



Academic Achievement Center

**POLICIES AND  
PROCEDURES MANUAL  
(Child Safety and Abuse Prevention)**

Dear Volunteer or Staff Member:

Welcome to the Academic Achievement Center!

At the Academic Achievement Center, we take our responsibility to care for children very seriously. These guidelines are intended to facilitate a safe and nurturing environment.

The pages of this handbook provides a general overview of procedures and guidelines for Academic Achievement Center volunteers and staff members. Our policies are intended to create a safe environment for children, protecting children, you, and the mission of the Academic Achievement Center. The following procedures have been adopted and will be strictly enforced.

After you have carefully read this policy manual, please sign and return the agreement form located on the last page.

Sincerely,

**Academic Achievement Center**

# Academic Achievement Center

## Safety Policies & Procedures

### Contents:

- p.2 - 4 Overview of Safety System
- p. 3 Child Safety Policy
- p.3-4 Reporting Suspicious or Inappropriate Behaviors
- p.5 Reporting Abuse or Suspicions of Abuse
- p.5 Response to Report of Abuse
- p.5-7 Oregon State Law and Mandatory Reporting
- p.7 Response to Report Abuse
- p.8-9 How to Report at the AAC
- p.9 Bathroom Supervision and Assistance
- p.9 Medication
- p.9-10 Gift Giving
- p.10 Intoxicants
- p.10 Tobacco
- p.10 Changing Clothing Nudity
- p.10 One-to-One Interactions with Children
- p.10-11 Transportation
- p.11 Parental Contact and Involvement
- p.11 Volunteer Parents
- p.11 Physical Contact
- p.12 Release of Children
- p.12 Sexually Oriented Conversations
- p.12 Sexually Oriented Materials
- p.12 Internet/Electronic Media
- p.12 Verbal Interactions
- p.13 Policies and Procedures Statement of Acknowledgment and Agreement

## **Overview of the Academic Achievement Center Safety System**

Because we care for children and desire to protect them, Academic Achievement Center requires all volunteers and staff members to complete **4 SAFETY STEPS** *before employment or volunteer work begins.*

### **STEP ONE: Sexual Abuse and Maltreatment Prevention Training**

Academic Achievement Center (AAC) policies and procedures require that volunteers and staff members avoid abusive behavior of any kind. Volunteers and staff members are required to report any policy violations to a supervisor.

Volunteers and staff members should have a basic understanding of the characteristics of sexual abusers and their behaviors in 'grooming' a child for sexual abuse. Grooming is the process used by an abuser to select a child, win the child's trust (and the trust of the child's parent or 'gatekeeper'), manipulate the child into sexual activity and keep the child from disclosing the abuse.

To equip Academic Achievement Center (AAC) volunteers and staff members with information necessary to protect a child from sexual abuse or maltreatment, Academic Achievement Center requires all volunteers and staff members to complete the Sexual Abuse Awareness Training provided live or online through Abuse Prevention Systems ([www.AbusePreventionSystems.com](http://www.AbusePreventionSystems.com)) or MinistrySafe ([www.MinistrySafe.com](http://www.MinistrySafe.com)). When hired you will receive an email from AAC staff administration with a link to the online safety training. Use this link to establish a password and login using your provided email address. Once you have access to the online safety training you will have nine sections (videos) to complete followed by a quiz. Please follow all instructions carefully and contact AAC administration for help.

Sexual Abuse Awareness Training is required for all volunteers and staff members and must be renewed every two years.

### **STEP TWO: Screening Process**

Volunteers and staff members are required to complete the Academic Achievement Center Screening Process, which requires volunteers and staff members to:

- complete an Employment Application
- complete the Online Safety Training
- complete a face-to-face interview
- provide references to be checked.

### **STEP THREE: Policies & Procedures**

Volunteers and staff members are required to review the policies contained in this manual and sign the last page indicating he or she has read and understood the material, and agrees to comply with policy requirements.

### **STEP FOUR: Criminal Background Check**

Academic Achievement Center requires that all volunteers and staff members undergo a criminal background check. Depending upon position, differing levels or intensity of background check may be required.

### **PARENT TRAINING**

In an effort to increase parent awareness of abuse and maltreatment of children, Academic Achievement Center offers Sexual Abuse and Maltreatment Prevention Training without cost to all parents of children attending Academic Achievement Center upon request.

The AAC may also provide written materials to parents concerning sexual abuse and maltreatment prevention.

## **Child Safety Policy**

### **ABUSE TOLERANCE**

Academic Achievement Center has a **zero tolerance for abuse** in Academic Achievement Center programs and activities. It is the responsibility of every volunteers and staff member at Academic Achievement Center to act in the best interest of each child in every program.

In the event that volunteers or staff members observe any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is their responsibility to immediately report the observations to one of three AAC supervisors, Clint Larson, Kelsey Binam, or Michael Foretta.

### **REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS**

Academic Achievement Center is committed to providing a safe, secure environment for children. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to the Academic Achievement Center Safety Committee Chair and the Police Department, Child Protective Services, or other appropriate agency.

An element of the safe environment referenced above includes the fostering of a culture of reporting relevant information to a supervisor or a member of the Academic Achievement Center Safety Committee.

Because sexual abusers ‘groom’ children for abuse, it is possible a staff member or volunteer may witness behavior intended to ‘groom’ a child for sexual abuse. Staff members and volunteers are asked to report ‘grooming’ behavior, any policy violations, or any suspicious behaviors to a supervisor or a member of the Academic Achievement Center Safety Committee.

### **ENFORCEMENT OF POLICIES**

Academic Achievement Center staff members and volunteers who supervise other staff members or volunteers are charged with the diligent enforcement of all Academic Achievement Center policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from positions for both volunteers and staff members. Final decisions related to policy violations will be the responsibility of the AAC administration team.

## **Reporting Abuse or Suspicions of Abuse**

### **REPORTING VIOLATION OF POLICY**

In order to maintain a safe environment for our children, Academic Achievement Center staff members and volunteers must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies. All questions or concerns related to abuse of a child should be directed to an immediate supervisor, or the AAC administration team.

## **CONSEQUENCES OF PROHIBITED OR HARMFUL ACT**

Any person accused of committing a prohibited act or any act considered to be harmful to a child will be immediately suspended from all child interaction and Academic Achievement Center activities. This suspension will continue during any investigation by law enforcement or child protective agency.

Any person found to have committed a prohibited act should be prohibited from future participation as a staff member or volunteer in all activities and programming that involves children or vulnerable populations at Academic Achievement Center. If the person is a staff member or employee, such conduct may also result in termination of employment from Academic Achievement Center.

Failure to report a prohibited act to the designated person is a violation of this policy and grounds for termination of employment of a staff member or employee. Volunteers who fail to report a prohibited act may be restricted from participation in any activities involving children or vulnerable populations at Academic Achievement Center.

## **REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES**

Staff members and volunteers at Academic Achievement Center are required to report suspicions of child abuse or neglect, or any inappropriate behavior of a colleague or co-worker, to the AAC administration team.

Oregon law requires that any person having cause to believe a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect must make a report to the appropriate law enforcement agency.

## **OREGON STATE LAW ON MANDATORY REPORTING**

### **Reporting abuse and neglect**

All citizens have a responsibility to protect those who cannot protect themselves. Members of the general public may report suspected abuse and neglect if they choose.

Oregon state law, however, mandates that workers in certain professions must make reports if they have reasonable cause to suspect abuse or neglect. These people are called mandatory reporters and they are a crucial link in the system to protect Oregon's most vulnerable citizens.

All employees of the **The Academic Achievement Center** are mandatory reporters. These individuals are required to report because they have frequent contact with at-risk populations – infants and children, people who are elderly or dependent, individuals with mental illness or developmental disabilities, and residents of nursing homes and other health care facilities.

Various laws covering these populations offer differing definitions of abuse and different penalties for failing to report. But there is a lot of common ground such as any evidence of physical injury, neglect, sexual or emotional abuse, or financial exploitation.

By law, mandatory reporters must report suspected abuse or neglect of a child regardless of whether or not the knowledge of the abuse was gained in the reporter's official capacity. In other words, the mandatory reporting of abuse or neglect of children is a 24-hour obligation.

Mandatory reporters, while acting in an official capacity, who come in contact with an elderly or developmentally disabled adult they suspect have been abused or neglected, must report to DHS or law enforcement.

## What is a "child"?

A child is a person, married or unmarried, under the age of 18.

"Child" also includes an 18, 19 or 20-year-old who lives in a child-caring agency (CCA) or receives care or services from a CCA.

A CCA refers to a private agency or private organization licensed by DHS and includes:

- psychiatric day treatment for children
- adoption placements services
- residential care, including proctor foster care or residential treatment
- boarding schools
- outdoor youth programs, or
- other similar care or services for children

For a complete definition see [ORS 418.205](#)

## Who are mandatory reporters?

For a current and complete list of public or private officials who are mandatory reporters please refer to Oregon Revised Statute 419B.005 (3). Some of these mandatory reporters include:

- Physician or physician assistant licensed under [ORS chapter 677](#) or naturopathic physician, including any intern or resident;
- Dentists;
- School employee, including an employee of a higher education institution;
- Licensed practical nurse, registered nurse, nurse practitioner, nurse's aide, home health aide or employee of an in-home health service;
- Peace officer;
- Psychologist;
- Member of the clergy;
- Regulated social worker;
- Optometrist;
- Chiropractor;
- Certified provider of foster care, or an employee thereof;
- Attorney;
- Licensed professional counselor;
- Licensed marriage and family therapist;
- Firefighter or emergency medical services provider;
- A court appointed special advocate, as defined in [ORS 419A.004](#);
- A child care provider registered or certified under [ORS 329A.030 and 329A.250 to 329A.450](#);
- Member of the Legislative Assembly;
- Physical, speech or occupational therapist;
- Audiologist;
- Speech-language pathologist;
- Employee of the Teacher Standards and Practices Commission directly involved in investigations or discipline by the commission;
- Pharmacist;
- An operator of a preschool recorded program under [ORS 329A.255](#);
- An operator of a school-age recorded program under [ORS 329A.257](#);

- Employee of a private agency or organization facilitating the provision of respite services, as defined in ORS 418.205, for parents pursuant to a properly executed power of attorney under ORS 109.056;
  - Employee of a public or private organization providing child-related services or activities: Including but not limited to youth groups or centers, scout groups or camps, summer or day camps, survival camps or groups, centers or camps that are operated under the guidance, supervision or auspices of religious, public or private educational systems or community service organizations; and
  - Excluding community-based, nonprofit organizations whose primary purpose is to provide confidential, direct services to victims of domestic violence, sexual assault, stalking or human trafficking
- A coach, assistant coach or trainer of an amateur, semiprofessional or professional athlete, if compensated and if the athlete is a child.

Staff members and volunteers are required to verbally report an incident to supervisory staff as soon as possible after the incident. After receiving a report from a staff member or volunteer, the Academic Achievement Center administrator will speak with the person or volunteer to whom the child spoke in order to get detailed information about the entire conversation. The Academic Achievement Center administrator will be notified as soon as reasonably possible.

### **RESPONSE TO REPORT OF ABUSE**

The Academic Achievement Center Administration Team will take appropriate action on behalf of the Program when a report of abuse occurs.

Any report of inappropriate behaviors or suspicions of abuse will be taken seriously, and will be reported in accordance with this policy to the Academic Achievement Center administrator.

You can call **1-855-503-SAFE (7233)**. This toll-free number allows you to report abuse or neglect of any child or adult to the Oregon Department of Human Services will be notified. For more information regarding responsibilities to report suspicions of abuse or neglect, see page \_\_\_ of the Employee Handbook.

### **WHEN A CHILD HAS BEEN VICTIMIZED**

If a staff member or volunteer has knowledge or a suspicion that a child is a victim of sexual abuse or other maltreatment, the information will be reported to supervisory staff and the appropriate authorities as outlined above.

In addition to notifying the appropriate authorities (if required), Academic Achievement Center will provide the child or the child's parent/caregiver/guardian with information to allow the child (or parent, on the child's behalf) to obtain assistance and intervention, as well as available counseling options.

## HOW TO MAKE A REPORT AT THE AAC

Call the appropriate phone number. The Child Protection Service worker will ask you for certain information, including:

- **details** – the child’s or young person’s name, age and address
- **indicators of harm** – the reason for believing that the injury or behaviour is the result of abuse or neglect
- **reason for reporting** – the reason why the call is being made now
- **safety assessment** – assessment of immediate danger to the child or children. For example, information may be sought on the whereabouts of the alleged abuser or abusers
- **description** – a description of the injury or behaviour observed
- **child’s whereabouts** – the current whereabouts of the child or young person
- **other services** – your knowledge of other services involved with the family
- **family information** – any other information about the family
- **cultural characteristics** – any specific cultural or other details that will help to care for the child, for example, cultural origins, interpreter or disability needs.
- Contact the AAC administration team with the above recorded information.
- A report should still be made, even if you don’t have all the information listed above. The reporter’s identity is protected unless they provide written consent for it to be disclosed or it is required by order of the Court.

## YOUR ONGOING ROLE WHEN MAKING A REPORT

When Child Protection becomes involved, this may provoke a crisis for the family. After making a report, some of your ongoing responsibilities can include:

- acting as a support person for the child or young person during interviews
- attending a case conference
- participating in case planning meetings
- continuing to monitor the child’s or young person’s behaviour and circumstances for signs of reduced or increased risk
- providing written reports for case planning meetings or court proceedings
- helping families make the changes required to keep children safe

## Supervision and Interactions With Students Onsite and Offsite

### BATHROOM SUPERVISION AND ASSISTANCE GUIDELINE

(School-age children) School age children may be accompanied to the restroom for supervision and assistance when needed. (However, children should receive the minimum amount of assistance needed based upon their individual capabilities.) Staff members and volunteers should never take a lone child to the restroom. If a staff member or volunteer must go into the restroom to check on an individual child, he or she should seek out another worker to accompany him/her. If another worker



is not available to accompany, he/she should go to the exterior bathroom door, knock, and ask if the child needs assistance. If the child requires assistance, the worker should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing their activities, while the child remains behind the door of the bathroom stall. Any assistance with the straightening or fastening of garments should be done in the presence of another staff member or volunteer. (Special needs) Parents will offer detailed written and signed instruction to staff members or volunteers to assist in the changing of any clothing for special needs individuals.

## **MEDICATION**

Medication may be given to a child by a staff member or volunteer with a doctor's prescription. The medication must be in the original packaging, including over the counter medication. The only exceptions to this policy are diaper ointment/medication and insect bite cream, after a parent information sheet is signed by a parent or guardian.

## **GIFT GIVING**

Staff members and volunteers are prohibited from providing special gifts to any individual child. Special occasions or special accomplishments should receive group acknowledgement and can easily be rewarded with group recognition (i.e., mention during announcements; have the entire group sing Happy Birthday, etc.) Any requests for variance from this policy must be addressed to the Academic Achievement Center administrative team

## **INTOXICANTS**

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in the facility, during a Program activity, or while working with children at Academic Achievement Center (see the Employee Handbook). Staff members and volunteers are prohibited from providing alcohol or illegal drugs to children.

## **TOBACCO**

Academic Achievement Center is a tobacco-free facility. Academic Achievement Center requires staff members and volunteers to refrain from the use or possession of tobacco products in the facility, and while in the presence of children or their parents. Academic Achievement Center staff members and volunteers are prohibited from providing tobacco products to children.

## **CHANGING CLOTHING OR NUDITY**

Staff members and volunteers at Academic Achievement Center should never change clothing or be nude in the presence of children in their care.

## **ONE-TO-ONE INTERACTIONS WITH CHILDREN**

Academic Achievement Center recognizes that meeting program objectives may occasionally require that staff members and volunteers interact with children on an individual basis. Workers should observe the following guidelines when interacting with children:

### **Individual Meetings/Tutoring**

Staff members and volunteers should conduct one-to-one meetings with an individual child at a time when others are present and where interactions can be easily observed. There will be no one-to-one meetings between a staff member or a volunteer and a child behind closed

doors. If a circumstance arises where a private one-to-one meeting does occur, the staff member or volunteers will notify the Academic Achievement Center administration and parent of the student immediately before the meeting. If tutoring occurs at an off time, due to scheduling problems and the building is without other staff present the tutoring should occur in the front open space of the facility, within view or hearing of the present parent.

### **Transportation And Offsite Activities**

Staff members and volunteers may from time to time be in a position to provide transportation for children or work with children offsite (away from the AAC). The following guidelines should be strictly observed when workers are involved in the transportation of children and working offsite with students. Offsite activities include field trips and any recreation or learning activity outside of the AAC facility.

- 1) Children should never be transported without parental permission.
- 2) Children should be transported directly to their destination. No unauthorized stops should be made.
- 3) Staff members and volunteers should avoid physical contact with children while in vehicles or offsite.
- 4) Staff members should maintain an adequate student to teacher ratio more than 1:1 when off site. 1:1 interaction should be avoided at all times unless an emergency situation requires a teacher and student to be in a transportation or offsite situation together.
- 5) No cell phones may be used by the driver while providing transportation for children.
- 6) No drivers under age 25 may provide transportation for children.
- 7) Children should not use a vehicle belonging to a staff member or volunteer.
- 8) Children should not ride in a seat next to or near the driver including the front seat.
- 9) All interactions with children should be in clear site of parents, fellow staff members, students, and the public when offsite
- 10) Staff should never accompany children to the restroom when offsite and follow the bathroom supervision guidelines described above.

### **PARENTAL CONTACT**

Parents who leave their children in the care of Academic Achievement Center staff members and volunteers for services and activities will be contacted if their child becomes ill, injured, or has a severe disciplinary problem while participating in Academic Achievement Center activities.

### **PARENTAL INVOLVEMENT**

Parents are encouraged to be a part of any and all services and programs in which children are involved at Academic Achievement Center (see Handbook). A parent accompanied by a child to any Academic Achievement Center program or activity is responsible for their child's safety.

### **VOLUNTEERS PARENT**

A parent who desires to participate in such a way as to have ongoing contact with children in the Program other than his/her own will be considered a Volunteers Parent. All Volunteer

Parents will be required to complete Academic Achievement Center's Volunteer Parent Application and Online Safety Training Program.

### **PHYSICAL CONTACT**

Academic Achievement Center is committed to protecting the children in our care. The Program has implemented a physical contact policy that will promote a positive, nurturing environment while protecting children. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of Academic Achievement Center staff members or volunteers must foster trust at all times – personal conduct must be above reproach. The following guidelines are to be carefully followed by anyone working in Academic Achievement Center programs:

1. Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and children are important for a child's development, and are generally suitable in the Academic Achievement Center setting.
2. Physical affection should be appropriate to the child's age. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate touching and inappropriate displays of affection should be immediately reported to the Academic Achievement Center Administration Team.
3. Physical contact and affection should only be given when in the presence of other children or Academic Achievement Center staff and volunteers. It is much less likely that touches will be inappropriate or misinterpreted as such when more than two individuals are present and the touch is open to observation.
4. Do not force any physical contact, touch or affection upon a reluctant child. A child's preference not to be touched must be respected.

### **RELEASE OF CHILDREN**

At the end of the program or activity, Academic Achievement Center volunteers and/or staff members are responsible for releasing children in their care only to parents, legal guardians, or other persons designated in writing or digital confirmation by parents or legal guardians.

In the event that a staff member or volunteer is uncertain of the propriety of releasing a child, he/she should immediately locate or contact the Academic Achievement Center administrator or the students parents before releasing the child.

### **SEXUALLY ORIENTED CONVERSATIONS**

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with children. Staff members and volunteers are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating, or sexual activities with any child in the program. This provision includes the use of cellular phones, text messages, e-mail, instant messaging and online chat rooms.

## **POSSESSION OF SEXUALLY ORIENTED MATERIALS**

Academic Achievement Center staff members and volunteers are prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, etc.) on Program property or in the presence of children. If any such materials are purportedly necessary for classroom instruction, they must be approved in advance by the Academic Achievement Center administrator.

## **INTERNET/ELECTRONIC MEDIA**

No computer at or related to Academic Achievement Center is to be used by staff members, volunteers, children or volunteers to engage in computer chat room discussions or visit pornographic or sexually inappropriate websites. Violation of this policy will lead to discipline from the Academic Achievement Center administration. Any questions about inappropriate use of computers or the suitability of a particular website should be discussed with the Academic Achievement Center administration.

## **VERBAL INTERACTIONS**

Verbal interactions between staff members or volunteers and children should be positive and uplifting. Academic Achievement Center staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission to provide nurturing care to children. Staff members and volunteers are expected to refrain from swearing in the presence of children.

**Policies and Procedures**  
**Statement of Acknowledgment and Agreement**

I have received and read a copy of Academic Achievement Center’s Safety Policies and Procedures Manual and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at Academic Achievement Center.

Further, I understand that the manual may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by Academic Achievement Center.

I acknowledge that I have reviewed and agree to fulfill the duties listed in my position description. While, ideally, I will serve in this position for the full term specified in the position description, I understand that I am serving as a volunteer and that I may choose to end this service at any time. (If possible, I agree to provide two weeks’ notice to my supervisor).

I further acknowledge and understand that the materials and guidelines contained in this policy statement in no way express or imply a contractual employment relationship between Academic Achievement Center and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for the hours I work.

Finally, I understand that it is my responsibility to review new guidelines which are created and distributed, as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt of this policies and procedures manual.

\_\_\_\_\_  
Staff Member or Volunteer’s name (please print)

\_\_\_\_\_  
AAC Staff Member or Volunteer’s signature

Date: \_\_\_\_\_

[This page to remain attached to the Academic Achievement Center Safety Policies]

