Child-Safe Policy for Youth Serving Organizations

[Agency Name] is committed to the safety and well-being of all children accessing our services. We have taken steps to educate and prepare our staff and volunteers about the risks related to child physical, sexual, and emotional abuse, instituted policies and practices designed to protect children from the risk of child abuse and trained our staff and volunteers about proper reporting requirements.

In order to provide all youth served with a child-safe environment, all [Agency Name] staff and volunteers are required to report suspected incidences of child abuse and neglect, whether they are physical, sexual, or emotional. To aid in the ability to identify such incidences, staff and volunteers refer to the Physical and Behavioral Indicators of Abuse and Neglect, which have been established by the New Jersey Department of Children and Families (DCF). The document is reviewed with all staff and volunteers during orientation before they begin serving youth and families.

Any staff member who suspects that a child is being abused and/or neglected should contact their direct supervisor or administrator immediately to discuss their observations. After reviewing the incident, the staff member and direct supervisor/administrator must contact the Division of Child Protection and Permanency (DCP&P) hotline at 1-877-NJ-ABUSE (1-877-652-2873) to speak with the intake worker on duty. All parties involved should provide the intake worker with a detailed description of the incident and should provide their contact information in the event the intake worker needs further information.
All suspected incidents of abuse and neglect will be documented and kept on file. In addition, a [Agency Name] Incident Report will be completed and sent to the direct supervisor/administrator for review. This document will be filed accordingly. When possible, staff will notify the family to inform them that a referral is being made in an effort to maintain the rapport that has developed between the two parties. However, the following describes circumstances in which a family may not be notified of a DCP&P referral:

If the staff member, supervisor, or administrator feels that anyone in the family may be in danger due to the referral; and/or

If the staff member, supervisor, or administrator feels the family may leave town or elude services due to the referral.

Releasing Information to DCP&P
As it pertains to releasing information to DCP&P, [Agency Name] staff and volunteers that provide direct services to children and families will adhere to reporting requirements specified above.

SAMPLE

Religious Organization Child-Safe Policy

Religious Organization] is committed to the safety and well-being of all children accessing our services. We have taken steps to educate and prepare our staff and volunteers about the risks related to child physical, sexual, and emotional abuse, instituted policies and practices designed to protect children from the risk of child abuse and trained our staff and volunteers about proper reporting requirements.

To provide all youth served with a child-safe environment, all [Religious Organization] staff and volunteers are required to report suspected incidences of child abuse and neglect, whether they are physical, sexual, or emotional. To aid in the ability to identify such incidences, staff and volunteers refer to the Physical and Behavioral Indicators of Abuse and Neglect, which have been established by the New Jersey Department of Children and Families (DCF). The document is reviewed with all staff and volunteers during orientation before they begin serving youth and families.

Any staff member who suspects that a child is being abused and/or neglected should contact the Pastor or a member of the Trustee Ministry immediately to discuss their observations. After reviewing the incident, the staff member and Pastor and/or Trustee must contact the Division of Child Protection and Permanency (DCP&P) hotline at 1-877-NJ-ABUSE (1-877-652-2873) to speak with the intake worker on duty. All parties involved should provide the intake worker with a detailed description of the incident and should provide their contact information in the event the intake worker needs further information.

All suspected incidents of abuse and neglect will be documented and kept on file. In addition, a [Religious Organization] Incident Report will be completed and sent to the Pastor and Trustee Ministry for review. This document will be filed accordingly. When possible, staff will notify the family to inform them that a referral is being made in an effort to maintain the rapport that has developed between the two parties. However, the following describes circumstances in which a family may not be notified of a DCP&P referral:

§ If the staff member, Pastor, or Trustee feels that anyone in the family may be in danger due to the referral; and/or

f the staff member, Pastor, or Trustee feels the family may leave town or elude services due to the referral.
If a case of child abuse and/or neglect is substantiated, and the child remains in the home, the family will still be able to continue engaging in services in activities at [Religious Organization].

Releasing Information to DCP&P
As it pertains to releasing information to DCP&P, [Religious Organization] ministries that provide direct services to children and families will adhere to reporting requirements specified above.

SAMPLE

Code of Conduct for Youth-Serving Organizations
Prevention of Child Sexual Abuse

According to the APSAC Handbook of Child Maltreatment, "Child sexual abuse involves any sexual activity with a child where consent is not or cannot be given. This includes sexual contact that is accomplished by force or threat of force, regardless of the age of the participants, and all sexual contact between an adult and a child, regardless of whether there is deception, or the child understands the sexual nature of the activity. Sexual contact between an older and a younger child also can be abusive if there is a significant disparity in age, development, or size, rendering the younger child incapable of giving informed consent. The sexually abusive acts may include sexual penetration, sexual touching, or non-contact sexual acts such as exposure or voyeurism."

To minimize the occurrence of sexual abuse and provide a child-safe environment, [Agency Name] employees, volunteers, and members are expected to adhere to the following codes of conduct:

1. Employees, volunteers or caregivers involved in a program activity with their children shall never leave them unsupervised.
2. Employees, volunteers and/or caregivers will make sure a restroom is not occupied before allowing a child to use the facility and shall remain present near the doorway while the child uses the restroom. The doors to the facility must remain open while employees, volunteers and caregivers are assisting younger children using the restroom.
3. Employees, volunteers, and caregivers will supervise private activities such as diapering and the changing of a child's clothes. When this is not feasible, the employee or volunteer should be positioned so that they are visible to others.
4. Employees, volunteers, and caregivers are prohibited from using corporal punishment of any kind while providing or engaging in agency activities. This includes physical, sexual, verbal, or emotional abuse and/or neglect. Any type of abuse is totally impermissible and will result in an automatic dismissal for [Agency Name] employees and volunteers.
5. Employees, volunteers, and caregivers will respect children's rights not to be touched in ways that provoke feelings of discomfort. A child's right to say "no" is to be encouraged and respected. Other than cleaning and diapering, at no time should a child be touched in private areas of their bodies (i.e., vagina, penis, breasts, buttocks, etc.).
6. Employees and volunteers will use appropriate touch, which includes, patting on the back or shoulder, side hugs, and high fives. Employees and volunteers will refrain from touching children's personal areas or patting on the buttocks.
7. Employees and volunteers will not engage in private interaction or fraternization with youth or families via social media (i.e., Facebook, Twitter, Instagram, etc.).
8. Employees and volunteers will refrain from engaging in public displays of affection toward others.
9. The use of profane language, inappropriate jokes, suggestive comments, sharing intimate details of one's personal life, and any kind of harassment are strictly prohibited for employees, volunteers, and clients.
10. Employees and volunteers are prohibited from being alone with program participants outside of the organization's regular hours of operation. This includes babysitting, attending sleepovers, birthday parties, and inviting youth and/or families to your home, etc.
11. Employees and volunteers are prohibited from engaging in personal intimate or dating relationships.
12. Under no circumstances should an employee or volunteer release a child to anyone other than the authorized parent, guardian, or other adult authorized by the parent or the Division of Child Protection and Permanency (DCP&P). Such authorizations will be kept on file for reference.
13. Employees, volunteers, and caregivers are expected to report any suspicion of child abuse and/or neglect to their direct supervisor or agency administration and must contact the Division of Child Protection and Permanency (DCP&P) hotline at 1-877-NJ-ABUSE (1-877-652-2873) to speak with the intake worker on duty.
14. Employees, volunteers, and caregivers will respond to children with respect and consideration and will treat all children equally regardless of sex, race, religion, sexual orientation, gender identity, or culture.
15. The use or possession of illicit drugs and/or alcohol is strictly prohibited on agency premises.

I understand that any violation of this Code of Conduct may result in disciplinary action.

Employee/Volunteer Signature: _____ Date: _____

SAMPLE

Physical and Behavioral Indicators of Child Abuse and Neglect

New Jersey Department of Children and Families

	Physical Indicators	Behavioral Indicators
PHYSICAL ABUSE	**Unexplained bruises and welts:** ▪On face, lips, mouth ▪On torso, back, buttocks, thighs ▪In various stages of healing ▪Cluster, forming regular patterns ▪Reflecting shape of article used to inflict (electric cord, belt buckle) ▪On several different surface areas ▪Regularly appear after absence, weekend or vacation **Unexplained burns:** ▪Cigar, cigarette burns, especially on soles, palms, back or buttocks ▪Immersion burns (sock-like, glove-like doughnut shaped on buttocks or genitalia) ▪Patterned like electric burner, iron, etc. ▪Rope burns on arms, legs, neck or torso **Unexplained fractures:** ▪To skull, nose, facial structure ▪In various stages of healing ▪Multiple or spiral fractures **Unexplained laceration or abrasions:** ▪To mouth, lips, gums, eyes ▪To external genitalia	▪Wary of adult contacts ▪Apprehensive when other children cry ▪Behavioral extremes: –Aggressiveness –Withdrawal ▪Frightened of parents ▪Afraid to go home ▪Reports injury by parents
PHYSICAL NEGLECT	▪Consistent hunger, poor hygiene, inappropriate dress ▪Consistent lack of supervision, especially in dangerous activities or long periods ▪Constant fatigue or listlessness ▪Unattended physical problems or medical needs ▪Abandonment	▪Begging, stealing food ▪Extended stays at school (early arrival and late departure) ▪Constantly falling asleep in class ▪Alcohol or drug abuse ▪Delinquency (e.g. thefts) ▪States there is no caregiver
SEXUAL ABUSE	▪Difficulty in walking or sitting ▪Torn, stained or bloody underclothing ▪Pain or itching in genital area ▪Bruises or bleeding in external genitalia, vaginal or anal areas ▪Venereal disease, especially in pre-teens ▪Pregnancy	▪Unwilling to change for gym or participate in PE ▪Withdrawn, fantasy or infantile behavior ▪Bizarre, sophisticated or unusual sexual behavior or knowledge ▪Poor peer relationships ▪Delinquent or run away ▪Reports sexual assault by caregiver
EMOTIONAL MALTREATMENT	▪Habit disorders (sucking, biting, rocking, etc.) ▪Conduct disorders (antisocial, destructible, etc.) ▪Neurotic traits (sleep disorders, speech disorders, inhibition of play) ▪Psychoneurotic reactions (hysteria, obsession, compulsion, phobias, hypochondria)	▪Behavior extremes: •Compliant, passive •Aggressive, demanding ▪Overly adoptive behavior: •Inappropriately adult •Inappropriately infant ▪Attempted suicide

Indicadores Físicos de Comportamiento de Maltrato y Negligencia Infantil

Departamento de Niños y Familias de Nueva Jersey

	Indicadores Físicos	Indicadores de Comportamiento
MALTRATO FÍSICO	**Golpes y lastimaduras injustificadas:** ■ En la cara, labios, boca ■ En el torso, espalda, nalgas, caderas ■ En distintas etapas de curación ■ Agrupadas y formando patrones uniformes ■ Que reflejan la forma del artículo usado para lesionar (cable eléctrico, hebilla del cinturón) ■ En distintas áreas de la superficie ■ Que aparecen regularmente después de una ausencia, fin de semana o ■ Vacaciones **Quemaduras injustificadas:** ■ Quemaduras de puro, cigarrillo, especialmente en las plantas del pie, las palmas de las manos, la espalda o nalgas ■ Quemaduras de inmersión (con apariencia de calcetín o guante en forma de dona, en los genitales o nalgas) ■ Con forma de un quemador eléctrico, plancha, etc. ■ Quemaduras de soga en los brazos, piernas, cuello o torso **Fracturas injustificadas:** ■ En el cráneo, estructura facial nasal ■ En distintas etapas de curación ■ Fracturas múltiples o espirales **Laceraciones o abrasiones injustificadas:** ■ En la boca, labios, encías, ojos ■ En la parte externa de los genitales	■ Temor al contacto con los adultos ■ Aprehensivo cuando otros niños lloran ■ Comportamientos extremos: - Agresividad - Retraimiento ■ Temor a los padres ■ Temor de ir a casa ■ Informes de lesiones causadas por los padres
NEGLIGENCIA FÍSICA	■ Hambre constante, falta de higiene, vestido inapropiado ■ Falta de supervisión constante, especialmente en actividades peligrosas o durante largos períodos ■ Fatiga o desatención constante ■ Necesidades médicas o problemas físicos no atendidos ■ Abandono	■ Pedir o robar comida ■ Estadías prolongadas en la escuela (llegada temprano o salida retrasada) ■ Quedarse dormido constantemente en clase ■ Abuso del alcohol o drogas ■ Delincuencia (tal como robo) ■ Dice que no tiene quien lo cuide
ABUSO SEXUAL	■ Dificultad para caminar o sentarse ■ Ropa interior rota, manchada o con sangre ■ Dolor o picazón en el área genital ■ Golpes o sangrado en la parte externa de los genitales, la vagina o el ano ■ Enfermedad venérea, especialmente en preadolescentes ■ Embarazo	■ Negarse a cambiarse para la clase de gimnasia o participar en educación física ■ Comportamiento retraído, fantasioso o infantil ■ Conocimiento o comportamiento sexual extraño, sofisticado o inusual ■ Malas relaciones con los compañeros ■ Delincuencia o escapadas de su casa ■ Informe de ataque sexual por parte de un adulto encargado
MALTRATO EMOCIONAL	■ Trastornos de hábito o repetitivos (chuparse el dedo, morder, mecerse, etc.) ■ Trastornos de conducta (destructivo antisocial, etc.) ■ Rasgos neuróticos (trastornos de sueño, trastornos del habla, inhibición al jugar) ■ Reacciones psiconeuróticas (histeria, obsesión, compulsión, fobias, hipocondría)	■ Comportamientos extremos: • sumiso, pasivo • agresivo, exigente ■ Comportamiento adoptivo extremo: • inapropiadamente adulto • inapropiadamente infantil ■ Retrasos del desarrollo (físico, mental, emocional) Intento de suicidio

Child Abuse Prevention Training Policy

[Agency Name] is deeply committed to the safety and well-being of all youth and preventing child abuse in all its forms. We have zero tolerance for child abuse and have taken all reasonable steps to educate our staff about the risks related to child sexual abuse, instituted policies and practices designed to protect children from sexual abuse and trained our staff about proper reporting requirements when sexual abuse is suspected. [Agency Name] will take all necessary steps to enforce this policy.

All staff and volunteers will complete introductory child abuse prevention training within the first 30 days of employment for staff and for volunteers within the first two weeks after approval for volunteer assignments. Failure to comply will result in disciplinary action. All staff and volunteers must undergo a review of their Child Abuse Prevention Training on an annual basis.

All employees of [Agency Name] must follow the agency's Code of Conduct/Risk Management Procedures associated with the Sexual Abuse Safe Child Policy. Additionally, all employees must review and sign an acknowledgement form annually.

SAMPLE

[Agency Name]

Acknowledgement of Receipt of the Child-Safe Policy, Code of Conduct, and Child Abuse Prevention Training Policy

I acknowledge that I have received training on the content, requirements, and expectations of the [Agency Name]'s Child-Safe, Code of Conduct, and Child Abuse Prevention Policy. I also understand that I must read the policies in their entirety and comply with all the provisions outlined.
I agree to contact my direct supervisor if I have any questions regarding the implementation of these policies and/or code of conduct.

Employee/Volunteer Name: _____
(Please Print)

Employee/Volunteer Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

SAMPLE

[Name of Organization]

Child Abuse and Neglect Reporting Policy

[NAME OF ORGANIZATION] prohibits and does not tolerate sexual abuse or any other form of abuse or misconduct in the workplace or during any organization-related activity. [NAME OF ORGANIZATION] provides procedures for employees, volunteers, board members or other persons to report such acts. Those reasonably suspected or believed to have committed sexual abuse or misconduct will be appropriately disciplined, up to and including termination of employment or membership, as well as criminally prosecuted. No employee, volunteer, board member or other person, regardless of his or her title or position has the authority to commit or allow sexual abuse or misconduct.

Reporting Procedure

Immediately report suspected sexual abuse or misconduct to your direct supervisor. Upon notification of the incident the staff member and supervisor will contact New Jersey's Child Abuse/Neglect hotline at 1-877-NJ Abuse to make a report. It is not required to directly confront the person who is the source of the report, question, or complaint before making a report. [NAME OF ORGANIZATION] will take every reasonable measure to ensure that those named in the complaint of misconduct or are too closely associated with those involved in the complaint will not be part of the investigative team.

Anti-retaliation and False Allegations

[NAME OF ORGANIZATION] prohibits retaliation made against any employee, volunteer, board member or other person who lodges a good faith complaint of sexual abuse or misconduct or who participates in any related investigation. Making knowingly false or malicious accusations of sexual abuse or misconduct can have serious consequences for those who are wrongly accused. [NAME OF ORGANIZATION] prohibits making false or malicious sexual misconduct allegations, as well as deliberately providing false information during an investigation.

Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment or membership and criminal prosecution.

Investigation and Follow-up

[NAME OF ORGANIZATION] will take all allegations of sexual abuse or misconduct seriously and will promptly, thoroughly, and equitably investigate whether misconduct has taken place. The organization may utilize an outside third party to conduct an investigation of misconduct. [NAME OF ORGANIZATION] will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies. [NAME OF ORGANIZATION] will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

Reporting to Law Enforcement or Appropriate Child or Adult Protective Services

[NAME OF ORGANIZATION] is committed to following the state and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and child or adult protective services organizations. It is the policy of [NAME OF ORGANIZATION] not to attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations.

Employee/Volunteer Statement

I have read, understand, and agree to comply with these reporting procedures. I have also received a copy of this policy.

Signature _____ *Date* _____

SAMPLE

[NAME OF ORGANIZATION]

Sample Transportation Policy

All staff responsible for transporting children will be trained in their responsibilities to implement [NAME OF ORGANIZATION] 's child-safe policies and procedures. This policy includes both requirements and guidelines for staff who are responsible for transporting children. When feasible, there should be adherence to the recommendations in the guidelines. It is expected that the requirements will be followed routinely.

Requirements

• Drivers will receive annual training to develop their skills, knowledge, and capabilities relating to preventing child sexual abuse and recognizing and responding to suspected abuse and neglect.

• While children are being transported, they will always be in the care of a trained and background check cleared staff member.

• When a child/youth is transported in a company vehicle, the driver must be a screened adult or a paid staff person who is at least 18 years old.

• Drivers must have a valid driver's license for the vehicle being operated. For example, if driving a school bus, a CDL is required. The organization will keep a copy of the staff member's valid driver's license on file.

• Human Resources will ensure that pre-hire screening for drivers, driving records check, criminal and sexual offender records checks, and CARI checks, etc.) are conducted prior to hire.

• Drivers must require that seat belts be used at all times and the number of passengers must not exceed the number of seat belts.

• Drivers must follow the speed limits and all driving laws.

• Drivers should be advised of a designated route and should not deviate from it except in cases of emergency or road detours.

• The Program Manager and fleet supervisor should ensure that policies and procedures related to transportation comply with all state laws that pertain to your organization (i.e., maintenance and inspection of vehicles/buses).

Guidelines

• Avoid having a child or youth travel alone in a vehicle with one adult if possible; ideally, there should be more than one staff member in the vehicle.

• Eliminate the potential for physical contact if a single child/youth and adult are alone in a vehicle by having the child sit in the back seat.

• Drivers must carry a charged and functional agency cell phone during transport.

SAMPLE