



Stateline Family YMCA of Beloit, Inc.

Child Abuse Prevention Policy

A foundational commitment of the Y is to provide a healthy atmosphere for the growth and development of children. Thus, child abuse, and the resulting severe effects, are of primary concern to the Y. Child abuse is the mistreatment or neglect of a child, by parent(s) or others, resulting in injury or harm. Because of our concern for the welfare of children, the Y has developed standards, guidelines, and training to aid in the detection and prevention of child abuse.

These reasons have led the Stateline Family YMCA to develop and put into effect the following Prevention of Child Abuse Policy. The Policy shall:

1. Be distributed to parents upon request.
2. Be included in the staff and volunteer manuals of the Child Care Departments, Youth/Family Department, Aquatic Department, and Youth Sports Department. Be reviewed periodically at YMCA workshops.
3. Be reviewed and revised annually by the YMCA's Program Committee and acted upon by the Board of Directors.

We feel a moral responsibility to face the problem of child abuse. The Prevention of Child Abuse is the Stateline Family YMCA's take-action response.

A. DEFINITION OF TERMS

- **Staff:** Any person employed by the YMCA and receives financial compensation.
- **Policy/Event Volunteer:** Any person who willingly gives of their time on a board or committee of the Stateline YMCA or to a special event of the YMCA not involving children as participants.
- **Program Volunteer:** Any person who willingly gives of their time providing direct leadership to a program or special event dealing with members and participants.
- **Volunteer Parent:** Any person who willingly gives their time to a program and is not directly responsible for a group of children unless accompanied by a YMCA staff member, or program volunteer. Volunteer parents must have a child involved in the program or event they are volunteering.
- **Student Volunteer:** Any person who willingly gives their time to a program, is not directly responsible for a group of children, and is under the age of 18 years of age. Community service volunteers recommended by the state or local authorities will fall into this category.

- **Child(ren):** 18 years or younger.

B. RECRUITMENT, TRAINING, AND SUPERVISION

1. All prospective staff, Policy/Event Volunteers, Program Volunteers, and Student Volunteers must complete a detailed application form that includes three personal references that will be checked and documented. These applications must remain on file for seven years after the individual is no longer active at the YMCA.
2. Criminal background checks will be made on all prospective staff and Program Volunteers before beginning their first day of employment or volunteering. The results must remain on file seven years after the individual is no longer active at the YMCA. For all other volunteers, a criminal background check will be made on that individual if one of the background questions on the volunteer application is indicated "yes".
3. Reference checks will be made on all prospective staff members and Program Volunteers. Documentation will remain on file seven years after the individual is no longer active at the YMCA. For all other volunteers, a criminal background check will be made on that individual if one of the background questions on the volunteer application is indicated "yes".
4. The name, address, phone number, and email address of all Volunteer Parents must be kept on file for one year after the program ends.
5. All YMCA staff and Program Volunteers must wear a name tag or staff/volunteer shirt at all times during program hours. All volunteer Parents, Student Volunteers, and Event Volunteers must be identified with a name-tag or some other visible means during the activity they are involved.
6. Photographs of all YMCA staff, Policy/Event Volunteers, Program Volunteers, and Student Volunteers must be taken and filed with their application in their file.
7. All YMCA staff, Program Volunteers, Student Volunteers, and Policy/Event Volunteers will participate in an orientation to the YMCA that includes written materials on the prevention of child abuse, emergency procedures, program standards, expectations, and other materials appropriate to the department which they are giving their time. All involved in the orientations must sign-off on the Prevention of Child Abuse Policy. A copy of the sign-off must be kept in the person's file.

8. All YMCA staff, Program Volunteers, Student Volunteers, and Policy/Event Volunteers will be provided with information on the detection of child abuse and how to protect themselves from false accusations. This information will be reviewed and documented annually with each group, and quarterly with each staff.

9. All YMCA program sites will be visited monthly unannounced by a member of the administrative staff with program supervision responsibility. The visits will be documented.

10. The files containing all the above information will be kept in a central location that allows for the confidentiality of the contents.

C. SUMMARY OF RECRUITMENT, TRAINING, AND SUPERVISION COMPONENTS

	YMCA Staff	Policy/Event Volunteer	Program Volunteer	Volunteer Parent	Student Volunteer
Application	YES	YES	YES	YES	YES
Criminal Background Check	YES	NO See B2	YES	NO See B2	NO See B2
References Verified	YES	NO See B3	YES	NO See B3	NO See B3
Photo in File	YES	YES	YES	NO	YES
Shirt/ID	YES	At event with children	YES	YES	YES
Orientation	YES	YES	YES	YES	YES
On-going Training	YES	NO	YES	NO	YES
The YMCA reserves the right to complete items not required, if the supervisor feels the situation warrants it.					

D. STAFF AND VOLUNTEER RELATIONSHIPS WITH CHILDREN

1. In order to protect YMCA staff, volunteers, members and program participants, whenever possible during YMCA activities, employees and volunteers should not be alone with a single child in an area or position where they cannot be immediately observed without warning by other staff, parents, and/or children.
2. Children under the age of ten enrolled in YMCA programs will be supervised either by a parent or guardian or by a staff member. Children who accompany a parent or guardian to the YMCA to participate in a program such as family night, etc. will be under the supervision of the parent or guardian. When children are in a YMCA directed program under the supervision of the YMCA staff:
 - a. Staff members are to make sure the rest room is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff members will stand in the doorway of the rest room while children are using the rest room. This policy allows privacy for the children and protection for the staff members (i.e., not being alone with a child). If staff members are assisting younger children, doors to the facility must remain open. No child, regardless of age, should be allowed to enter a bathroom alone on a field trip or at other off-site locations. Always send children in threes (known as the rule of three) and, whenever possible, with staff.
 - b. Staff should conduct or supervise private activities in pairs—diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others to the greatest extent possible.
3. Staff behavior or disciplinary actions with children must avoid all abusive actions. Constructive methods must be used for maintaining group control and handling behavior. Corporal punishment, humiliation, and frightening techniques are considered abusive and unnecessary. YMCA staff and volunteers shall never discipline by the use of physical force, or by failing to provide the necessities of care, such as food and shelter.
4. YMCA staff and volunteers shall be alert to the physical and emotional state of all children each time they report for a program, and shall immediately indicate, in writing, any signs of injury or suspected child abuse to their immediate supervisor.
5. Outside of the Y, staff and volunteers may not be alone with children whom they meet in Y programs. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes.

6. Staff members and volunteers may not transport children in their own vehicles.
7. Profanity, inappropriate jokes, displays of intimate affection, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, parents, volunteers, or other staff is prohibited.
8. Program rules and boundaries must be followed, including appropriate touch guidelines. Children may be informed, in an age-appropriate manner, of their right to set their own "touching" limits for personal safety.

E. RESPONSIBILITIES TO PARENTS *(enrolled in YMCA day care, day camp programs)*

1. Parents shall be informed about their child's program participation and general health shall be provided with the name of the Program Director and the Administrator of the Program.
2. Parents are invited and encouraged to visit program sites at any time, and need not to ask permission to do so, but must take care not to interfere with or disrupt ongoing activities.
3. Under no circumstances should staff members release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian in writing on the registration form for children enrolled in YMCA day care, day camp programs (authorization on file with the Y).
4. The YMCA will offer information and assistance to parents and children through workshops, counseling, and the use of printed and audio-visual resources on child abuse. Resources must always be thoroughly reviewed by YMCA Administrative staff prior to use.

F. REPORTING PROCEDURES

1. The YMCA is mandated by law to report any suspected child abuse.
2. When there is suspicion of child abuse, the YMCA staff person will immediately inform his or her immediate supervisor, who shall immediately inform the CEO/Executive Director. Back-up documentation is required in writing.

3. The CEO/Executive Director is responsible for confirming the facts reported and the condition of the child. In the event the CEO/Executive Director is absent or unreachable, this responsibility can be delegated to the Youth and Family/Child Care Director This shall be done immediately, on the same day the report is received.
4. When the facts and the condition of the child have been investigated, and the CEO/Executive Director believes the suspicion of child abuse is well founded in fact, the CEO/Executive Director or the Youth and Family/Child Care Director shall report the suspected child abuse to the State Department of Children and Family Services and the Department of Public Health.
5. Regardless of where or under what circumstances the alleged incident takes place, in the event the reported incident involves a YMCA staff person, or volunteer, the CEO/Executive Director will confirm the facts and suspend the person from all activities involving direct contact with children. Reassignment of that staff person or program volunteer to duties involving direct contact with children will occur only after all allegations have been cleared to the satisfaction of the CEO/Executive Director and any investigating agency.
6. All staff and volunteers shall be sensitive to the need for confidentiality in handling of information in the area and are instructed to discuss matters pertaining to abuse or suspected abuse only with their immediate supervisor, the CEO/Executive Director or any investigating agency. This is to protect the alleged victim as well as the alleged abuser, who may later be found innocent of any wrong doing.
7. Staff and volunteers are not to contact children or parents involved in an alleged child abuse incident without the permission of the CEO/Executive Director.

I have read and understand the Child Abuse Prevention policy and will abide by its contents entirely.

Employee (Print): _____

Employee (Sign) _____ Date: _____