

Celo Friends Meeting
Child Protection Policy
Approved Ninth Month 18th Day, 2016

The Celo Friends Meeting (CFM) seeks to provide a safe and secure environment for the children who participate in our programs and activities. By implementing the following practices, our goal is to protect the children of CFM from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers (workers) from false accusations.

1. Selection of Workers

- a. **First Day School Committee** will make a roster of all worker candidates.
- b. **Six Month Rule:** No applicant will be considered for any position involving contact with minors unless s/he has been involved with CFM for a minimum of six (6) months or is known personally by a Regular Attender or Member of the Meeting for more than 6 months (e.g. visiting grandparents who offer to help work with kids, staff of Camp Celo). This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.
- c. **Personal Interview:** The First Day School Committee may conduct a face-to-face interview with the applicant to discuss his/her suitability for the position.
- d. **Reference Checks:** Before an applicant is permitted to work with children two or more of the applicant's references may be checked.

2. Two Adult Rule: We will try to have a minimum of two (2) adult workers in attendance at all times, including outings and trips to the bathroom. **If an adult accompanies a child to the bathroom, the door must be left open.**

a. **Open Door Policy:** Some youth activities may have only one adult in attendance. In that instance, doors to the room should be left open unless there are windows.

b. Teenage Workers:

- i. First Day School Committee shall evaluate, select, supervise, provide orientation for teenage workers and make necessary guidelines as needed.
- ii. Candidates should have experience working with children.
- iii. Applicants must be at least 14 years of age
- iv. A supervising adult should always be on the Meeting House premises.

3. Allegations of Child Abuse and / or Neglect:

a. Definitions:

- i. **Physical Abuse:** Any physical injury to the child that is not accidental, such as beating, shaking, burns, and biting.
- ii. **Sexual Abuse:** Any sexual activity between a child and an adult or between a child and another child at least 4 years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- iii. **Emotional Abuse:** Emotional injury caused by episodes of extreme and frequent behavior that demeans, scorns, or humiliates a child by a caregiver, parent or guardian.
- iv. **Neglect:** Depriving a child of her/his essential needs, such as adequate food, water, shelter, and medical care.

- b. **Responding to allegations of abuse and neglect:** Childcare workers may have the opportunity to become aware of abuse or neglect of the children under our care. If a childcare worker becomes aware of suspected abuse or neglect of a child, this should be reported immediately to the Clerk of The First day School Committee and to a Co-Clerk of CFM for further action including reporting to authorities as may be mandated by state law. If an incident of abuse or neglect is alleged to have occurred at or during a CFM sponsored program or activity, the following procedure shall be followed:
- i. The parent or guardian of the child will be notified.
 - ii. The worker alleged to be the perpetrator of the abuse or misconduct will be immediately placed on leave from working with CFM children pending an investigation, and instructed to remain away from children at all CFM programs and activities during the investigation
 - iii. Civil authorities will be notified, and CFM will comply with the state's requirements regarding mandatory reporting of the abuse as the law then exists. CFM will fully cooperate with the investigation of the incident by civil authorities.
 - iv. Our insurance company will be notified, and we will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to our insurance company.
 - v. A Co-Clerk of CFM will be our spokesperson to the media concerning incidents of abuse or neglect, unless s/he is alleged to be involved. We will seek the advice of legal counsel before responding to media inquiries or releasing information to the Friends and Attenders of CFM. Friends and Attenders should refrain from speaking to the media.
 - vi. A pastoral visit in the manner of Friends will be arranged for those who desire it.
 - vii. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with CFM children or youth.

4. Medications Policy

It is the policy of CFM that childcare workers do NOT administer medications. It is a parent's responsibility to inform the meeting and/or their representative if there are special health care needs of a child. When both a childcare worker and parent agree in advance and complete a permission form for a specific event, a medication may be administered. The Special Permission and Administration Form must be completed as part of the process.

5. Disciplinary Policy

It is the policy of CFM not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of children. Workers should consult Clerk of the First Day School Committee if assistance is needed with disciplinary issues.

6. Accidental Injuries to Children

In the event that a child or youth is injured while under our care, the following steps should be taken:

- a. For **minor injuries**, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.

- b. For **injuries requiring medical treatment** beyond simple First Aid, the parent or guardian will immediately be summoned. If warranted by circumstances, an ambulance will be called.
- c. An **incident report** will be completed in the case of injuries requiring treatment by a medical professional.

7. Training

The First day School Committee will provide training and orientation on this Child Protection Policy for all childcare workers, including teenagers, and will strive to provide opportunities for additional training classes or events on a periodic basis. All workers are strongly encouraged to attend training events.