



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

YMCA of Northwest North Carolina Child Abuse Prevention Policy

Effective Date	Approved By	Change description
Revised August 1999	Human Resources	
Revised June 2004	Human Resources	Name Change Only
Reviewed April 2015	Human Resources	No Change

POLICY

The purpose of this policy is to specify:

1. Required steps involved in the hiring, training and supervision of staff;
2. Appropriate conduct related to the supervision of children;
3. Reporting procedures of suspected abuses;
4. Responsibilities to parents and recommendations for good practices related to the above.

DEFINITION OF TERMS

1. Staff: All full -time, part-time, temporary or seasonal staff including director, program leaders, teachers or aides. All volunteer staff who have frequent and routine contact with children. Parents who volunteer for special events are excluded.
2. Child: 17 years of age or under.

STAFF HIRING, TRAINING AND SUPERVISION FOR INFANT, PRESCHOOL, SCHOOL-AGE CHILD CARE, DAY AND RESIDENCE CAMP PROGRAMS

1. A minimum of two reference checks are conducted, documented and filed on all potential staff prior to employment. References must include immediate prior employment and/or any employment involving supervision of children.
2. Child abuse and criminal record checks are conducted on all staff.
3. After confirmation of employment, pictures of each staff member are taken and attached to their personnel record for identification at a later time, if needed.
4. YMCA staff name tags will be worn by all employees during program operation and/or work hours. Children are instructed to avoid any person not so identified.
5. All child care staff receive the following orientation training before or within the first 30 days of employment:
 - YMCA policies related to swimming pool safety, transportation and prevention of child abuse.
 - YMCA emergency procedures.
 - National YMCA child care program standards.

- YMCA of the USA Child Abuse Prevention Training.
 - Training in recognizing the signs of suspected child abuse.
 - Training in CPR, First Aid and Bloodborne Pathogens.
6. Program Administrator supervising decentralized sites of operation or designee makes unannounced visits at least two times per month. YMCA site observation forms are filled out and original filed at the Metropolitan Office.
 7. President/CEO or Branch Executive or Program Director or designee, other than staff referred to in above, visits each child care and day care operating site at least two times a year.

STAFF RELATIONSHIPS WITH CHILDREN PERTAINING TO ALL YMCA PROGRAMMING WITH CHILDREN

1. As a general rule, a staff member should not be alone with a child(ren) in an area or location where they cannot be observed by other staff except where necessary and appropriate.
2. Although the state requires a staff/child ratio of 1:25 in school-age care programs, the YMCA of Northwest North Carolina will exceed this standard by providing one staff member for each fifteen (15) children (1:15). A minimum of two staff should be assigned to each program operating site.
3. Each decentralized site of operation will install or have access to a telephone on location during operating hours.
4. As a general rule, children should not be left unsupervised.
5. YMCA staff will have no one on one contact with children outside approved YMCA activities where there was no relationship with the child prior to YMCA employment. Any participation in activities with children outside approved YMCA activities will not be considered as functions of an employee of the YMCA; and the YMCA or anyone related to the YMCA cannot be held responsible for any adverse action, conduct or misbehavior that may arise from the association of any employee with children outside YMCA approved programs. YMCA staff violating this rule will be subject to disciplinary action up to and including termination.
6. Staff behavior or disciplinary actions with children must avoid all abuse actions.
7. Constructive methods must be used for maintaining group control and handling individual behavior. Corporal punishment and other humiliating or frightening techniques are prohibited. Appropriate disciplinary action must not be associated with food, rest, separation from group for illness or toilet training.

RESPONSIBILITIES TO PARENTS

1. As part of an orientation, parents will be informed that they are invited and welcomed to visit program sites at any time.
2. Under no circumstances will YMCA staff release children to anyone other than the authorized parent(s), guardian(s) or an individual authorized by parents in writing or verified by telephone. Formal sign-in and sign-out procedures will be established and appropriate records will be maintained and kept on file in accordance with published regulations which govern the operation and administration of a child care program and/or facility.
3. Staff will check for signs of illness/injury and personal wellness of the children. A serious injury or life threatening situation will require us to act without the written authorization of parent(s), guardian(s) or other individuals.

RECOMMENDATIONS CONCERNING INVOLVEMENT OF PARENTS AND SUPERVISION OF CHILDREN

1. Parents should receive regular written information about the programs content and schedules; feedback regarding their child's participation in program including behavior and general health; and an introduction to the program staff.
2. Each Branch should offer positive assistance and resources for parents and children through workshops, counseling and the use of printed and audio-visual resources. All resources should be thoroughly investigated prior to use.

REPORTING REQUIREMENTS PERTAINING TO ALL YMCA PROGRAMS

1. **Mandatory Reporting of Child Abuse:** YMCA employees are recognized as mandated reporters under State guidelines. The YMCA requires all employees, especially child care employees to report known or suspected child abuse to a child protective agency by telephone immediately or as soon as practically possible and to complete the YMCA Child Abuse Reporting Form. The original of this form must be sent as soon as possible to the President/CEO or designee and a copy to the Branch Executive Director and a copy to the supervisor. A child protective agency may be a police or sheriff's department, a county probation department, a county welfare department or the Department of Social Services for the county in which the Branch is located. Reasonable suspicion means that it is objectively reasonable for a person to entertain such a suspicion, drawing when appropriate on his or her training and experience, to suspect child abuse. Failure to report is grounds for disciplinary action up to and including termination.

NOTE: Every staff member has an absolute duty to report and document any suspicion of child abuse, molestation or sexual misconduct to the proper authorities. The Department of Social Services will determine the accuracy of the report.

Telephone Numbers:

- Davie County Department of Social Services: (336) 751-8800
- Forsyth County Department of Social Services: (336) 727-8351
- Stokes County Department of Social Services: (336) 593-2861
- Wilkes County Department of Social Services: (336) 651-7400
- Yadkin County Department of Social Services: (336) 679-4210

YMCA OF NORTHWEST NORTH CAROLINA PARENT'S STATEMENT OF UNDERSTANDING
(COPY OF STATEMENT FILED WITH CHILD'S RECORD)

The YMCA takes seriously the importance of the protection and safety of the children involved in its programs. The following information is important for the safety and protection of your child. Please read the information, sign this form and return to the YMCA.

- I understand that I am not to leave my child at the YMCA or program site unless a YMCA staff is there to receive and supervise my child.
- I understand that my child will not be allowed to leave the program with an unauthorized person or staff. Any person authorized to pick up my child must either be listed with the YMCA or other arrangements must be made by my calling the YMCA and giving my authorization to make a change.
- Should I or another authorized person appear to be under the influence of drugs or alcohol when arriving to pick up my child, staff may take appropriate action to protect child's safety (Please do not put staff in a position where they have to make this judgment call).
- I understand that the YMCA is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.
- I understand that I will be charged scheduled "late fees" if I pick up my child after the agreed upon stated time.
- I understand that any participation by a YMCA staff member in activities with children outside approved YMCA activities will not be considered as functions of an employee of the YMCA of Northwest North Carolina, and the YMCA of Northwest North Carolina or anyone related to the YMCA of Northwest North Carolina cannot be held responsible for any adverse action, conduct or misbehavior that may arise from the association of any employee with children outside YMCA approved programs.
- I have received a copy of the "Parents Manual" for before school, after school and out-of-school programs.
- I have read and understand the statements above.

Parent/Guardian Signature

Date