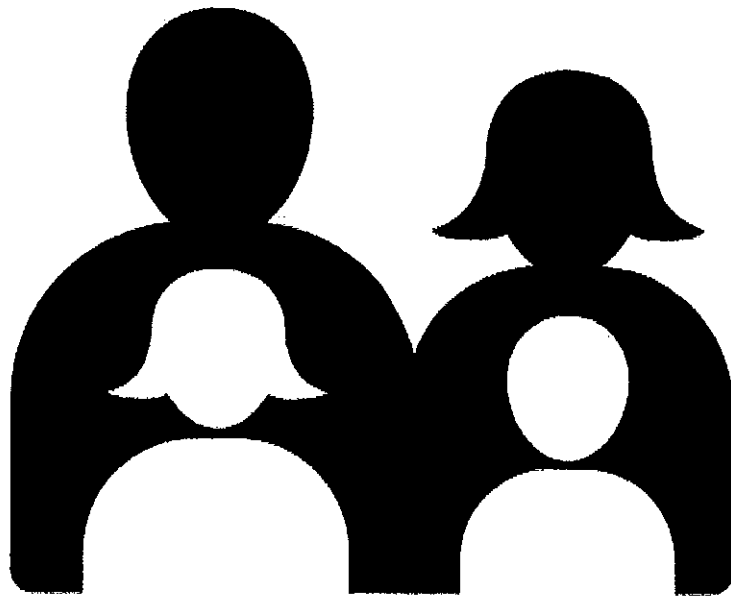
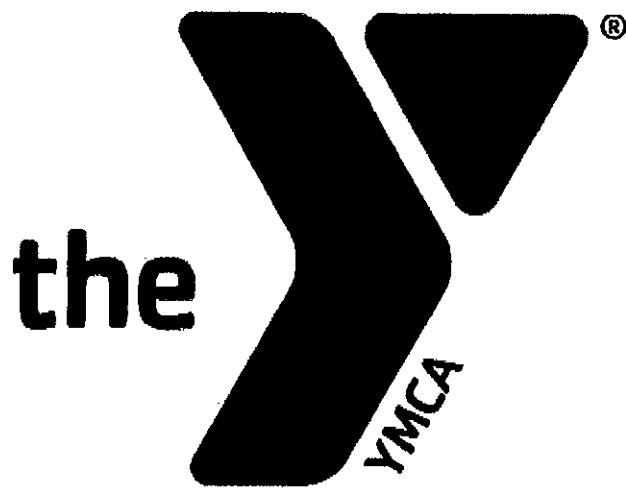




KEEPING KIDS SAFE

PHILADELPHIA FREEDOM VALLEY YMCA
CHILD ABUSE PREVENTION



PHILADELPHIA FREEDOM VALLEY YMCA CHILD ABUSE REPORTING PROCEDURES

The Y advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention and the development of self discipline. At no time will the following disciplinary techniques be tolerated: physical punishment, striking, biting, kicking, squeezing, shaming, withholding food or restroom privileges, confining children in small locked rooms, or verbal or emotional abuse.

Affectionate touch and the warm feelings it brings is important in helping a child grow into a loving, peaceful adult. However, Y staff and volunteers need to be sensitive to each person's need for personal space (i.e. not everyone wants to be hugged). The Y encourages appropriate touch, however at the same time, the Y prohibits inappropriate touch or other means of sexually exploiting children.

In the event that an employee is in a situation where there is a need to respond to risky behaviors and suspicions or reports of child abuse through disclosure, discovery, and suspicion the following steps are to be taken, all YMCA employees are obligated by law to contact the Department of Human Services directly. If an employee does not feel comfortable going to the DHS alone, he/she should go to a YMCA Director who will walk them through the process of reporting. Once the employee has made the report, if they did not go to their Supervisor first, they are required to immediately inform their Supervisor thereafter.

1. The employee will make a report in accordance with relevant state or local child abuse reporting requirements and will cooperate to the extent of the law with any legal authority involved.
2. After the report has been made, the employee will notify his/her Supervisor and/or Executive Director of the branch.
3. In the event the reported incidents involve a program volunteer or employed staff, the Executive Director will, without exception, suspend the volunteer or staff person from the Y.
4. The parents or legal guardian of the child(ren) involved in the alleged incident will be promptly notified in accordance with the directions of the relevant state or local agency.
5. Whether the incident or alleged offense takes place on or off Y premises, it will be considered job related (due to the youth involved nature of the Y).
6. Reinstatement of the program volunteer or employed staff person will occur only after all allegations have been cleared to the satisfaction of the persons named in Section 1 and 2.
7. All Y staff and volunteers must be sensitive to the need for confidentiality in the handling of this information, and therefore, should only discuss the incident with the persons named in Section 1 and 2.



DEFINITIONS OF CHILD ABUSE

There are four types of child abuse. They are defined as:

- PHYSICAL:** An injury or pattern of injuries that happen to a child that is not accidental. These injuries may include beatings, burns, bruises, bites, welts, strangulation, broken bones or death.
- NEGLECT:** Neglect occurs when adults responsible for the well being of a child fail to provide for the child. Neglect may include not giving food, clothing, shelter; failure to keep children clean; lack of supervision and withholding medical care.
- EMOTIONAL:** Any chronic and persistent act by an adult that endangers the mental health or emotional development of a child including rejection, ignoring, terrorizing, corrupting, constant criticism, mean remarks, insults, and giving little or no love, guidance and/or support.
- SEXUAL:** Sexual abuse is the sexual assault or sexual exploitation of children. Sexual abuse may consist of numerous acts over a long period of time or a single incident. Children can be victimized from infancy through adolescence. Sexual abuse includes rape, incest, sodomy, fondling, exposing oneself, oral copulation, penetration of the genital or anal openings, as well as forcing children to view or appear in pornography. The perpetrator keeps the child from disclosing through intimidation, threats and rewards.

Experts estimate that 1 in 4 girls and 1 in 6 boys are sexually abused before their 18th birthdays.

In more than 90% of the sexual abuse cases the child and the child's family know and trust the abuser.

30-40% of children are abused by family members and nearly 40% are abused by older or larger children.

Child sexual abuse is not the problem of one region, race, creed, socio-economic status or gender. It impacts every community and every person in America.

In abuse cases reported in Massachusetts and California, the greatest number of cases is those of neglect, followed by cases of physical abuse, with sexual abuse cases ranking third and finally emotional abuse. Two million cases of child abuse are reported each year and of those reported cases, two thousand of the children die.

REPORTING INFORMATION

Office of Children, Youth and Families
801 Market Street
6th Floor Philadelphia, PA 19107
(215) 560-2249 or (215) 560-2823

ChildLine: 1-800-932-0313



PHILADELPHIA FREEDOM VALLEY YMCA STAFF CODE OF CONDUCT

1. In order to protect Y staff, volunteers, and program participants -- at no time during a Y program may a staff person be alone with a single child where they cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them.
2. Staff shall never leave a child unsupervised.
3. Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with the child). If staff is assisting younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with staff.
4. 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.
5. Staff shall not abuse anyone:
 - a. Physical abuse -- strike, spank, shake, slap;
 - b. Verbal abuse -- humiliate, degrade, threaten;
 - c. Sexual abuse -- inappropriate touch or verbal exchange;
 - d. Mental abuse -- shaming, withholding love, cruelty;
 - e. Neglect -- withholding food, water, basic care, etc.

Any type of abuse will not be tolerated and may be cause for immediate dismissal.
6. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline.
7. Staff will conduct a health check of each child, each day as necessary, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented, and information given to supervisor.
8. Staff are expected to regard others with respect and consideration and treat everyone equally regardless of sex, race, religion, culture.
9. Staff will respect others rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit.
10. Staff will refrain from intimate displays of affection towards others in the workplace.
11. While the Y does not discriminate against an individual's lifestyle, it does require that in the performance of their job, they will abide by the standards of conduct set forth by the Y.
12. Staff must appear clean, neat, and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking and the use of tobacco, alcohol and/or drugs in the workplace is prohibited.
15. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment is prohibited.
16. Staff will portray a positive role model by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
17. Staff may not be alone with children they meet in Y programs outside of the Y. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.
18. Staff are not to transport children in their own vehicles. In case of an emergency, children may be transported by 2 adults and upon arrival of a supervisor.
19. Under no circumstance should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the Y).
20. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.
21. Staff may not possess a weapon on Y property or while on Y business.