Christ Community Church Cincinnati

Child Protection Policies & Procedures

General Purpose Statement

Christ Community Church Cincinnati [Christ Cincy] seeks to provide a safe and secure environment for the children who participate in our programs and activities. By implementing the below practices, our goal is to protect the children of Christ Cincy from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers (workers) from false accusations.

Definitions

For purposes of this policy, the terms "child" or "children" include all persons under the age of eighteen (18) years. It also includes vulnerable adults, someone aged 18 years or over who is unable to take care of him or herself, or unable to protect themselves against significant harm or exploitation. The term "worker" includes both paid and volunteer persons who work with children.

Selection of Workers

To provide a safe and secure environment for children, Christ Cincy requires that all individuals who desire to work with children in any capacity be properly screened, vetted, and approved before serving. This process protects children, builds parental trust, and safeguards the integrity of our ministry, and includes the following:

a) **Six Month Rule**
- No volunteer may serve in any position involving contact with minors until he or she has been involved with Christ Cincy for a minimum of six (6) months.
- This time allows ministry leaders to evaluate the applicant's commitment, character, and suitability for service.
- The six-month requirement may only be waived by decision of the lead pastor, in consultation with an additional Elder who is responsible for oversight of Kid's Ministries.

b) **Written Application**
- All applicants must complete and sign a written application provided by Christ Cincy.
- The application will request personal and background information, prior ministry or childcare experience, references, and disclosure of any criminal history.

- Completed applications will be kept on confidential file at Christ Cincy.

c) Personal Interview
- A face-to-face interview may be conducted with applicants to further evaluate their suitability for working with children.

d) Reference Checks
- At least two references must be contacted before an applicant is approved.
- References should be institutional rather than personal or family, preferably from organizations where the applicant has worked with children.
- Documentation of reference checks will be maintained in confidence.

e) Criminal Background Check
- A national criminal background check is required for:
  - All employees, regardless of position
  - Volunteers involved in preschool/daycare/school ministries
  - Volunteers participating in overnight activities with children
  - Volunteers counseling or mentoring children one-on-one
  - Volunteers serving as coaches, vehicle drivers, or in other roles with potential one-on-one contact
- Applicants must sign an authorization form permitting the church to conduct the background check. Refusal to sign will disqualify an applicant from serving with children.
- Disqualifying offenses will be determined on a case-by-case basis by the Lead Pastor in light of the circumstances. Generally, convictions related to children, violence, dishonesty, illegal substances, indecency, or conduct contrary to the church's mission will disqualify an applicant.
- Failure to disclose a prior criminal conviction on the application will automatically disqualify the applicant.
- Authorization forms and background check results will be kept in confidence on file.

f) Approval and Placement
- Only individuals who have successfully completed the full screening process will be permitted to serve in Kids Ministry.
- Approved volunteers will be placed in roles consistent with their gifts, maturity, and level of responsibility.

g) Commitment to Ongoing Safety
- Screening is not a one-time event; ministry leaders will continue to observe, evaluate, and support all volunteers to maintain a safe and Christ-centered environment for children.

- Additionally, in step with our commitment to ongoing safety, volunteers are required to go back through the application process every 3 years.

Two Adult Rule

To protect children, youth, and volunteers, Christ Cincy follows the “Two-Adult Rule” in all Kids Ministry programs and activities. This ensures accountability, reduces the risk of abuse or false allegations, and provides a safer environment for everyone. The policies for the “two-adult” rule are as follows

a) **General Rule**
   - A minimum of two unrelated approved adult workers must be present at all times when children are being supervised during church programs and activities.
   - Minors may not be alone with one adult on church premises or in any sponsored activity, except in approved pastoral counseling situations.

b) **Exceptions for Small Groups or Classes**
   - Some youth or children’s classes may have only one adult teacher assigned. In such cases:
     - The classroom door must remain open (or have an unobstructed window that provides visibility).
     - At least three students must be present in the class with the adult teacher.
     - Another screened adult must be nearby and able to check in at any time.

c) **Application Beyond the Classroom**
   - The two-adult rule applies to all Kids Ministry settings, including transportation, restroom assistance, trips, and off-site activities.
   - When it is not possible to have two adults physically present, visibility and accountability measures (open doors, windows, hall monitors, parental presence) must be in place.

Responding to Allegations of Child Abuse

Christ Cincy is committed to providing a safe and nurturing environment for every child. Because protecting children is both a biblical responsibility and a legal mandate, we take all concerns and allegations of abuse with the utmost seriousness. This policy establishes clear procedures for recognizing, reporting, and responding to suspected abuse or neglect, ensuring that children are safeguarded, families are supported, and our church complies fully with state law.

a) **Definition of Child Abuse**

- For purposes of this policy, child abuse is any action (or lack of action) that endangers or harms a child's physical, psychological, or emotional health and development. Child abuse may include:
    - Physical abuse – Any non-accidental physical injury to a child (e.g., beating, shaking, burns, biting).
    - Emotional abuse – Injury to a child's emotional well-being through lack of nurture, love, and security (e.g., constant criticism, belittling, persistent teasing).
    - Sexual abuse – Any sexual activity between a child and an adult or between a child and another non-consenting child (e.g., fondling, exhibitionism, intercourse, incest, pornography).
    - Neglect – Failure to provide for a child's basic needs (e.g., adequate food, water, shelter, medical care).

b) Duty to Report

- Childcare workers may become aware of suspected abuse or neglect of children under their care.
- Any worker who suspects abuse or neglect must immediately report their concerns to the Lead Pastor.
- The Lead Pastor will take further action, including reporting to civil authorities as required by state law.

c) Allegations Involving Church Programs

- In the event that abuse or neglect is alleged to have occurred at Christ Cincy or during a church-sponsored program or activity, the following steps will be taken:
    - Parental Notification – The parent/guardian of the child will be notified promptly.
    - Separation of Worker – The worker alleged to be the perpetrator will be placed on immediate leave from working with children and instructed to remain away from the premises during the investigation.
    - Civil Authorities – Civil authorities will be notified, and Christ Cincy will fully comply with state requirements for mandatory reporting and cooperate with all official investigations.
    - Insurance Notification – Our insurance company will be notified, and an incident report will be completed. Any documents received relating to the allegations will be forwarded immediately to the insurance company.
    - Media and Communication – Eric Shrimpton will serve as spokesperson to the media concerning incidents of abuse or neglect, unless he is alleged to be involved. In that case, another spokesperson will be appointed. The church will seek legal counsel before responding to media inquiries or releasing information to the

congregation. All other representatives of the church should refrain from speaking to the media.
    - Pastoral Care – A pastoral visit will be arranged for those who desire it, offering spiritual and emotional support.
    - Employment/Volunteer Action – Any person not found innocent of alleged abuse or misconduct will be permanently removed from their position working with children or youth.

d) Commitment to Safety

- Christ Cincy is committed to protecting children from harm and to responding to all allegations with seriousness, compassion, and transparency.
- By following this policy, the church upholds its biblical responsibility, complies with legal requirements, and maintains a safe and trustworthy environment for all children and families.

Open Door Policy

To maintain transparency, accountability, and safety in all Kids Ministry environments, all interactions with children must be conducted in ways that are open, observable, and interruptible, and therefore follow the following guidelines:

a) Classroom Doors

- Classroom doors should remain open unless the door has a window or there is a side window beside it that allows visibility into the room.
- Doors should never be locked while persons are inside the room.

b) Visibility and Accountability

- All interactions between adults and children must be easily visible to others.
- Ministry leaders and parents should be able to observe classrooms and activities without notice or restriction.

c) Supervision Practices

- Workers should position themselves so that activities remain observable at all times.
- Private, isolated, or closed-door conversations with children are not permitted.

d) Commitment to Safety

- This policy is intended to protect children from harm and volunteers from suspicion by ensuring that every interaction remains transparent and accountable.

- By following these guidelines, Kids Ministry creates an environment of trust where children, families, and volunteers all feel safe.

Teenage Workers

We recognize that there may be times when it is necessary or desirable for babysitters or helpers under the age of 18 to assist in caring for children during church programs or activities. This policy establishes guidelines to ensure the safe and appropriate use of teenage workers within Kids Ministry.

a) **Eligibility**
   - Teenage workers must be at least 14 years old.
   - All teenage workers must complete the same screening process as other volunteers (application, references, background checks as legally applicable, and approval by church leadership).

b) **Supervision**
   - Teenage workers must always be under the direct supervision of an approved adult worker.
   - Teenage workers may never be left alone with children.
   - Teenage workers may only serve when at least two approved adults are present. Minors do not count toward fulfilling the two-adult rule.

c) **Roles and Responsibilities**
   - Teenage workers may assist with activities, help with snacks, lead games, or serve as helpers under the direction of adult volunteers.
   - Teenage workers are not permitted to provide restroom assistance or diapering unless directly supervised and in compliance with restroom/diapering policies.
   - Teenage workers are encouraged to model Christlike behavior and approach their role as an opportunity for service, growth, and discipleship.

d) **Commitment to Safety**
   - These guidelines are designed to both protect children and safeguard teenage workers from situations that could put them at risk.
   - Teenage workers serve as valuable helpers but are not to be considered substitutes for trained adult leadership.

Check-in/Check-out Procedure

The check-in and check-out process is designed to ensure the safety of every child in our care and to provide parents with peace of mind. No child will be released except in accordance with this procedure:

a) **Check-In Procedure**
   - All children below kindergarten will be checked in by a parent or guardian at the designated Kids Ministry check-in station.
   - The parent/guardian will sign in the child and receive a “child check” (security tag) that corresponds to the child’s identification tag.
   - Children must wear their identification tag while in the care of Kids Ministry.

b) **Check-Out Procedure**
   - At pick-up, the parent/guardian must present the matching “child check” in order for the child to be signed out and released.
   - Workers will verify that the child’s identification tag matches the parent/guardian’s security tag before releasing the child.
   - In the event that a parent or guardian is unable to present the “child check,” another adult must be found who can verify the child’s identity. If no additional adult can verify, the Lead Pastor (or designated ministry leader) must be contacted to confirm the parent/guardian’s identity and discuss the circumstances.

c) **Special Circumstances**
   - Only the parent/guardian who checked in the child, or an individual specifically authorized by them, may check out the child.
   - Any changes in pick-up arrangements must be communicated in writing to the Kids Ministry leader prior to release.

d) **Commitment to Safety**
   - Children will not be released to older siblings or minors.
   - No exceptions will be made to the check-in/check-out process unless approved by the Lead Pastor or designated ministry leader.
   - All volunteers and staff are expected to strictly follow this policy to safeguard children and build trust with families

Sick Child Policy

It is our desire to provide a healthy and safe environment for all children at Christ Cincy. To protect both children and volunteers, families are asked to keep children home when they are sick or showing symptoms of illness, as well as follow the following policies and expectations:

a) **Parental Responsibility**
   - Parents/guardians are encouraged to be considerate of other children and workers when deciding whether to place a child under our care.

- Children should be symptom-free for at least 48 hours before returning to Kids Ministry programs.

b) Exclusion Criteria

- In general, children with the following symptoms should not be dropped off:
  - Fever, diarrhea, or vomiting within the last 48 hours
  - Green or yellow runny nose
  - Eye or skin infections
  - Other symptoms of communicable or infectious disease

c) If a Child Becomes Ill During Care

- Children who are observed by our workers to be ill will be separated from other children for the protection of the group.
- Parents/guardians will be contacted promptly and asked to pick up their child for the day.

d) Authority of Ministry Staff

- Kids Ministry staff and volunteers reserve the right to decline admission of a child who appears ill or develops symptoms during a program.

e) Commitment to Care

- This policy is not meant to inconvenience families but to maintain a safe, healthy environment for all children.
- By partnering with parents in this way, we protect vulnerable children, care for our volunteers, and foster trust in our ministry environment.

Medications Policy

The health and safety of children in our care is of utmost importance. Because medication administration carries significant responsibility and potential risk, our church has established clear guidelines to protect children, families, and volunteers. This policy explains how medication is handled in Kids Ministry, ensuring that care remains consistent, safe, and in alignment with our commitment to child protection.

a) General Rule

- It is the policy of Christ Cincy not to administer either prescription or non-prescription medications to children under our care.
- All medications should be administered by a parent or guardian at home, before or after ministry activities.
- Parents are reminded to follow the church's Sick Child Policy to ensure the safety and well-being of all children.

b) Exceptions for Life-Threatening Conditions

- Exceptions may be granted for children with potentially life-threatening conditions (e.g., asthma, severe allergic reactions).
- Parents of such children must meet with the Lead Pastor to develop a written plan of action for emergency situations.
- Any approved medications (e.g., EpiPens, inhalers) must be clearly labeled, accompanied by written instructions from the parent/guardian, and stored/handled according to the agreed-upon plan.

c) Volunteer and Staff Responsibilities

- Volunteers and staff are not permitted to give any medication unless explicitly authorized under an approved emergency plan.
- In the event of a medical emergency, workers should immediately follow the child's action plan and contact emergency services (911) if needed.
- Parents/guardians will be notified promptly if their child experiences a medical emergency or requires use of an emergency medication.

Discipline Policy

Children thrive best in an environment that is safe, loving, and consistent. Because discipline is a normal part of caring for children, it is important that all Kids Ministry workers understand and follow clear guidelines. This policy outlines how discipline should be handled in ways that reflect Christ's love, safeguard children from harm, and support families' trust in our ministry.

a) Philosophy of Discipline

- Our goal in Kids Ministry is to create a safe, loving, and orderly environment where children can learn about God and grow in faith. Discipline is understood as positive guidance, redirection, and encouragement rather than punishment.

b) Prohibited Practices

- It is the policy of Christ Cincy not to administer corporal punishment, even if parents have suggested or given permission for it.
- There should be no spanking, grabbing, hitting, yelling, shaming, or any other form of physical or harsh discipline of children.

c) Permitted Practices

- Workers may use calm verbal reminders, redirection, and positive reinforcement to encourage appropriate behavior.
- If a child is disruptive, workers may separate the child from the group for a brief, non-isolating break under supervision.
- Workers should seek to model Christlike patience, gentleness, and self-control at all times.

d) **When Additional Help Is Needed**
   - If behavioral issues persist or escalate, workers should consult with the Lead Pastor or Kids Ministry Director for guidance and support.
   - Parents/guardians will be notified if a child's behavior presents ongoing concerns.

e) **Commitment to Safety and Respect**
   - Discipline should always protect the dignity and emotional well-being of the child.
   - At no time should a worker be alone with a child for disciplinary purposes.

Restroom Guidelines

The safety, dignity, and well-being of children are our highest priorities. Because restroom use involves both privacy and supervision, clear guidelines are essential to protect children and volunteers alike. The following policy establishes consistent practices to ensure that children are cared for appropriately, that proper boundaries are maintained, and that all activities are conducted in a manner that builds trust with parents and safeguards the integrity of our Kids Ministry.

a) **Parental Responsibility**
   - Parents/guardians are strongly encouraged to have their children use the restroom before drop-off.

b) **Supervision and Assistance (Children 5 and Under)**
   - Children five years of age and younger should use a classroom bathroom if one is available.
   - If a classroom bathroom is not available, workers should escort a group of children to the hallway bathroom. Workers should always go in a group—never taking a child to the bathroom alone. Workers must check the bathroom first to ensure it is empty, then allow the children inside. Workers should remain outside the bathroom door and escort the children back to the classroom.
   - If a child is taking longer than seems necessary, the worker may open the bathroom door and call the child's name.
   - If a child requires assistance, workers should prop open the bathroom door and leave the stall door open while assisting, to maintain visibility.

c) **Supervision and Assistance (Children Over 5)**
   - Boys should be escorted by at least one approved adult male; girls should be escorted by at least one approved adult female.
   - The worker should check the bathroom first to ensure it is empty, then allow the children inside.

- Workers should remain outside the bathroom door and escort the children back to the classroom.

d) Safety and Privacy

- For the protection of all, workers must never be alone with a child in a bathroom with the door closed.
- Workers must never be inside a closed bathroom stall with a child.
- Children's privacy and dignity must be respected at all times.

e) Documentation

- Any restroom-related incident or concern (e.g., accidents, inappropriate behavior, safety issues) must be reported to the Kids Ministry Director and documented in an incident report.

Accidental Injuries to Children

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

a) Immediate Care

- In the event that a child or youth is injured while under our care, their safety and well-being are the first priority.
- For minor injuries (scrapes, bumps, bruises), workers will provide simple First Aid (Band-Aids, ice packs, etc.) as appropriate.
- For injuries requiring medical treatment beyond simple First Aid, workers will immediately summon the parent/guardian and notify their supervisor. If circumstances warrant, emergency medical services (911) will be called.

b) Parental Notification

- Parents/guardians will always be notified of an injury.
- Minor injuries will be communicated at pick-up.
- Significant injuries will be communicated immediately during the program.

c) Documentation

- An Incident Report must be completed for any injury requiring more than simple First Aid.
- The report will include the nature of the injury, circumstances, actions taken, and names of witnesses.
- The report must be signed by the worker completing it and reviewed by the Kids Ministry Director.

d) Follow-Up

- All injury reports will be kept on file in accordance with church policy.

- Any patterns of recurring accidents or safety concerns will be reviewed to improve safety practices and environments.

e) **Prohibited Practices**
   - Volunteers and staff may not administer medication unless specifically authorized by parents/guardians and approved by ministry leadership.

Media & Communications

It is the policy of Christ Cincy to ensure that all media and communications involving children in our Kids Ministry uphold the highest standards of child protection, safety, and respect for families. Therefore, Christ Cincy's Media & Communications Policy is as follows:

a) **Photography & Videography**
   - Photos or videos of children may only be taken with prior written consent from a parent or guardian
   - Children's names will never be published alongside their image in any church media, whether online or in print.
   - Images will only be used in ways that positively represent the Kids Ministry and will not be altered or used out of context.

b) **Social Media & Online Communication**
   - Ministry staff and volunteers may not communicate with children directly via personal social media accounts, text messages, or email without prior written consent from a parent or guardian.
   - Official ministry communications will always occur through **Christ Cincy** approved channels and, when appropriate, will include parents or guardians.
   - Photos or videos of children will not be posted to social media without the express, documented consent of a parent or guardian.

c) **Personal Devices**
   - Volunteers and staff should avoid using personal phones or devices to capture or share images of children. If media is needed for church purposes, it must be taken on an approved device and stored on **Christ Cincy's** storage drive.

d) **Confidentiality**
   - Information about children (names, contact details, personal circumstances) is confidential and must not be shared publicly or privately outside the scope of ministry responsibilities.

Transporting Minors

The safety of children is the highest priority of Christ Cincy. Transporting minors is permitted only when it supports official ministry activities and follows these guidelines:

a) **Driver Requirements**
   - All drivers must be at least 21 years of age, hold a valid driver's license, and carry appropriate auto insurance.
   - Drivers must be approved ministry staff or screened volunteers.

b) **Two-Adult Rule**
   - Whenever possible, at least two approved adults should be present in the vehicle.
   - A child should never be transported alone with one adult unless prior written consent has been obtained from the parent/guardian and approved by ministry leadership.

c) **Parental Permission**
   - Written parental or guardian consent is required for all transportation of minors.
   - Parents/guardians must be informed of travel details in advance, including destination, schedule, and supervising adults.

d) **Safety Standards**
   - All passengers must use seat belts or age-appropriate car seats/boosters in compliance with state law.
   - Vehicles must be in safe operating condition and not exceed the manufacturer's passenger capacity.
   - No use of alcohol, drugs, or tobacco products is permitted by drivers or adult passengers while transporting minors.

e) **Prohibited Practices**
   - No minor may be transported by an adult volunteer or staff member to or from ministry events in a private, unsupervised arrangement without parental consent and ministry approval.
   - Hitchhiking, picking up unauthorized passengers, or making unapproved stops is strictly prohibited.

Diapering

When Christ Cincy provides childcare, the diapering policy is as follows:

a) **Parental Responsibility**

- Parents/guardians are encouraged to take children to the restroom or change diapers before drop-off.
- When possible, parents/guardians will be contacted to change their child's diaper during ministry programs.

b) Approved Caregivers

- Only trained and screened adult female volunteers or staff may change diapers.
- Male volunteers are restricted, not as a statement about men's ability to care for children, but as a best safeguarding practice, as in many church and childcare settings, parents are more comfortable with women handling tasks involving the intimate care of children. Additionally, this is to protect both children and male volunteers from suspicion or false allegations since men are statistically more likely to be accused or suspected of abuse in these situations.
- No youth volunteers are permitted to change diapers.

c) Two-Adult Visibility

- Whenever possible, if diapering must occur by a kids ministry volunteer, it should occur in a designated area visible to other approved adults with at least one other adult being present in the room.

d) Hygiene and Safety

- Gloves must be worn during all diaper changes.
- Changing surfaces must be disinfected after each use.
- Volunteers must wash their hands thoroughly after each diaper change.

e) Child Protection

- At no time should a child be left unattended on a changing table.
- Diapering should be done promptly, respectfully, and in a manner that safeguards the child's dignity.

f) Documentation

- A note, text, or verbal notification will be provided to the parent/guardian indicating the time of the diaper change and any observed concerns.

Adult to Child Ratios

When Christ Cincy provides adult supervision for its programming and services, we will adhere to specific adult to child ratios. Therefore, since Christ Cincy has entered into a Facility Usage Agreement with the YMCA of Greater Cincinnati to use the Blue Ash YMCA for our programming and services, we have adopted the same adult to child ratios used by the YMCA of Greater Cincinnati. Those ratios are as follows:

Children Ages	Overnight Group Ratios	Day Group Ratios

0-2 Years Old	1 to 1	1 to 3
3-5 Years Old	1 to 5	1 to 6
6-9 Years Old	1 to 6	1 to 8
9-14 Years Old	1 to 8	1 to 10
15-18 Years Old	1 to 10	1 to 12

Enforcement

In summary, all staff and volunteers who are involved with children are expected to know, understand, and fully comply with Christ Cincy's Child Protection Policies. Any violation of this Code of Conduct may result in dismissal or termination of services. More specific enforcement policies are as follows:

a) **Reporting Concerns**
- Any suspected or observed violation of these policies must be reported immediately to the Kids Ministry Director or a designated church leader. Once reported, a Kids Ministry Incident Report must be completed and submitted to the Senior Pastor and be disclosed to the Board of Elders at the next Session Meeting.
- All reports will be taken seriously and handled promptly, confidentially, and in accordance with legal and church requirements.

b) **Investigation Process**
- Reported concerns will be reviewed by church leadership.
- The individual(s) involved may be temporarily removed from ministry duties while the concern is evaluated.
- If required, appropriate authorities will be contacted in compliance with state law.

c) **Consequences for Violations**
- Minor infractions may result in retraining, warnings, or reassignment.
- Serious or repeated violations may result in suspension or permanent removal from ministry service.
- Any conduct involving suspected abuse will result in immediate removal and mandatory reporting to civil authorities.

d) **Protection from Retaliation**
- No staff member, volunteer, or child will face retaliation for making a good-faith report of a suspected violation or concern.

YMCA of Greater Cincinnati's Child Protection Code of Conduct for Third Party Organizations

Since Christ Cincy has entered into a Facility Usage Agreement with the YMCA of Greater Cincinnati to use the Blue Ash YMCA for its programming and services, Christ Cincy staff and volunteers must also adhere to the YMCA of Greater Cincinnati's Child Protection Code of Conduct for Third Party Organizations. This code of conduct is as follows:

Third-Parties Organizations & Staff:

- Respond to children with respect and consideration and treat all children equally regardless of gender, race, religion or culture.

- Shall not physically, verbally, sexually or mentally abuse or neglect children. Any type of abuse will not be tolerated and will be cause for immediate dismissal or termination of services.

- Will portray a positive role model by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.

- Will refrain from intimate displays of affection in the presence of children, parents, members, staff and volunteers.

- Will not smoke or use tobacco while on YMCA premises.

- Will not use, possess or be under the influence of alcohol or illegal drugs during working hours or while on YMCA premises.

- May not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers and inviting children to one's home unless one of the following conditions exist:
    - There is a relationship with the child, child's family or guardians that predates employment or position at the YMCA.
    - There is a relationship with the child, child's family or guardians that predates the child's enrollment in a YMCA program.
    - Third-party organization or employee and the child or the child's family or guardian are related.

      When these conditions exist, the third-party must file with branch leadership the appropriate disclosure and parental permission form. Any additional exceptions require a written explanation before the fact, a written parent waiver, and must be approved by the CEO or designate.

- May not date YMCA program participants less than 18 years of age.

- May not transport participants in YMCA programs in personal vehicles. Any exceptions require a written explanation before the fact, a written parent waiver and must be approved by the CEO or designate.

- May not be alone with a child in an area or location where they cannot be observed by others.

- Are to refrain from the use of language, physical conduct or behavior, which is sexually suggestive, harassing or intimidating to members, fellow employees, volunteers or other participants in YMCA programs or activities. Examples include sexual innuendoes, profanity, put downs, puns, inappropriate jokes, sharing intimate details of one's personal life or phrases such as "shut up".

- YMCAs are required to report suspected abuse. If a third-party organization or employee witnesses or suspects abuse, the branch leadership should be notified immediately.

- The third-party organization is responsible for conducting, screening, and maintaining documentation on all individuals accessing the facility, including a multi-state criminal record search and a national sex offender registry check.