

# Sexual Abuse and Misconduct Prevention Policy

Employees reasonably suspected or believed to have committed sexual abuse or misconduct will be appropriately disciplined, up to and including termination of employment, as well as criminally prosecuted.

## Reporting Procedure

Immediately report suspected sexual abuse or misconduct to management, including reporting to Law Enforcement or Appropriate Child or Adult Protective Services. New Federal law mandates reporting within 24 hours. Failure to report can result in a penalty.

## Investigation

Employees must cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies.

## Employee and Worker Screening and Selection

As part of the sexual abuse and misconduct prevention program, maintaining a diligent screening program for prospective and existing employees and others that may have interaction with those employed is mandatory. A variety of methods of screening will be used as part of the employee selection, including but not limited to applications, personal interviews, criminal background checks, personal and professional references.

## Supervision of Youth

In order to protect employees and customers, children must always be within sight of a staff member and parent/guardian. At no time may a staff person be alone with a single child where they cannot be observed.

## Bathroom/Restroom/Locker Room Supervision Policy

Employees should assess restroom and locker room areas for safety before a child enters, and monitor the area while children are using these spaces. A parent or guardian **MUST** remain available for bathroom duties during the entirety of the lesson.

## Physical Contact Policy

Employees will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no.

## ***Acknowledgement Form: Sexual Abuse and Misconduct Prevention Policy***

I acknowledge that I received and read the Sexual Abuse and Misconduct Prevention Policy and/or had it explained to me. I understand that it is my responsibility to abide by all rules and laws contained in the policy. I also understand how to report incidents of sexual abuse or misconduct as set forth in the policy. I acknowledge that I will be alerted when changes and updates are made to the Sexual Abuse and Misconduct Policy and will be responsible for reading and complying with these updates.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_