



Subject: Child Protection Policy			
Policy/Procedure No: HR-4.07	Page: 1 of 2	Adoption Date: 11/15/00	Revision Date: 3/16/06
Approved By: <i>Cash W. W. W.</i>		Title: President, Sarasota Family YMCA, Inc.	
Distribution: All Personnel Policy/Procedure Manuals and All Employees			
Authority Reference: Governing Board			

I. POLICY

In order to protect the children who are served by the Sarasota Family YMCA, Inc, the YMCA has established standards to govern the behavior of its employees and volunteers who interact and participate in programs that involve children. The YMCA’s employees and volunteers shall role model appropriate behavior at all times.

II. Guidelines:

1. Any type of abuse shall not be tolerated and is cause for immediate dismissal. Such as may include, but not be limited to:
 - physical abuse - strike, spank, shake, slap, push, etc.
 - verbal abuse - humiliate, degrade, threaten, etc.
 - sexual abuse - inappropriate touch or verbal exchange, etc.
 - mental abuse - shame, withhold kindness, cruelty, etc.
 - neglect - withhold food, water, basic care, etc.
2. Staff is required to read and sign all policies related to identifying, documenting, and reporting child abuse and is required to attend training sessions on the subject, as required by his/her program.
3. Staff shall respond to children with respect and consideration and treat all children equally regardless of gender, race, religion, national origin, culture, sexual orientation, etc.
4. Under no circumstances shall staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian. Prior written parent/guardian authorization must be on file with the YMCA.
5. Staff shall respect children’s rights to not be touched in ways that make them feel uncomfortable, and each child’s right to say no. Other than diapering, children are not to be touched on areas of their bodies that would normally be covered by a bathing suit. Staff may not touch children other than as necessary and appropriate. Do not use frontal hugs; use side hugs. Lap sitting, carrying, and piggy-back rides are not permitted. Do not let children hang on you. Let children dress themselves if they can. Let children apply sun block to themselves if they can. Except in the case of pre-school youngsters, carrying children is only permitted in predetermined situations when necessary to protect the child or other children from harm.
6. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff shall have age appropriate expectations and establish guidelines and environments that minimize the need for discipline. Physical restraint is to be used only in pre-determined situations (necessary to protect the child or other children from harm), administered in a prescribed manner by trained personnel and must be documented in writing.



Subject: Child Protection Policy

Policy/Procedure No: HR-4.07

Page: 2 of 2

Adoption Date: 11/15/00

Revision Date: 3/16/06

7. Adult (eighteen (18) years of age and older) staff may not date: (a) current or past program participants under eighteen (18) years of age; (b) current or past employees or volunteers under eighteen (18) years of age; (c) subordinates. (Further restrictions may exist in social service programs.)
8. At no time during a YMCA program may a staff person be alone with a child one-on-one where others cannot observe them. Space yourself in a way that other staff can see you. (Contact your supervisor for any possible exceptions in the programs where you work)
9. Staff shall conduct or supervise private activities in pairs; this includes the diapering of young children, assisting children with getting dressed or putting on swimsuits, assisting children with baths and or showers, etc. When this is not feasible, staff shall be positioned so that they are visible to others while maintaining privacy for the children.
10. Staff shall never leave a child unsupervised. (Contact your supervisor for any possible exceptions in the programs where you work)
11. Restroom supervision: Staff shall make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff shall stand in the doorway while younger children are using the restroom. This policy allows privacy and protection for the children and protection for the staff. If staff is assisting younger children, doors to the facility should remain open. No child, regardless of age, should enter a bathroom alone on a field trip. Always send children in groups of three, and whenever possible, with staff.
12. Should staff observe any children with bumps, bruises, burns, etc., the staff member should address questions to the child in a non-threatening manner and refer the concern immediately to the supervisor. Any questionable marks or responses should be documented by the employee and supervisor. The supervisor will ensure a report is made to the Abuse Hotline in accordance with Florida mandatory reporting guidelines.
13. Staff may not be alone outside of the YMCA with children they meet at YMCA programs. This includes, but is not limited to babysitting, sleepovers, and inviting children to your home UNLESS that employee and the client or family have submitted the Parental Agreement that Babysitting Services Are Outside the Course and Scope of YMCA Program and Release of Waiver and Liability Form ("Parental Agreement Form"), fully completed and executed to the YMCA Program Director. (See HS-2.15)
14. Employees should not transport a child in their own vehicle. Exceptions may be granted with prior approval by the Executive/Program Director. Clients are not permitted to drive staff's vehicles or YMCA vehicles. Only authorized drivers are permitted to drive YMCA Program vehicles.

I have read and understand the above guidelines and agree to abide by them.

Print Name

Signature

Date