



## Child Safety Policy

### I. INTRODUCTION

Success Beyond the Classroom (SBC) has a commitment to ensure not only the quality of its programs, but to provide safe, respectful and healthy environments for students who participate in our programs. We make every effort to ensure this. Upon approval of the SBC Board, each staff member and SBC Board member receives a copy of this policy and is asked to familiarize themselves with its contents. SBC as an organization also ensures that all staff, SBC non-staff contracted personnel and volunteers at SBC sponsored events have a functional knowledge of issues pertaining to sexual, physical and emotional abuse and comprehension of this policy.

### II. DEFINITIONS

#### **Child Safety**

'Child Safety' is a condition that exists in an environment in which every child is treated with respect and is safe and protected from sexual, physical and emotional harm. Organizations offering services to children and youth are expected to keep the participants in their programs safe from harm within the context of reasonable standards of care.

#### **Sexual Abuse**

'Sexual abuse' means the subjection of a child to any act that constitutes criminal sexual conduct by a person responsible for the child's care, a person who has a significant relationship to the child, or a person in a position of authority. Sexual abuse includes any act that involves a minor that constitutes a violation of prostitution offenses. Sexual abuse also includes threatened sexual abuse. (Minnesota Citation: Ann. Stat. § 626.556, Subd. 2)

Sexual Abuse includes any contact or interaction between a child and another person in which the child is being used for the sexual stimulation of the perpetrator and/or any additional person. This contact or interaction can include rape, molestation, forcing a child to look at or fondle the sexual parts of another person, and exploitation of a child through pornography and prostitution.

#### **Physical abuse**

'Physical abuse' is any intentional physical injury to a child.

**Emotional abuse**

*Emotional abuse* is a pattern of behavior attacking a child's self-worth. It includes belittling, terrorizing, isolating, rejecting, ignoring, and corrupting the child. When continued over a period of time, these activities affect the child's emotional development.

**SBC Sponsored Event**

'SBC Sponsored Event' includes only those events in connection with SBC programs at which SBC staff is present.

**SBC Volunteer**

Persons recruited by SBC to perform unpaid program assignments related to an SBC sponsored event.

**SBC Non-Staff Contracted Personnel**

SBC non-staff persons that are contracted by SBC and paid to perform program assignments related to an SBC sponsored programs such as presenters and photographers.

**III. SCREENING PROCEDURES**

1. From the date of the approval of this policy by the SBC Board, all SBC non-staff contracted personnel, and volunteers at SBC sponsored events are required to complete an annual screening form prior to participating in children/youth programs or activities (see appendix for sample screening forms). These forms include personal information, references and request for a criminal background check. Volunteer and Contracted Staff screening forms are utilized in SBC non-staff contracted personnel and volunteer selection.
2. Screening forms include this question, "Have you ever been convicted of any crime or offense against the law, or are there any charges pending against you including felonies and misdemeanors?"
3. Individuals who have been convicted of crimes of violence including, but not limited to, sexual, physical, and/or emotional abuse are not eligible for board membership, SBC non-staff contracted personnel, or volunteer service in any SBC sponsored activity or program for minors. There is no limit on time passed since the offense.

**IV. EXPECTATIONS & GUIDELINES - ON SITE**

1. Open doors rule- All classrooms and other spaces at SBC sponsored events are open to visiting adults who may be SBC staff, parents, SBC non-staff contracted personnel or volunteers at any time.
2. Supervision – SBC is responsible for providing adequate supervision at SBC sponsored events. SBC staffing always provides for ongoing supervision with staff that move from place to place at the site during the event. Staff supervision is maintained before, throughout and after all SBC sponsored events until the children and youth are in the custody of parents, guardians, school personnel, or off the premises.

3. Two-person rule – This requires that staff, SBC non-staff contracted personnel, and volunteers make every effort to never be alone or secluded with children or youth without at least one additional adult present. If a staff person, SBC non-staff contracted personnel or volunteer and student are left alone, move to an area of public view, such as doorway or hallway. When escorting children to a restroom, volunteers should wait in the hallway outside the restroom.
4. Co-responsibility – Each SBC sponsored event has an established start/end date and time during which SBC is co-responsible for the safety and well-being of students attending. SBC staff present share this responsibility with school chaperones, teachers, SBC non-staff contracted personnel, volunteers at SBC sponsored events. Event times typically are listed on the paper program provided for the event.
5. Transportation – SBC does not provide and is not responsible for transportation to/from SBC sponsored events and programs.
6. Staff, presenters and volunteers are advised to wear clothing and/or nametags that easily identify their role to other event attendees.

## **V. VOLUNTEER AND CONTRACTED PERSONNEL TRAINING & COMMUNICATIONS**

1. Volunteers and SBC non-staff contracted personnel at SBC sponsored events have specific assignments related to event operation. In addition, all volunteers are instructed on their general role in helping students behave in a safe and respectful manner and how this role is integral to SBC's efforts to providing a healthy environment for students.
2. Volunteers and SBC non-staff contracted personnel are instructed in the definition of sexual abuse and the identification of signs of sexual abuse in children. Volunteers and SBC non-staff contracted personnel are instructed in the definitions of physical and emotional abuse.
3. Volunteers and SBC non-staff contracted personnel are responsible to gain awareness of guidelines for preventing and recognizing sexual, physical and emotional abuse. Information sent to volunteers, presenters and school personnel before SBC events/programs include reference to these guidelines with links to the SBC website.
4. Volunteers and SBC non-staff contracted personnel are responsible to gain awareness of the contents of the SBC Child Safety Policy.
5. Volunteers and SBC non-staff contracted personnel are instructed to report any suspicion of sexual, physical or emotional abuse to SBC staff immediately.

## **VI. RESPONSE & REPORTING PROCEDURES**

In the event of any serious incident of injury, illness, or abuse (physical, emotional or sexual) at an SBC event; the steps below will be implemented.

The following steps are followed:

1. SBC non-staff contracted personnel or volunteers are required to immediately report suspicion of any sexually abusive or sexually inappropriate behaviors to SBC staff.
2. SBC non-staff contracted personnel or volunteers are required to immediately report any suspicion of physical or emotional abuse to SBC staff.
3. The SBC Site Coordinator for the event will determine if contact with emergency responders is necessary. This will be done in accordance with any procedures set by the venue.
4. Whenever possible, the involved parties will be escorted to SBC event headquarters.
5. Staff reports the incident to the Director of Success Beyond the Classroom immediately.
6. If the Director of SBC is unavailable at the time of the incident reported, SBC Staff contacts a Director of Metro ECSU.
7. The child's on-site teacher/chaperone is located and informed as soon as possible.
8. SBC will follow Minnesota state guidelines for mandatory reporting of the incident.
9. A written SBC Incident Report (see attached) is completed by SBC staff when a person knows or has reason to believe that a child has been sexually abused. (Minnesota Standards for Reporting Citation: Ann. Stat. § 626.556, Subd. 3)
10. A written SBC Incident Report (see attached) is completed by SBC staff when a person knows or has reason to believe that a child has been physically or emotionally abused.
11. The Director of SBC or Metro ECSU Director reports the incident to the police or appropriate authorities.
12. In the case of sexual abuse, the name of the reporter is kept confidential while the report is under investigation by the authorities. After the investigation is complete, the subject of the report may compel disclosure of the name only upon the reporter's consent or a finding by the court that the report was false and made in bad faith. (Minnesota Citation: Ann. Stat. § 626.556, Subd. 11)

**SUCCESS BEYOND THE CLASSROOM  
CHILD SAFETY POLICY  
September 2018**

**APPENDIX**

Contents:

- 1 Stop It Now! Prevention Tools (reprinted with permission)