisors bimonthly at a minimum.
- Ensure family members and youth review and confirm records of contact and activities as reported by the mentor.
- Ask youth questions relevant to detection of improper conduct or policy violations monthly.
- Interview the youth and family to discuss the mentoring relationship at the end of a mentoring relationship.
- Provide parents/guardians and community partners with information about what is appropriate and inappropriate in the mentoring program so that parents/guardians and community partners can assist in the monitoring of the program

M17. Procedures for Supervising Overnight Settings

Stateline Family YMCA does not offer overnight residential camp programming.

Overnight activities can present unique risks to youth, employees, and volunteers. Overnight settings often involve changing clothes; youth of different ages interacting in a more intimate atmosphere than regular program activities; more unstructured and novel activities; and increased opportunities for a youth to avoid supervision and for employees and volunteers to be distracted.

Supervision Guidelines for Overnight Activities

- All overnight activities must be documented and approved in writing by *the* CEO. Include a written/structured schedule of events.
- Administrators are expected to observe overnight activities regularly and randomly on a scheduled and periodic basis.
- A meeting with all employees should be conducted to discuss the unique risks of overnight trips/events, unique elements of the specific overnight trip/event, and to review the specific policies and procedures that apply to the overnight activity.
- Staff must provide parents/guardians with written information about the overnight activity. Information should include the location, duration, and type of activities to take place during the overnight. All parents/guardians must sign a permission slip including a code of conduct to review with the youth for their youth(s) to attend the overnight activity.
- Staff must determine the appropriate employee-to-youth ratios before the event and schedule employees accordingly. Consider increasing the employees needed for supervision depending on the overnight activity

details.

- Meetings with the group should be hosted in open and observable areas; meetings should not be hosted in employee or youth rooms.
- Youth should be split into smaller age groups, when possible, to eliminate large age differences among youth. For example, 7–9, 10–12, 13–15, 16+

Overnight Activities at a YMCA Facility

- Authorized areas within the facility must be clearly defined and explained to the youth.
- Each employee must be assigned to a specific group of youth to supervise. Each employee should then maintain a roll sheet that lists youth in his or her group. Head counts and roll checks should be conducted routinely throughout the overnight activity.
- Supervisors must assign employees to high-risk areas in the facility, such as the bathrooms, entrances and exits, hallways, etc. If it is not possible to assign specific employees to these areas, assign specific employees to conduct periodic facility “walk-throughs”.
- With regards to sleeping arrangements, separate the youth by age and sex into separate rooms and post employees at the entrances and exits to these rooms. If this is not feasible, separate youth of differing ages and sex by as much space as possible.
- When performing room checks, employees/volunteers should always go in pairs.
- For overnight activities when sleeping is not part of the activity (e.g., a lock-in), at least 1 employee per 10 youth must stay awake overnight.

Overnight Activities Away from a YMCA Facility

- Overnight stays at private homes, including private rental properties, are prohibited unless approved by the CEO.
- Physical boundaries at the off-site location must be clearly defined and explained to the youth(s).
- Supervisors must assign each employee to a specific group of youth to supervise. Each employee should then maintain a roll sheet that lists the youth in the group. Head counts and roll checks should be conducted routinely throughout the event.
- If in a cabin type setting, the employees should be placed in bunks to maximize supervision around the cabin and in a way that decreases the chances of youth sneaking out (such as by the door).
- In hotel rooms, assign youth to rooms based on sex and age. Youth must have their own sleeping space and may not share beds.
- Youth should not change clothes out in the open in front of other youth. Youth should utilize the bathroom when possible for changing clothes and personal care activities.
- Employees should not share rooms with youth. Employees must have their own beds and never change in front of youth.
- All employees are to be on duty in the halls or cabins at night until an hour after lights out and all rooms are quiet.
- Each youth must have their own designated sleeping space. Ensure there is

one youth per sleeping space (bed, cot, sleeping bag, etc.). Beds are considered private personal space, youth should be discouraged from sitting on other youths' beds.

Room Checks

- Room checks will be conducted at random.
- Employees will use a Two-Staff System to conduct all room checks.
- Employees will check on:
 - Youth well-being
 - Adherence to Lights Out Policy
 - Safety Hazards
 - Inappropriate Behaviors
- Employees will respect privacy, knocking before entering and limiting invasiveness, by inspecting common areas.
- Employees will document all room checks, and report any incidents immediately.

M19. Monitoring and Supervising Bathroom Activities

Bathrooms are high risk locations for sexualized behavior by/between youth. Adult offenders can use the privacy afforded in bathrooms and during shower time to abuse a youth. Consequently, bathrooms and shower time require close monitoring, and these practices must be carefully managed. Shower time also presents increased risk, because youth may be nude or partially nude and youth may engage in horseplay.

When supervising bathroom use, adult employees and volunteers should first quickly scan the bathroom before allowing youth to enter to ensure the bathroom is vacant.

Group Bathroom Breaks

- Employees and volunteers must take groups of two or more youth 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 employee or volunteer.
- If there are multiple stalls, only send in as many youth as there are stalls.
- Minimize youth of different ages using the bathroom at the same time.
- Employees and volunteers must stand outside the bathroom door, but remain within earshot.

Single Use Restrooms and Restrooms within Classrooms

- Require youth to ask permission to use the bathroom.
- Require employees and volunteers to frequently check bathrooms.
- Employees and volunteers must stand outside the bathroom door, but remain within earshot.
- All on-duty supervisors must frequently check bathrooms and ensure employees/volunteers are monitoring bathrooms correctly.

If assisting young youth in the stalls, the employees/volunteers must keep the door to the stall open if it does not infringe on the youth's right to privacy. For example, if possible, keep the stall door cracked so passersby can see the adult assisting but not the youth.

Employees and volunteers are prohibited from using the bathroom at the same time as youth.

Showers and Bathing

- Only one youth can be in a shower stall at any given time.
- If there are multiple stalls, employees/volunteers must only send in as many youth as there are stalls.
- Minimize youth of different ages showering at the same time.
- Ensure shower doors/curtains do not extend all the way to the ground so employees and volunteers can easily glance into the bathroom to see how many feet are in each shower stall.
- Employees and volunteers must stand outside the shower area but remain within earshot.
- Employees and volunteers are prohibited from using the showers at the same time as the youth.
- When necessary to help young youth in the stalls, employees/volunteers should keep the door open if it does not infringe on the youth's right to privacy.
- Youth who require assistance with personal care activities should have this noted within their file and include the level of assistance necessary.
- Employees and volunteers who are authorized to provide assistance with personal care activities must receive specific training on appropriate diapering and toileting procedures.

M20. Procedures for Supervising and Monitoring Locker Rooms and Changing Areas

Locker rooms and changing areas are high risk locations for sexualized behavior by/between youth. Adult offenders can use the privacy afforded in locker rooms and changing areas to abuse a youth. Consequently, locker rooms require close and regular monitoring, and these practices must be carefully managed. Locker rooms also present increased risk, because youth and adults may be nude or partially nude, and youth may engage in horseplay.

Our locker room and changing areas procedures:

- Employees and volunteers ("staff") are required to stand within earshot of locker room when in use by youth.
- Staff must check inside the locker room at scheduled times and randomly, so users know the locker room is monitored intermittently and briefly.
- Staff must provide youth with a time limit of how long they can be in the locker room to limit opportunities for inappropriate interactions and activities.
- Staff should discourage the use of locker rooms by youth of different ages at the same time.

- Locker room horseplay, such as towel snapping, is prohibited.
- When possible, lockers should be arranged to minimize unnecessary privacy.
- All staff (including maintenance) are trained to watch for suspicious or inappropriate locker room conduct.

M21. Procedure for Monitoring and Supervising Diapering, Toileting, and Personal Care Assistance

Personal care may involve a variety of activities, such as diapering, toileting, bathing, and dressing. It is important to follow personal care procedures for both the protection of the youth, as well as for the protection of staff from false allegations. In instances where Stateline Family YMCA utilizes volunteers, it is best practice for employees rather than volunteers to provide personal care assistance.

Personal care procedures, regardless of the setting in which the youth receives services, should take into consideration the age and development of the youth as well as the youth's particular needs for assistance. The degree to which employees would be expected to assist in these vulnerable/high-risk activities for each youth should be documented in the individual youth's case, behavior, service, or treatment plan.

As much as able (based on age and ability of youth), employees should use verbal prompts to guide the youth in self-assisting tasks. If a youth needs more assistance, then an alternative could be for the employee or volunteer to put their hand on top of the youth's hand during the personal care activity. The primary goal when providing personal care or hygiene-related activities is to ensure there is guidance and documentation that outlines when and under what circumstances employees and volunteers may engage in these activities with youth (beyond identified medical care needs).

For diapering:

- Place the changing table in an open area where adult actions can be observed by others.
- Whenever possible, diapers should only be changed when at least two individuals are present.
- Staff must document diaper changing.
- Staff must inform supervisors if they notice anything out of the ordinary or concerning while changing the youth's diaper.
- Employees must know and follow all licensing requirements, when applicable, for diapering.

For toileting:

- If employees must enter the restroom to assist a youth, the door to the restroom must remain open.
- When possible, send in only one youth at a time. If that is not possible, send in only as many youth as there are stalls.

When assisting with personal care:

- Always use the least intrusive methods possible. For example, allow the youth to do as much as they can by themselves. To the degree possible,

use verbal prompts, instead of physically touching youth, to guide the youth in self-assisting tasks.

- Explain the actions you will take first and ask the youth's permission before touching their body or assistive devices. Intervene and redirect if you see other staff not requesting permission before touching youth or their personal devices and report it to a supervisor.
- Use your normal tone of voice when speaking to a youth who requires assistance with personal care unless they request that you speak a certain way (for example, louder, or more slowly).
- Avoid staring at the youth's body.
- Document any observed injury, disclosures of abuse, or any interactions that may have been misinterpreted.
- Avoid giving physical affection. If physical affection is necessary, limit it to handshakes or high fives. Avoid more intimate forms of physical affection, such as hugs.
- Allow informal monitoring if it does not infringe on the youth's right to privacy. For example, if possible, keep the bathroom door cracked so passersby can see the adult assisting but not the youth.
- Make every attempt to have employees of the same gender as the youth provide personal care.

M22. Guidelines for Supervising Playground and Recreational Activities

Playgrounds and recreational activities can allow mixed age groups of youth to have access to one another and create increased opportunities for inappropriate interactions between youth. Staff can become distracted by a youth who does not behave properly in less structured situations. They may get involved in conversations with each other or step away to tend to personal business, such as phone calls. Playgrounds may have blind spots or equipment which obstruct supervision.

During playground and recreational activities, staff must adhere to the minimum staff-to-youth ratios outlined in section M6 of this document.

Employees and volunteers will establish zone monitoring as soon as practicable in each environment.

- ensures recreation supervisors are adequately spaced around the whole area;
- they should continuously move within their assigned zone;
- position them around the perimeter of the recreation area to ensure ample supervision and that youth remain in approved spaces.

Employees and volunteers must utilize active supervision including:

- positioning themselves to be able to see and hear all youth to whom they are assigned;
- anticipating what youth will do and redirect when necessary;
- listening and noticing changes in sound, such as tone of voice change, silence, or sounds of distress;

- remaining engaged with youth rather than socializing with other employees or volunteers.

Other guidelines:

- Employees must review rules with youth prior to the activity, including that they are to always remain in line-of-sight of staff members and how to report inappropriate behaviors.
- Staff must periodically scan and conduct name to face roll calls for each age group and whenever moving from one activity or space to another.
- Staff are prohibited from using cell phones for personal business when supervising youth.
- Supervisors must conduct periodic check-ins and assessments of the activity period and of the entire activity area, as outlined in section M3 of this document.

M23. Guidelines for Supervising Transportation Activities and Transporting Youth

General guidelines:

- Personal vehicles must not be utilized under any circumstances.
- Employees must obtain written parent/guardian permission and signed medical releases from all youth on the trip. Employees take these permission forms and medical releases with them on the trip.
- Supervisors must provide advance approval for any long-distance or overnight trips.
- Staff must use the “rule of three” when transporting youth: At least two employees must transport a single youth, or at least two youth must be present if transported by a single employee.
- Employees must have a list of the youth on the trip. The employees must take attendance every time youth board and leave the bus, and periodically throughout the trip.
- Ratios established in section M6 of this document should be followed. When possible, do not count the driver in the supervision ratio.
- Employees must sit in seats that permit maximum supervision. If possible, employees should not share seats with youth.
- Employees must discourage mixed age groups or developmental levels from sitting together. When possible, high-risk youth should be seated alone or close to an employee or adult volunteer.
- Drivers are prohibited from making unauthorized stops.
- Youth may not be brought to or picked up from any personal residences.
- Employees must document the beginning and ending time of the trip and the mileage, names of the youth being transported, other employees and volunteers who are involved in transportation, the purpose of the transportation, and the destination.
- Employees must document any unusual occurrences that occur when transporting youth.

When public transportation is used (in addition to the transportation procedures listed above):

- Youth must remain in one area of the bus/train, if possible.
- Employees and volunteers that are assigned to a group must remain with that group.

M24. Procedures for Managing Quiet Time and Naptime

Stateline Family YMCA has written procedures for managing quiet and nap times. These procedures, at a minimum, include:

- Employees, volunteers, and youth do not sit or lie on anyone's bed or mat or be in anyone else's sleeping bag.
- Employees should encourage youth to draw an imaginary line around their sleeping space and encourage them to report violations to an employee or volunteer.
- Employees and volunteers will not leave youth alone during nap time.
- Employees and volunteers will not let youth share a sleeping mat, blanket, or sleeping bag.
- Employees should pay attention to who is sleeping next to whom to avoid any unnecessary conflict or inappropriate behavior.
- Employees should arrange sleeping areas with as much space as possible between each youth.
- Youth must only nap in areas visible to employees.
- Employees must keep the room sufficiently lit so that you can easily observe all youth.
- Employees should always have a line-of-sight view of youth at all times.

M25. The organization systematically manages and monitors all visitors in the facility and program areas.

When a visitor arrives at the facility without a pre-authorized identification badge, they are required to check-in at the front desk of the facility to receive a temporary visitor's badge, which is good for that day's visit and must be displayed at all times while in the facility or on premise. Visitors that have not been pre-authorized are required to be accompanied by a Stateline Family YMCA staff at all times throughout their visit.

Pre-authorized visitors are not required to check-in at the front desk or be accompanied by a Y staff member. Such visitors must display their issued visitor tag at all times during their visit.

When larger events are taking place, such as sporting events, within Y facilities or on Y premise that may have a large volume of guests attending, all guests and visitors are not required to check in at the front desk or with a Y staff member. In such instances, Stateline Family YMCA staff, including high-access volunteers, are present and alert to ensure safety.

Stateline Family YMCA staff ensure all points of access are consistently monitored.

M26. The organization systematically identifies and manages where architecture may compromise supervision.

Building architecture can increase or mitigate the risk of an incident or accident. Because most incidents of sexual behavior occur in private, the extent to which privacy is managed, risk is managed. Stateline Family YMCA will systematically identify facility locations that allow for unnecessary privacy or limit line of sight supervision, and utilizes a formalized system to manage these identified architectural risks, which includes;

- Ensuring employees and volunteers ("staff") are aware of these locations
- Ensuring unused rooms, offices, and closets remain locked;
- Ensuring visibility in rooms without windows; and
- Ensuring employees routinely walk through out of the way locations.

Building Supervisors and/or area support staff are required to conduct walkthroughs of the YMCA facility at least hourly. Staff are required to document the walkthrough and any observations utilizing the Building Supervision Checklist or area shift task list.

If an area or circumstance that may increase the risk of an incident or accident is identified, staff are required to alert their direct supervisor immediately. If a member of the leadership team is not on premise, staff should use best judgement to mitigate the risk (i.e., secure the area to prevent usage, move to another space, etc.).

M27. Monitoring and Supervising Internet Use in the Facilities and Programs

Stateline Family YMCA actively monitors the internet activity on YMCA-owned devices to ensure security and optimize performance. The Y implements technological protections, including content filters, to block access to adult-only websites, hacking sites, and known phishing threats. Additionally, staff and consumers are required to adhere to our Technology Use Code of Conduct.

INTERNAL FEEDBACK SYSTEMS

I1: The organization provides employees and volunteers with a procedure to report concerns.

Stateline Family YMCA believes employees and volunteers ("staff") have valuable thoughts and insights to share regarding the workplace and our operations. Accordingly, the YMCA encourages staff to share opinions, suggestions, concerns, and/or questions about our policies, personnel issues, and/or other workplace matters with the YMCA.

In general, the best person to initially bring opinions, suggestions, concerns, and/or questions to is the staff member's direct supervisor. However, to the extent the concerns relate to their direct supervisor, or to the extent a staff member believes their direct supervisor did not fully address a matter, employees may direct their opinions, suggestions, concerns, and/or questions to the next level of management; points of contact can be found [here](#).

To remedy concerns that appear to have been ignored or unresolved after initial reporting, utilize this formal concern procedure. This procedure provides for a timely, thorough and objective investigation of the following concerns:

1. Suspicious or inappropriate behaviors;
2. Wages, hours, and/or conditions of employment or volunteerism;
3. Harassment or discrimination;
4. Other violations of law or policy;
5. Retaliation; and/or
6. Whistleblower complaints.

Written Complaint Required for Formal Process Initiation

Verbal concerns are encouraged, particularly for issues that may be easily and expeditiously resolved, but a written complaint is required to initiate this formal concern process. The preferred method to submit this report is by completing the form located at www.statelineymca.org/feedback; this form contains guided questions and provides the ability to report either with identification for follow-up or anonymously. Should you find this form inaccessible, paper forms can be obtained at the Ironworks or Roscoe branch.

To ensure a timely and effective response, concerns should include the following information to the furthest extent possible:

1. The name(s) of individual(s) involved;
2. The date(s) the behavior(s) occurred;
3. The name(s) of any known witness(s);
4. A summary of the conduct meriting the concern including:
 - a. The behavior complained of and/or the alleged policy or legal violations(s);
 - b. Direct quotes when relevant and available; and
 - c. Any relevant documentation.
5. The remedy sought by the staff member sharing the concern.

Timeline

Staff who themselves have a complaint against another staff member or who are aware of staff behavior meriting a complaint, must provide the above-described written complaint via email to their direct supervisor or alternative [point of contact](#) within 5 business days, as the purpose of this policy is to timely and objectively resolve concerns or complaints. The direct supervisor or alternate point of contact will meet with the staff member to hear their concern and attempt to resolve the complaint within 15 business days.

Following that meeting, the investigating leader will provide a written response to the staff member who brought the complaint no later than 2 business days that includes brief written findings on the issues raised and relief sought.

If the staff member is not satisfied with the written response, an appeal may be submitted to the next level supervisor, who will consult with Human Resources and/or the CEO; all timelines outlined above will be followed for their investigation and follow-up. These individuals are the final arbiters of concerns reported at the YMCA.

Investigation

The direct supervisor alternate point of contact will thoroughly investigate the issues raised in the concern and will protect the privacy and confidentiality of all parties involved to the extent possible by law. All staff members must cooperate with the investigation.

If the YMCA determines a violation of policy or law has occurred, the YMCA will take appropriate disciplinary action, up to and including termination.

Retaliation

The YMCA strictly prohibits retaliation against staff members for reporting, filing, testifying, assisting, or participating in any manner in any investigation, proceeding or hearing conducted by the YMCA or a federal or state law enforcement agency or court. Staff members should report any suspected retaliation to their direct supervisor or another supervisory-level employee immediately after becoming aware of it. Any report of retaliatory conduct will be objectively, timely, and thoroughly investigated. If a report of retaliation is found to be valid, the YMCA will take appropriate remedial action, up to and including discharging the staff member(s) responsible. The YMCA will not retaliate against any staff member for raising a complaint and will not knowingly permit retaliation by management or other staff members.

Publication and Communication to Staff Members

This Procedure for Reporting Concerns must be shared with staff members annually and must be included in any organization handbook or employee manual. Any changes to this policy will be communicated in writing to staff members via email alert, website updated, and/or other established methods of communication.

I2 & I3: The Organization Provides Parents/Guardians, Youth, and Consumers with a Procedure to Report Concerns.

The YMCA believes youth, parents/guardians, and consumers have valuable thoughts and insights to share regarding our operations. Accordingly, the YMCA encourages all to share opinions, suggestions, concerns, and/or questions about our policies, personnel, and/or other matters impacting the YMCA.

In general, the best person to initially bring opinions, suggestions, concerns, and/or questions to is the program manager or director; a current list of program leaders and points of contact can be found [here](#). However, to the extent the concerns relate to the program manager or director, or to the extent a youth or parent/guardian believes the program manager or director did not fully address the matter, youth and parents/guardians may direct their opinions, suggestions, concerns, and/or questions to the next level of management.

To remedy concerns that appear to have been ignored or unresolved after initial reporting, utilize this formal procedure to report concerns. This procedure provides for a timely, thorough and objective investigation of the following concerns:

- Inappropriate or suspicious behavior by employee(s)/volunteer(s);
- Inappropriate or suspicious behavior by youth;
- Inappropriate or suspicious behavior by a youth's parent/guardian in program;
- Retaliation; and/or
- Whistleblower complaints

Written Complaint Required for Formal Process Initiation

Verbal concerns are encouraged, particularly for issues that may be easily and expeditiously resolved, but a written complaint is required to initiate this formal concern process. The preferred method to submit this report is by completing the form located at www.statelineymca.org/feedback; this form contains guided questions and provides the ability to report either with identification for follow-up or anonymously. Should you find this form inaccessible, paper forms can be obtained at the Ironworks or Roscoe branch.

To ensure a timely and effective response, concerns should include the following information to the furthest extent possible:

1. The name(s) of individual(s) involved;
2. The date(s) the behavior(s) occurred;
3. The name(s) of any known witness(s);
4. A summary of the conduct meriting the concern including:
 - a. The behavior complained of and/or the alleged policy or legal violations(s);
 - b. Direct quotes when relevant and available; and
 - c. Any relevant documentation.
5. The remedy sought by the youth or parent/guardian sharing the concern.

I8. The organization provides employees and volunteers with an anonymous method for reporting concerns.

While we hope that employees and volunteers ("staff") feel that they can openly communicate any concerns, complaints or grievances directly to someone in the YMCA, we understand that doing so can often be difficult. Because it is important to us that everyone be able to share their concerns, we provide the following mechanisms through which you can make an anonymous report:

1. An anonymous online form located at www.statelineymca.org/feedback
2. A suggestion box located at or near the membership desk, which is checked daily.
3. The Praesidium Helpline at 855-347-0751.
 - a. When can I call the helpline?**

We have partnered with Praesidium to establish a helpline that is available to everyone (employees, volunteers, parents/guardians, youth, community members, etc.) 24 hours a day, 7 days a week, 365 days a year.
 - b. What is the Praesidium Helpline?**

The Praesidium Helpline is a consultation line anyone in the YMCA can call to discuss observations of inappropriate behaviors, suspicious behaviors, policy violations, instances of youth sexualized behavior, and any other abuse prevention questions and issues.
 - c. What can you expect when you call back?**

One of Praesidium's experts will answer or return your call and gather any information relevant to your concern or question. If the matter the caller shares, is one deemed to be suspected or known sexual abuse, the caller will be instructed by Praesidium to immediately call the civil authorities. Praesidium will staff the concern or situation and develop recommended responses and next steps. Praesidium will then share the concern and recommendations with stakeholders at Stateline Family YMCA.

I11: The organization compiles and analyzes data to identify increased risk for abuse.

Stateline Family YMCA compiles and analyzes incident data to identify trends or themes of abuse risk. Incident reports will be logged in a spreadsheet or similar platform to ensure centralization, improve communication, identify trends, etc.

Trend Considerations

The following will be considered for trends, at minimum:

- Program or service type
- Site location
- Type of incident
- Time of day/shift
- Specific location of incidents
- Activity
- Employee(s) or volunteer(s) ("staff") involved

- Consumer(s) involved
- Age(s) of consumer(s)

We will also look for the following trends and patterns:

- Increase or decrease over time
- Frequency of types of incidents and/or disproportionate number of occurrences
- Dissatisfaction or low morale
- Inadequate or lack of documentation
- Identified high-risk characteristics
- Comparison to other programs/sites
- Continuous issues or concerns
- With specific individuals
- With monitoring and supervision practices

Paper Incident Reporting

Paper Incident reports and copies will be kept in a file in the following locations:

- Aquatics incidents – Aquatics office, HR office, CEO office, CFO office
- Childcare incidents – Childcare office, HR office, CEO office, CFO office
- Youth Sports incidents – Youth Sports Director office, HR office, CEO office, CFO office
- Building and member incidents – Membership director office, HR office, CEO office, CFO office

Electronic Incident Reporting

When implemented, electronic incident reporting will be maintained within Stateline Family YMCA's Monday.com business account. All incident reports will be required to be submitted in this platform. Trending, analysis, follow-up notes, etc. will be maintained in this system for clear and consistent communication, data tracking, etc.

Monitoring and Addressing Reports

Stateline Family YMCA's Safety Committee will review all incident reports for all departments during regularly scheduled meetings, which should happen at least three times each year. The committee will make note of any trends that seem to be occurring and identify appropriate action plans to address any trends or concerns.

Childcare and School-aged care programs use the following paper forms in addition to the overall Stateline Family YMCA incident report.

1. Observation forms
2. "Ouchie" Reports
3. Growing Tree Daycare, specifically, tracks messages through the current communication app
4. Licensing violation forms

Supervisors in licensed programming review logbooks quarterly, as required by state licensing standards.

CONSUMER PARTICIPATION

C1, C4, & C5. The organization provides consumers, parents, and guardians with developmentally appropriate and age-appropriate information about protecting themselves and their child from abuse.

Consumers, parents, and guardians can contribute to their own safety if they know what is acceptable and what to expect from employees and volunteers (“staff”) and other consumers. If violations occur, they can spot them and be empowered to let staff members know.

Stateline Family YMCA will provide consumers, parents, and guardians with age and developmentally appropriate information explaining our organization’s policies and procedures related to abuse prevention, as well as other resources related to this topic.

Age- and Developmentally Appropriate Resources			
Item	Staff	Youth/ Teens	Parents/ Guardians
Internal Code of Conduct, including appropriate touch, interactions, and outside contact, and includes how to report.	X		X
Darkness to Light www.d2l.org	X		X
CDC – Child Abuse and Neglect Prevention www.cdc.gov/child-abuse-neglect/prevention/index.html	X		X
Monique Burr Foundation for Children www.mbfpreventioneducation.org/resources	X	X (to be taught by adult)	X
RAINN www.rainn.org/get-informed/	X	X	X
Talk Pants www.missingkids.org/netsmartz/	X	X	X
Teach Consent www.teachconsent.org/	X	X	X
Love Is Respect. www.loveisrespect.org		X	
What’s Ok? www.whatsok.org		X	
The Mama Bear Effect www.themamabeareffect.org	X		X
Common Sense Media www.commonsense.org/education	X		X
Internet Matters www.internetmatters.org	X		X

The End Online Sexual Exploitation and Abuse of Children (OSEAC) Coalition www.endoseac.org	X		X
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If a box is not checked, this indicates the item does not meet developmentally or age-appropriate requirement

C2. The organization provides consumers with information on the organization's policies and procedures related to abuse prevention.

All policies and procedures noted below can be accessed within this handbook, online at www.statelineymca.org/childsafety, or by asking a Stateline Family YMCA staff member.

- Code of conduct for staff members
- Policies regarding appropriate and inappropriate displays of physical affection
- Policies regarding appropriate and inappropriate verbal communication
- Policies regarding one-on-one interactions and outside contact between staff members and consumers
- Policies regarding electronic communication between staff members and consumers
- Policies regarding gift giving and receiving between consumers and staff members
- Policies regarding appropriate and inappropriate consumer-to-consumer interactions
- The process for consumers to report concerns, complaints or grievances back to the organization

C3 & C6. The organization uses a variety of methods for maintaining ongoing awareness of abuse risk and prevention amongst consumers, parents, and guardians.

Stateline Family YMCA is committed to maintaining a continuous awareness of abuse risk and prevention among consumers. Abuse prevention is ongoing; proactive efforts are integrated into programming, communication, supervision, and organizational culture. We use a variety of methods to educate, reinforce, and sustain awareness of personal safety, boundaries, and reporting procedures.

Monthly Training Topic Schedule

Stateline Family YMCA will follow the schedule below when planning training for staff and consumers. Schedule is subject to change.

September- Foundations & Awareness

- What is child abuse? (types: physical, emotional, sexual, and neglect)
- Myths vs. Facts
- Why prevention matters in youth programs
- Creating a culture of safety

October- Policies & Boundaries

- Organizational policies and code of conduct
- Appropriate and inappropriate interactions

- One-on-one supervision rules
 - Digital communication boundaries
- November- Recognizing warning signs
- Physical indicators of abuse
 - Behavioral and emotional red flags
 - Age- specific signs
 - Patterns vs. One-time concerns
- December- Responding to Disclosures
- How children disclose abuse
 - What to say (and NOT say)
 - Staying calm and supportive
 - Avoiding leading questions
- January- Mandated Reporter
- Who is a mandated reporter
 - When and how to report
 - Documentation and best practices
 - Legal protections and responsibilities
- February- Safe Environment Design
- Supervision ratios and line of sight
 - Safe bathroom and changing procedures
 - Monitoring high-risk areas
 - Reducing isolation opportunities
- March- Preventing Peer-to-Peer Abuse
- Recognizing harmful behaviors between youth
 - Bullying vs. Abuse
 - Setting clear behavior expectations
 - Intervention strategies
- April- Child Abuse Prevention Month Focus
- Review all key policies
 - Staff pledge or recommitment to safety
 - Scenario based training
 - Family Education& awareness activities
- May- Communication with Families
- Building trust with parent/guardians
 - Sharing concerns appropriately
 - Cultural sensitivity in communication
 - Transparency in safety practices
- June- Summer Program Safety
- Field trip safety
 - Locker room/swim supervision
 - Transportation Safety
 - High-energy environment risk management
- July- Staff Accountability & Culture
- Speaking up and reporting concerns about coworkers
 - Bystander intervention
 - Maintaining professional boundaries
 - Preventing Burnout (risk factor for poor judgement)
- August- Review & Scenario Practice

- Year-end review of policies
- Real-life scenario discussions
- Quizzes or knowledge checks
- Preparing new staff for onboarding (tips and how to's)

RESPONDING

R1. Policy Requiring Reporting of Red-Flag or Inappropriate Behaviors and/or Policy Violation.

The Stateline Family YMCA has zero tolerance for abuse. It is imperative that every employee or volunteer ("staff") actively participates in the protection of youth.

If staff observe red-flag or inappropriate behaviors and/or policy violations by other staff or youth, it is their professional and personal responsibility to immediately report their observations in accordance with Stateline Family YMCA's reporting procedures. Remember that at the Y, the policies apply to everyone.

Examples of Red Flag Behaviors

All staff, including volunteers, are required to report:

- Any violation of the YMCA's abuse prevention policies
 - Inappropriate Touching: Any physical contact that is deemed inappropriate, such as patting, hugging, or any sexualized behavior with a minor or vulnerable individual.
 - Neglectful Supervision: Failing to adequately supervise participants during activities or while at the facility, leading to potential risks of harm.
 - Excessive Discipline: Using physical or emotional punishment beyond reasonable limits, which could harm a child's well-being.
 - Sharing Personal Information: Staff discussing personal matters or forming overly personal relationships with youth participants, breaching boundaries.
 - Failure to Report: Not reporting observed signs of abuse or neglect as outlined by child protection laws or YMCA guidelines.
 - Participation in Risky Behavior: Engaging in activities that put children or vulnerable individuals at risk, such as encouraging dangerous games or ignoring safety rules.
 - Using Inappropriate Language: Speaking in a disrespectful or sexually suggestive manner in the presence of youth, which can create an uncomfortable environment.
 - Overlapping Roles: Situations where staff members also serve as volunteers with excessive influence or emotional ties, blurring professional boundaries.
- Seeking unauthorized private time or one-on-one time with youth
- Seeing or visiting with a youth outside of scheduled programming
- Buying gifts for individual youth
- Sending unauthorized electronic communications, in violation of the YMCA's electronic communication policy.
 - Text messaging
 - Social media
 - E-mail
 - Online gaming and/or forums
- Making suggestive comments to youth
- Showing favoritism towards a youth

- Youth disclosing that a staff member makes them feel uncomfortable

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

If staff members witness suspicious or inappropriate behaviors or policy violations from another staff member

The individual is instructed to do the following:

- Interrupt the behavior.
- Immediately report the behavior to a supervisor, director, or other authority.
- If not comfortable making the report directly, make the report anonymously via the reporting measures outlined in I8 within the Child Safety Handbook.
- If the report is about a supervisor or administrator, contact the next level of management found in [this points of contact document](#).
- Complete an internal report, but do not conduct an investigation.

Information to Document:

- Date and Time Behavior Occurred
- Location Behavior Took Place
- Description of the Behavior (Avoid subjective language or interpretations; stick to factual observations)
- Individuals Involved (Including any witnesses)
- Response (Actions taken- confronting the individual, reporting to a supervisor, etc.)

How to Document:

- Report in Writing
- Chronological Order
- Use Objective Language (not opinions, simply facts)
- Secure Storage/Confidential
- Keep reporting until appropriate action is taken.

R2. Supervisor and Administrator Response to Red-flag or Inappropriate Behaviors and/or Policy Violations

If a supervisor or an administrator receives a report of suspicious or inappropriate behaviors or policy violations from an employee, volunteer, youth, or parent/guardian, the supervisor is instructed to do the following. It should be noted that employees, volunteers, parents, or participants should not conduct their own investigation, but rather report to their supervisor, who will handle the requirements outlined below.

- Report to the next level supervisor or administrator.
- Speak with the employee or volunteer ("staff") who has been reported.
- Review the file of the staff member to determine if similar complaints have been reported before.
- Determine the appropriate response based on the report.
 - Take into consideration factors such as:
 - Context of red-flag or inappropriate behavior or policy violation;

- Severity of red-flag or inappropriate behavior or policy violation;
- History of red-flag or inappropriate behaviors or policy violations
- Trainability of the staff member.
- Document the report
- If at any point in gathering information about a report of red-flag or inappropriate behavior, a concern arises about possible abuse, contact the state authorities, such as child protective services or law enforcement, and file a report (following guidelines in R6- Procedure for reporting child abuse).
- If appropriate, notify parents/guardians. The parents/guardians of the youth should always be notified if a boundary violation or abuse occurred from an employee, volunteer or another youth. If the abuse concern is about a parent/guardian, then it may not be appropriate to inform them that a report is being made.
- Advise the person who reported the behavior that the report is being taken seriously.

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

- Increase monitoring or supervision of the staff member and/or program.
- If policy violations with youth(s) are confirmed, the staff member must be subject to disciplinary action up to and including termination and report to proper authorities. Disciplinary action will follow the Progressive Discipline Policy outlined within Stateline Family YMCA's Employee Handbook.
- If more information is needed to determine the circumstances of the potential policy or boundary violation, the staff member should be placed on temporary leave. Then interview and/or survey other employees and volunteers or youth.
 - Interviews or other internal investigations should never be conducted prior to making a report to the appropriate local authorities if abuse is suspected, in accordance with local mandated reporting requirements. Doing so could interfere with official investigations, and authorities should be consulted before beginning any internal investigations.

Organizational Response

After the internal review of the red flag or inappropriate behaviors or policy violations, determine if system changes are necessary, such as reviewing the need for:

- Increased supervision
- Revised policies or procedures
- Additional training

R3. Procedure for Internal Review of Red Flag or Inappropriate Behaviors and Policy Violations

If there is a report of red flag or inappropriate behaviors or policy violations, the CEO, Sr. Director of Engagement and/or Sr. Director of Youth Development will be responsible for reviewing circumstances surrounding red flag or inappropriate behavior. The employees tasked with this responsibility should be trained to conduct internal reviews or investigations to identify larger or system-wide

implications. The designated employees are instructed to do the following:

Evaluate the root cause of the red flag or inappropriate behaviors or policy violations.

1. Define the problem.
 - Identify Who, What, When, and Where.
2. Gather all information and data surrounding the problem.
 - Review the Incident
 - Review Documentation
 - Interview Key Individuals – do not interview youth who were involved, to avoid re-traumatization
 - Review Policies
 - Review Training Curriculum
3. Perform the Analysis and determine root cause(s).
 - Ask Why?
 - What are the system-wide causes that allowed the incident to occur?
4. Identify Corrective Action—recommendations to stop the recurrence of the problem in the future.
5. What operation(s) in Praesidium’s Safety Equation was found to be deficient?
 - What best practice standards can be put in place to prevent a reoccurrence?
 - What are the resources needed to implement the best practice standard?
 - How are we going to implement and ensure compliance?
6. Implement the necessary solution(s) and conduct ongoing reviews to ensure those solutions are understood and followed.

Additional Guidelines for Employees Conducting Internal Reviews:

- The employee will advise any interviewees that s/he represents the Y and that conversations with the employee are not subject to any attorney/client privilege.
- The employee will strive to maintain the rights of all concerned in the process.
- If the internal review results in additional information that may suggest an incident of sexual abuse has occurred, the internal review will cease immediately, and external authorities shall be contacted.

R4. Employee and Volunteer Progressive Discipline Policy

Corrective Action and Coaching

The Y strives to use a constructive corrective action and coaching processes that build and reinforce positive working relationships. This process serves only as a guideline; the Y reserves the right to skip any or all steps in this process at the sole discretion of management.

Corrective action may include the following:

- Verbal counseling
- Written counseling
- Suspension with or without pay
- Termination

Nothing in this policy is intended to alter the rights of the YMCA to terminate an employee at-will, with or without cause, and with or without prior notice.

Involuntary Separation

Involuntary separation occurs when a decision is made by the Stateline Family YMCA to end the employment relationship with the employee. Discharge for cause requires no notice. In most instances, the employee will have received prior corrective action and/or performance improvement recommendations leading to the involuntary separation. However, some infractions are grounds for immediate discharge. Examples of such infractions include, though are not limited to:

- Fraud, including timecard fraud;
- Misappropriation of funds;
- Insubordination; theft, whether of YMCA property or property owned by a member, peer, volunteer, or guest;
- Fighting;
- Harassment;
- Unlawful possession of a weapon;
- Use or possession of an illegal drug or drug paraphernalia;
- Misappropriation for personal use of goods or materials owned by the YMCA;
- Violation of any YMCA policy;
- Misrepresentation on employment documents or applications;
- Any breach of duty reasonably owed to the YMCA

Employees involuntarily discharged will be given time to gather personal belongings, usually under the supervision of Human Resources or the employee's immediate supervisor, and be required to return any Y property immediately. In the event that Y property is not present, Human Resources will make immediate arrangements for the property to be returned.

R5. Procedure outlining the appropriate employee and volunteer ("staff") response to suspicions, allegations, or incidents of abuse.

In line with mandated reporting requirements applicable to all staff, at the first report of suspicion of child abuse (whether adult-to-youth or youth-to-youth), the staff member observing the abuse or to whom it has been reported shall immediately follow the steps outlined below. Suspicion of child abuse reports may include reference to red flag behaviors outlined in sections P2, P5, P6, P8, and M8 of this document.

1. Ensure Safety:
 - a. Prioritize the safety and well-being of the child. Remove the alleged victim from any further harm if necessary.
 - b. Stay calm and provide support to the child.
2. Inform the director of the respective program.
 - a. The director is responsible for facilitating thorough reporting and documentation, as outlined in section R6 of this document.
 - b. If the director is unreachable, the staff member should contact alternate senior leaders of Stateline Family YMCA until contact is made. Points of contact can be found [here](#).
3. Document the Allegation or Incident
 - a. Record all details of the allegation or incident immediately, including date, time, location, individuals involved, and witness statements.
 - b. Objective, factual statements must be used in documentation
4. Follow guidance of investigating director

R6. Written procedure outlining the appropriate supervisor and administrator response to allegations or incidents of abuse.

This procedure outlines the immediate and follow-up actions for supervisors and administrators at the Stateline Family YMCA facilities in response to allegations or incidents of child abuse. This ensures compliance with mandated reporting laws and the safety of all children within our programs.

Reporting Requirements

- **Ensure Safety**
 - Prioritize the safety and well-being of the child. Remove the alleged victim from any further harm if necessary.
 - Stay calm and provide support to the child.
- **Document the Allegation**

Record all details of the allegation immediately, including date, time, location, individuals involved, and witness statements.
- **Mandated Reporting**

All YMCA employees are legally obligated to report any suspicion or allegation of child abuse to the appropriate authorities.

 - **Illinois:** 1-800-252-2873
Report to the Illinois Department of Children and Family Services (DCFS)
 - **Wisconsin:** Rock County CPS (phone # below) or 1-855-944-3916
Report to the Wisconsin Child Abuse and Neglect Reporting System
Reports must be made within 24 hours of the allegation.

Suspension of the Accused Offender

- **Immediate Suspension**

The accused individual must be suspended from all YMCA activities and responsibilities pending an internal review and/or external investigation. The suspension is effective immediately upon receipt of the allegation to protect the integrity of the investigation and the safety of children.

Notification Procedures

Internal Notifications:

1. Notify the following individuals immediately:
 - a. CEO
 - b. HR Director
 - c. Praesidium Guardian
2. Notification Timeframe: All internal notifications must occur within 24 hours of the allegation being reported.

External Notifications:

1. The CEO, HR Director, and/or the Praesidium Guardian will notify the following:
2. Board President (within 24 hours)
 - a. Executive Committee/Board of Directors
 - b. Insurance Provider (if needed)
3. Y-USA Reporting Hot Line (within 24 hours)
4. State Licensing if occurred in a licensed program (within 48 hours)
5. A Praesidium Accredited organization is required to notify the Praesidium Accreditation team via submission of this [online Report an Event form](#) within 7 days of any significant events impacting consumer safety. These significant events include, but are not limited to:
 - a. Media reports of allegations of sexual abuse or misconduct of consumers within the organization;
 - b. Civil or criminal judgment relating to sexual abuse or misconduct of consumers;
 - c. Failure to follow mandated reporting requirements;
 - d. Loss of or revocation of licensing;
 - e. Significant change in programming (adding higher-risk program areas such as summer/day camp and/or mentoring);
 - f. Permanent or indefinite program/location closures and/or mergers or acquisitions;
 - g. Change in leadership or accreditation point of contact.

Documentation Requirements

1. The CEO, HR Director, and/or the Praesidium Guardian will notify the following:
 - a. Document the response to the allegation thoroughly, including:
 - i. Details of the allegation (facts only)
 - ii. Actions taken immediately following the allegation
 - iii. Names of individuals involved and those notified
 - iv. Time and date of each action taken
2. Initial Documentation
3. Follow-Up Documentation
 - a. Maintain records of:
 - i. The investigation process
 - ii. Any interviews conducted
 - iii. Evidence gathered (including video surveillance)

- iv. Communication with local authorities
- 4. Retention of Records
 - a. Documentation must be kept confidential and stored securely in accordance with the Stateline Family YMCA policies and applicable laws.
 - b. Records should be retained for a minimum of 7 years or as required by law.

Resources for Reporting

Illinois

Department of Children and Family Services (DCFS)

- Phone: 1-800-252-2873
- Website: dcfs.illinois.gov (<http://www.dcfs.illinois.gov>)

Wisconsin

Rock County Child Protective Services

- During Business Hours (8:00AM-5:00PM, M-F)
Phone: 1-608-757-5401
- Emergency Hours/After Hours
Phone: 1- 608-757-2244

Child Abuse and Neglect Reporting System

- Phone: 1-855-944-3916
- Website: dcf.wisconsin.gov (<http://www.dcf.wisconsin.gov>)

Praesidium Helpline

- Phone: 1-855-347-0751

R8. The Organization Defines Everyone's Role in Responding to Allegations or Incidents of Abuse.

The Stateline Family YMCA has designated the Senior Director of Engagement and the Senior Director of Youth Development as the survivor assistance coordinators. These individuals are responsible for ensuring the Stateline Family YMCA provides survivor-focused responses to allegations of abuse, inappropriate interactions, youth-to-youth sexual activity, and other incidents which could impact the safety and well-being of a youth or vulnerable adult within the YMCA. The survivor assistance coordinators are responsible for ensuring the standard operating procedure and checklist for responding to allegations is thoroughly followed.

R9. The organization has a crisis management plan for responding to incidents of abuse.

A crisis is defined as any occurrence that harms a youth, threatens the public reputation or immediate financial integrity of Stateline Family YMCA, or that may create a situation of legal liability to the Y or its directors or officers. Examples include allegations or incidents of suspected abuse, including adult-to-youth abuse, youth sexualized behaviors, arrest of current or former employee or volunteer for child pornography, etc.

Stateline Family YMCA has established a Crisis Management team, consisting of the CEO, Sr. Director of Engagement, and Sr. Director of Youth Development. When a crisis occurs, this team will work together to address the incident, focusing on safety, communication, and prevention.

R10. The organization has a written procedure outlining the appropriate employee and volunteer response to consumer-to-consumer sexualized behaviors.

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

If employees or volunteers ("staff") witness youth sexualized behaviors that are contrary to defined behavioral expectations between youth, they are instructed to immediately follow these guidelines:

1. Do not attempt to determine whether the youth's behavior was "sexual curiosity"; there is not a standard definition of what normal sexual curiosity looks like. Any sexual activity between youth is inappropriate in Stateline Family YMCA's facilities or during any program activities. If there are concerns of sexual abuse or assault, an external body, such as child protective services, utilizes criterion to investigate and determine whether the youth's behavior is sexual curiosity.
2. If you observe sexual activity between youth, you should safely separate them as soon as possible, calmly explaining that such interactions are not permitted.
3. Follow your supervisor's instructions regarding notifying the authorities and informing the parents/guardians of the youth involved. Program leadership will work with Stateline Family YMCA senior leadership to determine response. If the problem is recurring, additional action may be required including not allowing one or both youth(s) to return to the program.
4. Complete an internal incident report and any other necessary documentation, including what you observed and how you responded. Documentation should include:
 - a. Details of the allegation (facts only)
 - b. Actions taken immediately following the allegation
 - c. Names of individuals involved and those notified
 - d. Time and date of each action taken
5. Follow mandated reporting requirements, if appropriate.
6. Work with program leadership to identify how youth will be managed or supported to prevent further occurrences of sexual activity (i.e., safety or behavioral plans including additional supervision requirements).

ADMINISTRATIVE PRACTICES

A1. Policy Defining the Role of the YMCA's Safety Committee (staff) and Facility Planning and Risk (Board)

Creating and maintaining a culture of safety requires the coordinated efforts of many different operations in an organization, including human resources, training, program management, finance, risk management, employees and volunteers ("staff"), parents/guardians, and youth. It also requires specialized expertise. Through both committees' responsibilities, accountability is established, communication barriers removed, and necessary training provided. In addition, the committees can review, track, and analyze incident data to improve abuse prevention efforts on a staff and board level.

COMMITTEE RESPONSIBILITIES		
Task	Staff Committee	Board Committee
Responding to any allegation or incident of sexual misconduct, molestation, or abuse	X	
Analyzing incident data on an annual basis at minimum, and using this information to identify areas of improvement	X	X
Coordinating abuse prevention training for the YMCA	X	
Defining screening procedures for individuals with access to youth	X	X
Regularly communicating the following to the governing body (Board) • Potential exposures and/or drift from organizational policies and standards; • Pending litigation; • Media involvement; • High-level incident data and allegations of abuse; • Consumer complaints; Licensing standards violations; • Changes in program that may impact risk; • The YMCA's abuse risk management efforts; • Training opportunities relevant to abuse prevention	X	

A4. Procedures for Selecting and Approving a New Program

To protect our employees, volunteers, and our consumers, we want to be sure that we are making informed and thoughtful decisions about new programs, services, and activities. To that end, an employee or volunteer ("staff") who wishes to start a new program or service must follow this process and submit a written proposal to the program area's Sr. Director for approval. Staff planning an activity that falls

outside of the scope of their usual program area must also submit a written proposal and request for approval.

The written request must include the following information:

1. General Program/Activity Information
 - a. Name of the program
 - b. Brief description of the program
 - c. Purpose/goals of program
 - d. New or returning program
 - e. Ages of youth served
 - f. Estimated number of youth to be served
 - g. Individual(s) responsible for the program, and who will serve as the director or supervisor
 - h. Start and end date of the program
 - i. Location of the program and program schedule (where and when).
 - j. Estimated number of employees, volunteers, and/or third parties needed
 - i. Is the YMCA responsible for screening and selection?
 - ii. Is the YMCA responsible for training
 - iii. Ratio youth/adults
2. Appropriateness
 - a. Does the program fit within the goals, mission, and strategic plan of Stateline Family YMCA?
 - b. Has background research been completed?
 - i. Are other YMCA's or entities offering something similar as a resource?
 - ii. Is there already a similar program offered in the Stateline community? If so, have we considered partnership versus duplication of services.
 - c. Has a needs assessment been completed?
 - d. What is the approximate annual budget needed for the operation of the program? A detailed estimation of income and expenses is required.
3. Program Procedures
 - a. Provide a monitoring and supervision plan for the program. Include specific risks and how they will be addressed, based on the following questions:
 - i. Will transportation be provided? If so, what are the transportation guidelines?
 - ii. What are the bathroom procedures?
 - iii. Does the program involve overnight stays? If so, submit a plan for lodging arrangements, sleeping assignments, and a monitoring and supervision plan.
 - iv. Does the program include aquatics? If so, what are the procedures for monitoring locker rooms and changing areas?
 - v. What are the procedures for managing additional high-risk activities during the program?

4. Authorization
 - a. Include the name and signature of the employee or volunteer submitting the proposal.
 - b. Include the name and signature of the administrator who approves the new program proposal.
5. Additional Requirements
 - a. All new programs must adhere to all established organization policies and procedures.
 - b. The staff member submitting the request must receive written approval before moving forward with the program.
 - c. If the scope of the program changes substantially at any point, the employee or volunteer responsible for the program must submit a new written proposal and request for approval as soon as possible.

A6-A7. The organization's leadership demonstrates competency in key areas of abuse prevention and communicates its commitment to abuse prevention to its stakeholders.

Leadership's commitment to abuse prevention signals to the entire organization that consumer safety is a top priority. Leadership involvement is critical in fostering a culture of safety and sets the tone for the entire organization.

Training: Leadership is trained in their role in abuse prevention and response, including the following topics:

- Standards for preventing and responding to abuse
- How to identify and manage drift from standards
- How to provide a compassionate response
- How to engage the governing body and other stakeholders in the organization's abuse prevention efforts
- How to enforce a culture of safety within the organization
- Training completion is consistently documented.

Communication: Leadership demonstrates transparency and a commitment to stakeholders, through communicating annually about the organization's commitment to abuse prevention to staff, consumers, and community stakeholders. Communications are consistently documented.

A8. The organization has a written transition plan to ensure standards are maintained, and critical information is not lost following changes in key leadership roles.

Stateline Family YMCA has established a Leadership Transition Plan that provides a structured process for maintaining continuity of operations, preservation of institutional knowledge, and upholding consumer safety and quality standards during changes in organizational leadership. It aims to ensure that critical safety, risk management, and accreditation responsibilities are preserved regardless of who holds a leadership role.

A9, A10, & A11. Policy Defining the Board of Directors' Role in Abuse Risk Management

The Board of Directors plays a critical role in the YMCA's abuse risk management efforts. To help the YMCA succeed in keeping youth safe, the Board of Directors abide by the following:

- The Facility Planning and Risk Committee of the Board of Directors is charged with abuse risk management. This committee meets at least three times annually, and more frequently when needed. The YMCA communicates the following to the committee:
 - Potential exposures and/or drift from organizational policies and standards;
 - Pending incidents or litigation;
 - Media involvement;
 - High-level incident data and allegations of abuse; and
 - The YMCA's abuse risk management efforts
- The YMCA conducts a background check on all Board Members prior to joining the Board and at least every two years thereafter while serving the YMCA.
 - The YMCA keeps documentation of completed and reviewed screenings.
 - The background check includes, at minimum, a Criminal background check and a National Sex Offender Registry Search.
- Praesidium and Child Abuse prevention are standing topics on all Board meeting and Facility Planning and Risk Committee meeting agendas.
- The Board of Directors completes training at least annually in abuse risk management and child protection including the topics noted below, at minimum.
 - Scope and nature of the problem;
 - How abuse affects survivors and organizations;
 - Liability and insurance issues;
 - Cost and commitment of the YMCA's abuse prevention efforts;
 - System-wide strategies for prevention;
 - Response mechanisms; and
 - Critical steps every board member should take to keep the YMCA safe.

A12. Organizational Data to Provide the Governing Body for Analysis and Utilization for Abuse Risk Management

The organization's governing body receives updates at least twice annually about issues related to abuse risk management, such as trends across consumer complaints, incident reports, licensing standards violations, and other changes or issues in programs that may impact risk. As the governing body helps establish policies, they must receive and respond to risk management organizational data to commit the resources necessary to run safe and effective programs.

A13. Procedure for Determining When the Board of Directors is Informed of an Abuse Allegation

Stateline Family YMCA will ensure the Board of Directors receives regular updates about issues related to abuse risk management, such as consumer complaints, licensing standards violations, changes in programs that may impact risk. The Y will also immediately inform the Board of Directors of all abuse allegations that are being investigated and threaten the public reputation or immediate financial integrity of Stateline Family YMCA, or that may create a situation of legal liability to the Y or its directors or officers.

A14-A19. Procedures for Managing Abuse Risk with Third-Party Organizations

Defining Third-Party Organizations

Third-party organizations are individuals or entities, not a part of, affiliated with, or legally connected to Stateline Family YMCA. Entities who rent facilities, contract with the YMCA to provide services, or share a physical space with the Y are examples of third-party organizations. Ensuring the appropriate safeguards are in place when working with outside organizations can set clear expectations and keep consumers safe. Third-party and external organizations or individuals providing services to the YMCA's youth or using the YMCA's facilities fall within the scope of the Y's abuse prevention policies. Third parties are expected to adhere to all applicable abuse risk management policies.

Categories of Third-Party Organizations

The level of screening, training, and supervision a third-party organization requires is dependent on whether the third-party organization has access to the Y's youth or program areas. Stateline Family YMCA determines access by considering the organization's intended duration, frequency, type of relationship, and degree of privacy with youth.

There are two categories of third-party organizations: High-Access and Low-Access. The category of third-party organizations determines the level of screening, training, and supervision the third-party organization requires.

If uncertain whether a particular third-party organization is High-Access or Low-Access, the YMCA will follow the requirements for High-Access Third-Party Organizations because this category provides the greatest protection for youth.

High-Access Third-Party Organization Requirements

High-Access Third-Party Organizations have access to program areas which serve youth and may have direct or indirect access to youth. Examples of high-access third-party organizations include a third-party program instructor, tutor, mentor, aid, social worker, or speech language pathologist, or contracted janitorial or maintenance providers who access program areas when youth may be present.

High-Access Third-Party Organizations must complete the following before having access to program areas:

- Read and sign a Code of Conduct, which includes behavioral expectations of

- all individuals accessing program areas.
- Completed screening by the organization including:
 - Multi-state criminal records search
 - National sex offender registry check background check
- Completed training in abuse prevention and responding.

High-Access Third-Party Organizations must provide documentation of the completed screening. The Y will maintain documentation of training completion.

Low Access Third-Party Organization Requirements

Low Access Third-Party Organizations do not have access to program areas when youth may be present. Such third-party organizations might be renting or servicing a Stateline Family YMCA facility space when no youth are present, work strictly outside of Y property or program areas, or provide one-time services where they are directly supervised and constantly accompanied by a YMCA staff member.

Individuals from Low Access Third-Party Organizations who do not meet the high-access screening and training requirements must be always supervised by a Stateline Family YMCA staff member to prevent direct or indirect access to youth. Such individuals will be required to read and sign a Code of Conduct, which includes behavioral expectations of all individuals accessing program areas.

Y supervisors and administrators will use scheduled and random observations of all third-party organizations to ensure that safety best practices are always in place.

A21-A22. Volunteer Screening and Training Policy

The level of screening, training, and supervision a volunteer requires is dependent on whether the volunteer has access to Stateline Family YMCA's youth. The Y determines access by considering the individual's intended duration, frequency, type of relationship, and degree of privacy with youth.

High-Access Volunteer: a volunteer who often interacts over an extended period with youth. Such volunteers may be readily known to youth under their supervision and to other volunteers and employees in the program. They may also supervise youth with or without an employee present. High-Access Volunteers may carry a substantial amount of responsibility in a program serving youth, and such volunteers may have opportunities to develop relationships with youth over time. Examples include a volunteer program instructor or a regularly scheduled volunteer coach.

High-Access Volunteers are required to:

- Read and sign a Code of Conduct, which includes information about behavioral expectations of all volunteers;
- Complete a criminal background check
- Complete a National Sex Offender Registry Check
- Complete foundational abuse prevention training

Low-Access Volunteer: a volunteer who interacts with youth only in line-of-sight of an employee and only infrequently. Youth may not know low-access volunteers in the program or other volunteers and employees. Low access/occasional volunteers have limited access to youth and have few opportunities to develop youth relationships over time. Examples of low-access volunteers include a one-time event volunteer, parents/guardians who assist at a program where their child is a participant, a volunteer who strictly works with adults, a volunteer who helps with business activities and does not interact with youth, or a board member.

As Low-Access Volunteers do not have access to youth, they are not required to undergo the same screening and training requirements as High-Access Volunteers. Such volunteers are required to be supervised at all times by a Stateline Family YMCA employee to prevent direct or indirect access to youth.