



2/20/19

## **CHILD ABUSE PREVENTION AND SAFETY POLICY**

### **Policy**

The Jansen Art Center has clear practice expectations and procedures regarding adult, youth and child interactions that promote a personal feeling of safety and reduce the risk of inappropriate interactions between them. Inappropriate interactions are physical, verbal or visual interactions that are sexually motivated, control motivated, endangering, or cause distress in a sexual, physical or emotional way, whether intended or not.

#### **This Policy Applies to:**

- All Jansen Art Center administrative staff and instructors (hereafter referred to as “staff”).
- All other individuals who have a leadership role on the behalf of the Jansen Art Center (hereafter referred to as “volunteers”).

#### **The Purpose of this Policy is:**

- To protect children from abuse while participating in Kids Do Art events and programming at the Jansen Art Center.
- To provide staff and volunteers with the principles that guide our approach to child safety.

For purposes of this policy, the terms “child” or “children” include all persons under the age of eighteen (18) years. The Jansen Art Center has a responsibility to promote the welfare of all children and to keep them safe, as they should never experience abuse of any kind.

### **Procedure**

When representing the Jansen Art Center, the following practices will be followed in all situations.

#### **Screening**

All staff, board members, volunteers, and those who have direct contact with children must:

- Submit annually to a Washington State Patrol background check.
- Complete an interview and reference check upon hire or engagement with the organization.

#### **Interaction**

One-on-one interactions with a child must be avoided, if at all possible.

- If a one-on-one situation with a child cannot be avoided, another staff member is made aware that this is occurring.
- The Executive Director must approve any one-on-one situation with a child or youth. The Executive Director should know when, where and how long the situation will occur.



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### **Monitoring**

- If possible and appropriate during one-on-one interaction, a staff member is assigned to do periodic or random drop-ins.
- An annual review of records will be conducted to make sure screening procedures are being followed.

### **Safe Environment**

- Doors are left ajar when meeting alone with a child and efforts should be made for the staff member to be easily visible.
- One-on-one activities should take place in an open setting that is frequented by other staff unless determined by the Executive Director to be not feasible.

### **Signing Out**

- Staff and volunteers are to release children only to the individuals listed on the registration form. If you have any questions, please see the Registrar or Executive Director.

### **Reporting**

- Staff and volunteers shall report incidents to the Executive Director. Executive Director will report all incidences of abuse to child protective services and law enforcement.
- Children will be oriented to our safety policy and procedures as developmentally appropriate.

### **Training**

Upon hire and repeated annually, all staff, board members, and volunteers working with children through the Jansen Art Center must:

- Review this policy as part of their initial orientation.
- Review any other policies related to safety and emergency procedures.
- Review the Washington State Child Protection Mandatory Reporter video. The video can be viewed online at <https://vimeo.com/129462208>.
- Review the Jansen Art Center's Child Abuse Prevention and Safety Policy.