



YOUTH PROTECTION AND SAFETY MANUAL

UNITED SYNAGOGUE OF CONSERVATIVE JUDAISM AND UNITED SYNAGOGUE
YOUTH

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Youth Protection and Safety Manual

United Synagogue of Conservative Judaism and United Synagogue Youth

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Introduction

United Synagogue of Conservative Judaism (USCJ) and United Synagogue Youth (USY) are committed to ensuring the safety of the youth that we serve. This includes taking the steps necessary to protect children when suspicions of abuse and neglect arise or when a child makes a disclosure about incidences of abuse and neglect – even when the situation occurs outside of USCJ synagogues or USCJ/USY programs. Professionals working with children are required by law in every state to report suspected child abuse and neglect when they have reason to believe that abuse or neglect has occurred. All employees of USCJ or USY and any affiliated programs have a legal and ethical responsibility to act. Failure to do so may result in criminal and civil liability for USCJ and/or USY and continued trauma for the child.

It takes a community to protect a child, and USCJ and USY recognize the importance of including the entire community in this important duty. Each of us is responsible for the ongoing safety of the youth at USCJ synagogues and USY programs. As a caring community, we must be ready to respond if a child needs our help. In accordance with USCJ's and USY's missions of inspiring Jews to seek meaning, find connection, and experience wholeness in a complex and evolving world, this policy manual addresses the steps that employees will take – both proactively and in crisis – to protect the emotional and physical safety of our youth.

Nationally, statistics show that one in eight children will be a victim of some type of maltreatment by the time that they turn 18. The Adverse Childhood Experiences (ACE) study has proven that exposure to these maltreatments has a direct and lasting negative impact on children throughout their lives. How a community responds to these incidents, and cares for the children in its care can be a protective factor against long term negative outcomes.

The following is USCJ's and USY's policy and procedure with regards to recognizing, responding, and reporting child abuse and neglect. Any questions about the policy should be directed to the Senior Director of Teen Engagement and the Senior Director, Human Resources.

Definitions

This document refers to several different terms, institutions, and groups of people relevant to USCJ and USY.

Abuse: The physical or mental injury of a child by a parent or other person who has permanent or temporary care, custody, or responsibility for supervision of the child; or by any household or family member, under circumstances that indicate that the child's health or welfare is harmed or at substantial risk of being harmed. See also: Physical Abuse and Sexual Abuse

Adult: A person who is 18 years of age and older. USCJ and USY program participants are not considered adults; if a person is 18 and engaged in a USCJ or USY program as a participant, they are still subject to USCJ and USY rules and regulations, same as any other participant.

Child or Children: Anyone under the age of 18, or as otherwise defined in the law of a particular jurisdiction.

Child Abuse: Any act or failure to act on the part of a parent (including legal guardian) or caretaker that results in the death, serious physical or emotional harm, risk of death or serious physical or emotional harm, physical abuse or risk of physical abuse, sexual abuse or exploitation or risk of sexual abuse or exploitation, or neglect of a child. For purposes of this definition, USCJ/USY staff and volunteers should consider themselves to be caretakers of any youth participating in USCJ synagogues or USCJ/USY programs.

Child Protective Services (CPS): The name (in many States in the US) for the governmental agency assigned to investigate allegations of child abuse and neglect and charged with the safety and protection of children. Other names for this body include, but are not limited to, Department of Public Welfare, Department of Children and Family Services, etc.

Civil Authorities: The Department of Social Services or Child Protective Services, law enforcement, State's Attorney's office, and/or Attorney General's Office.

Confidentiality: A set of rules or a promise that limits access or places restrictions on certain types of information. USCJ/USY staff may only share personal information about a youth on a "need-to-know" basis in accordance with these policies. There is also legal confidentiality, which is classified as communication or information that is disclosed between two parties that is considered confidential and cannot be reported, this form of confidentiality does not apply to USCJ/USY staff.

Grooming Behavior: A preparatory process in which a perpetrator gradually gains a person's or organization's trust with the intent to be sexually abusive. These behaviors may range on a spectrum and may include both actions that are inappropriate and actions that include intention.

Law Enforcement (LE): The agency whose job it is to enforce the law and investigate allegations of individuals breaking laws.

Mandated Reporter: Any persons identified by United States law who has a duty to report suspected child abuse or neglect. Traditionally these are professionals working with or responsible for the safety and care of children who are required by law to report suspected child abuse and neglect. USCJ considers all staff and volunteers are mandated reporters.

Neglect: The failure to give proper care or attention to a child, including the leaving of a child unattended, where the child's health or welfare is harmed; or when a child is placed in substantial risk of harm by any parent, school employee, service provider, or other person who has permanent or temporary care or custody or responsibility for supervision of the child.

Parent: The term "parent" includes any legal guardian.

Personnel: All USCJ/USY paid professional staff and unpaid volunteers. This includes part-time staff, seasonal staff, and contractors whose job it is to represent USCJ or USY and run USCJ or USY activities.

Physical Abuse: Non-accidental trauma or physical injury caused by punching, beating, kicking, burning, or otherwise harming a child by a parent or caretaker.

Prosecutor: Also known as District Attorney (DA), Assistant State's Attorney (ASA), Crown Attorney, etc.; a lawyer whose job is to conduct the case against a defendant in a criminal court.

Sexual Abuse: Any act that involves sexual molestation or exploitation of a child by a parent or other person who has permanent or temporary care, custody, or responsibility for supervision of a child, or by any household or family member. Physical injuries do not need to be sustained and children are not able to consent with an adult or anyone else in a position of authority.

Sexual Assault: Any involuntary sexual act in which a person is coerced or physically forced to engage against their will, or any non-consensual touching of a person. This may include rape, groping, kissing, etc.

Youth at risk: Youth who engage in risk-taking behaviors such as alcohol and drug use, bullying, cutting, etc., or who indicate or express that they are struggling with mental illness, suicidality, eating disorders, or any other issues which impact their daily life and functioning.

Volunteer: A person who willingly engages with and/or supervises youth for no monetary gain. This includes anyone who may have contact with youth during a USCJ or USY sponsored program.

Mandated Reporting Law

Laws in the United States mandate the reporting of suspected child abuse and neglect. Additionally, there are statutes that identify who is a mandated reporter. As youth-serving organization, USCJ, USY, and all staff are required to report abuse. When making a report of abuse, it is expected that USCJ and USY will act in accordance with the law of the state in which they are operating.

USCJ and USY consider all personnel to be mandated reporters. All personnel are required to REPORT OUT to the appropriate civil authorities (Child Protective Services and/or Law Enforcement) and REPORT UP to their youth protection officer, Rosh of the group, Branch Director, Director of Teen Engagement, Director of Teen Travel and International Engagement, Senior Director of Teen Engagement, and/or the Senior Director Human Resources if they have reason to suspect abuse has occurred. For USCJ and USY personnel, simply reporting up to supervisors, does not complete their duty.

Child abuse includes physical abuse, sexual abuse, neglect, emotional abuse, and human trafficking (please see the definitions section above for clarification; if you have questions, please contact your supervisor).

When it comes to allegations of abuse or neglect, it is not USCJ or USY personnel's or the organization's role to determine or investigate whether abuse has occurred. USCJ/USY personnel also will not make determinations regarding findings of fact and dictate whether an allegation was true or false. The legal responsibility is to report.

A. Good Faith Immunity

USCJ/USY personnel who make a report of abuse or neglect are not subject to a criminal penalty or civil lawsuit of any kind. This also applies to USCJ and USY as an organization. If the report is made in good faith, USCJ and USY cannot be held criminally or civilly liable.

USCJ/USY personnel will not be penalized or fired for making a report of abuse or neglect.

B. Failure to Report Penalty

Almost all the states in the US have criminal penalties for failure to report abuse and interfering with a report of abuse. The exact criminal and civil penalty may vary by state but failing to make a report typically carries a fine and potential jail time. USCJ personnel represent USCJ and USY, and any failure to act or report abuse can result in the personnel, USCJ, and/or USY being held criminally and civilly accountable, a loss of license, and a loss of employment.

C. Confidentiality

Providing for the safety and security of youth and reporting abuse means dealing with issues that are sensitive in nature. It is expected that personnel will treat the youth and the matter at hand with respect and confidentiality. Personnel will not spread rumors or gossip about youth, their families, or allegations with other personnel or youth who do not need to know the information.

USCJ Child Abuse Policy and Reporting Procedure

All USCJ and USY personnel must report abuse OUT to civil authorities and UP to their youth protection officer (YPO), Rosh of the group, Branch Director, Director of Teen Engagement, Director of Teen Travel and International Engagement, Senior Director of Teen Engagement, and/or the Senior Director Human Resources when they have reason to suspect abuse or neglect has occurred. Abuse may happen in myriad of locations, including, but not limited to, a child's home, school, camp, youth movement meeting location, etc. People who can perpetrate abuse include a parent, family member (grandparent, aunt, uncle, brother, sister, cousin, etc.), teacher, counselor, advisor, youth group supervisor, rabbi, or any other person with permanent or temporary care and custody of a child. USCJ/USY personnel are required to report abuse or neglect that may have occurred in any of the above settings and may have been perpetrated by any of the above people when they have reason to suspect abuse or neglect has occurred.

Both reports must be made. Making a REPORT UP does not alleviate a person of their responsibility to make a REPORT OUT to the authorities, nor does making a REPORT OUT to the authorities alleviate a person of their responsibility to make a REPORT UP. Personnel do not need the approval of a supervisor to make a REPORT OUT; USCJ personnel should always REPORT OUT if they have reason to suspect abuse.

If more information is needed for USCJ's or USY's own internal investigations, this should be done after the allegation has been reported and in consultation with the LE or CPS officials investigating the allegations.

In some cases, verbal reports out to the civil authorities must be followed up with a written report that should be sent to the local CPS and Prosecutor's Office. See the "State by State Reporting Guide," Addendum A, for more specific requirements and contact information. USCJ does not have the authority or legal jurisdiction to remove a youth from a parent's care or to investigate allegations of abuse and neglect. When making a report, all personnel **MUST** complete an **Incident report form**.

USCJ and USY have shortened the reporting chain to ensure that only the people who need to know of the situation are informed and youth do not have their personnel information shared unnecessarily. Due to changes in personnel structure throughout the year, the reporting chain may vary slightly. The process per program is as follows:

Regional Programs and International Convention

(YOU) Report OUT & Report UP

- Report UP
 - Year Round: YPO and/or Branch Directors
- Report OUT to Child Protective Services and/or Law Enforcement

(THEY) Report UP

- YPO and/or Branch Director to the Director of Teen Engagement to the Senior Director Human Resources and Senior Director Teen Engagement

(YOU) Document

- Complete written report (if required by local jurisdiction)
- Complete Incident report form

Summer and International Travel Programs

(YOU) Report OUT & Report UP

- Report UP
 - Summer Programs: Rosh of the group and/or Director of Teen Travel and International Engagement
- Report OUT to Child Protective Services and/or Law

(YOU) Report OUT & Report UP

- Report UP
 - Nativ Director
- Report OUT to Child Protective Services and/or Law Enforcement

International Engagement

(THEY) Report UP

- Nativ Director to Senior Director of Teen Engagement and Senior Director of Human Resources

(YOU) Document

(YOU) Document

- Complete written report (if required by local jurisdiction)
- Complete incident report form

Nativ

Your first contact should always be your direct supervisor. If you are uncomfortable reporting up to your direct supervisor, or the allegations involve a direct supervisor, you should REPORT UP to the person above them.

The Senior Director of Teen Engagement and/or Senior Director, Human Resources will contact executive management personnel as needed to determine appropriate next steps and alert them to the situation.

A. Youth in Crisis

In the course of your work with youth, it is possible that you may encounter a youth-in-crisis. This may be a youth who has suffering from a substance overdose, cutting, panic attack, suicidal thoughts, mental health episode, etc. If you encounter a youth in one of these situations please take the following steps to ensure the youth's immediate safety:

- Ensure safety of all participants;
 - If needed, contact additional staff for support and help;
- Minimize the number of people involved and reduce any additional/distracting noises;
- Attempt to de-escalate by communicating directly and calmly;
 - Don't rush a youth to calm down or try to limit or restrict their movements, as long as they are safe;
- Have eyes on the youth at all times;
- Contact parents and/or other appropriate professional help.

****For any medical concern, medical treatment should be sought immediately. A copy of the paperwork should be obtained and shared with the incident report form.****



Once the youth is safe and through the crisis, a report up should be made and an incident report form filled out. For other questions about mental, emotional, and social health of youth in our care please see the USCJ and USY MESH Policies and Procedures.

Communicating with Youth

Some youth who are struggling or who are victims of abuse may tell a trusted adult what is happening, while others may display concerning behaviors (cutting, disengaging from peers and friends, significant and sudden changes in mood or affect, or more), or a parent may tell a staff member or volunteer about something that is happening with their child. In all these instances, it is important that personnel know how to appropriately respond and REPORT UP and REPORT OUT if necessary.

If you have concerns about a youth, it is okay to tell them that and ask questions. Here are some guidelines to keep in mind when talking with them:

- Listen, let them talk (you might get all you need).
- Let the youth guide the conversation. Do not supply words, diagnoses, or acts for the child, or ask questions that assume details.
- Ask open-ended questions: "Tell me more about that." "When you say X, what does that mean to you?" "What happened?"
- Keep questions simple.
- Recognize this may be difficult for the child, and they might not be ready to tell you everything.
- Remember that it is not your job to investigate.
- Also, if the child is comfortable, it can be helpful to have another adult in the conversation to listen and help understand what might be happening with them.

Remember if you have concern or suspicion that a youth has been abused, you do not need proof. You must REPORT UP and OUT when you suspect abuse has occurred.

Inappropriate Behavior

It is important to note that 90 percent of victims know their abusers. Many abusers will spend time gaining the trust of their victims, the community, and family to gain access to the youth and slowly erode boundaries. Although some of these behaviors may not rise to the level of a suspicion of abuse, it is important that personnel are aware of these behaviors. Some examples of grooming or inappropriate boundaries with youth may include:

- Asks youth to keep secrets from a parent or caregiver;
- Gives preferential treatment to certain youth;
- Looks for opportunity to be alone with youth;
- Ignores youth's verbal/physical cues;
- Confers adult privileges to youth;
- Starts/engages in inappropriate discussions;
- Inappropriately touches youth (massages, long hugs, etc.);
- Violates children's privacy;
- Texting youth for non-USCJ/USY reasons.

If personnel see any of these behaviors with youth, they must REPORT UP to a supervisor.

Group Setting Disclosure

Oftentimes, due to the nature of our work it is possible that a youth may disclose information in a group setting. Below are some guidelines to help personnel respond appropriately and empathetically to the youth:

Respect the Victim

- Attempt to change the subject or comment that everything the child says is important but that you would like him/her to hold that thought until you can speak with the child privately in a few minutes. Speak with the child as soon as possible.
- If a child makes a full disclosure of abuse or maltreatment in front of the group, in a calm and matter-of-fact manner let the child know that what they have said is important and that you would like to speak about what they have said in private. Plan to do so as soon as possible without calling undue attention to the situation. This may require bringing the group discussion to a close and having the other children turn their attention to another project.
- If a youth discloses, but says you must promise not to tell, acknowledge that sharing information can be scary and you are here to support them, but you cannot promise that you will not tell anyone. Let them know that you cannot promise not to tell because part of your job is to ensure their safety. Finally, tell the youth that you will do everything you can to keep them safe and only tell someone who needs to know to keep them safe.

Inquire but Do Not Investigate

- Your job is NOT to investigate the abuse, but to find out the minimal amount of information necessary to determine whether a report needs to be made.
- Youth should be allowed to tell their story in a safe setting. Remember that youth should not and cannot be forced to talk about abuse.
- Use open-ended questions.
- Refrain from asking leading questions or questions regarding specific people or places unless the youth mention the person or place on their own as part of their story.

Report UP and OUT

- If you have reason to suspect abuse or neglect you must report OUT to the appropriate authorities and UP to your supervisor.

Documentation

USCJ and USY require staff to fill out an Incident Report for any REPORT OUT made to the civil authorities. When completing the Incident report form, personnel should include enough information that someone could understand the issue as it arose, the actions that were taken, who was consulted, and what decisions were made.

Process for documenting concerning behaviors: **Any personnel who observes concerning behavior by a youth that does not warrant a report out must still REPORT UP and complete an incident report form.** This helps USCJ and USY better ensure safety of all youth and lay the groundwork for possible realization of patterns or signs and symptoms of abuse, and document all actions taken to help protect and work with the children in their care. USCJ and USY personnel must document all concerning behaviors, youth at risk, and reports of trauma, crisis, and abuse or neglect.

All these documents are securely stored and archived in the confidential drive in human resources and as necessary shared with the insurance broker.

Safe Environments & Healthy Boundaries

USCJ and USY are committed to ensuring an emotionally, mentally, and physically safe and respectful environment for all youth. An important part of that commitment includes being aware of the visibility of spaces and eliminating the availability for unsupervised interactions. USCJ and USY personnel will limit one-to-one interactions with youth whenever possible, and when unavoidable, one-to-one interactions will be conducted in open, observable, and interruptible spaces. Every interaction with youth should aim to be:

- Appropriate
- Observable
- Interruptable

USCJ and USY personnel will never be alone with a youth behind a closed door or in a space where no one else can see or intervene. Personnel are expected to always conduct their interactions with youth in connection with their role as a mentor and adult. They should consider how interactions may be perceived by others and conduct themselves accordingly.

When evaluating program spaces, personnel are required to consider the following:

- Space is open and visible;
- Doors have windows;
- Blinds remain open at all times (except during lockdown);
- Hotel rooms, bathrooms, and/or locker rooms provide privacy, while allowing for adult supervision;
- Any space that is not visible should not be used for one-on-one, youth-to-youth, or youth-to-personnel interaction.

USCJ and USY are regularly responsible for youth in several settings including but not limited to camps, hotels, and synagogues. The following are some recommendations and considerations for ensuring participant safety in each of the following settings:

1. Camp Cabins

When using camp cabins, staff and volunteers should make sure that:

- Staff and volunteers should never share a bunk bed with a participant.
- Staff only enter the cabin they are assigned to, and if they need to enter a cabin they are not assigned to they should only do so with at least one other staff member and announce themselves before entering.
- Staff members must respect the privacy of participants in situations such as changing clothes, showering, using the bathroom, etc. and intrude only to the extent that health and safety require. Staff members should protect their own privacy in similar situations.
- Staff should never be alone with a participant in a cabin without other staff or participants, if a staff member finds themselves in a cabin with a participant they should open the door and stay by the door to be visible.
- Any unused spaces should be locked and not accessible to participants or staff.

2. Hotels

When using a hotel, staff and volunteers should make sure that:

- Staff and volunteers should never share a room with a participant.
- Staff and volunteers only enter the room they are assigned to, and participants may only enter the room they are assigned to.
- If a staff or volunteer needs to enter a participant's room or search a room, they should only do so with at least one other staff member. Additionally, staff should announce themselves before entering.
- Staff members and volunteers must respect the privacy of participants in situations such as changing clothes, showering, using the bathroom, etc. and intrude only to the extent that health and safety require. Staff members and volunteers should protect their own privacy in similar situations.
- Staff should never be alone with a participant in a hotel room. If a participant wants to speak with a staff member or volunteer they should use a public area like the hotel lobby.

3. Synagogues

When using a synagogue, staff and volunteers should make sure that:

- Youth should be supervised by staff.
- If sleeping over at the synagogue, staff and volunteers should only enter the room they are assigned to sleep in, and participants may only enter the room they are assigned to sleep in.
- If a staff or volunteer needs to enter a participant's room or search a room, they should only do so with at least one other staff member. Additionally, staff should announce themselves before entering.
- Staff members and volunteers must respect the privacy of participants in situations such as changing clothes, showering, using the bathroom, etc. and intrude only to the extent that health and safety require. Staff members and volunteers should protect their own privacy in similar situations.
- Staff and volunteers should never be alone with a participant. If a participant wants to speak with a staff member or volunteer they should use a public area of the synagogue.

4. Virtual Programming

When hosting or participating in online or virtual programming, staff and volunteers should make sure that:

- It is not recommended that staff and volunteers are ever alone in a virtual space. While we understand that teens may text or try to communicate with staff or volunteers individually, every effort should be made on the part of staff to involve other teens or staff.
- USCJ staff may engage with teen board members or leaders in formal, scheduled meetings, and should take care to treat these meetings as professional and mentorship opportunities and as such use respectful language and act within their boundaries of their role.
- Don't share content that is obscene, pornographic, or lewd, or that contains nudity or sexually explicit images.
- Behave responsibly and don't share anything that is profane, violent, targeted, or generally inappropriate.
- Don't share content that invades others' privacy (i.e. someone's cell phone number, address, personal social media handles).



- Respect local and national laws; illegal activity is prohibited.

Staff Behavior and Expectations

USCJ and USY strive to be a place where Jewish values underlie all that we do. Our actions during the program constantly send messages to participants and influence them in their decisions both during and after the programs as they make choices for their own behavior.

A. Relationships between Staff

Relationships Between Staff should be mutually agreeable, private and discreet. Public Displays of Affection are not appropriate in the USY setting. Relationships among staff members should be kept private. The “who,” “what,” and “where” of people’s private lives should be considered off limits to participants and is unacceptable among staff as casual conversation or gossip.

B. Relationships with Participants

As was noted above, USCJ and USY personnel will never be alone with a youth behind a closed door or in a space where no one else can see or intervene. Personnel are expected to always conduct their interactions with youth in connection with their role as a mentor and adult.

USCJ and USY personnel should not have any intimate interaction or contact with youth. USCJ and USY personnel should be professional in their in-person and online interactions to maintain appropriate boundaries and relationships with youth. USCJ and USY staff and volunteers are required to act and conduct their relationships with participants by the guidelines that USCJ and USY set out in their job descriptions and staff manual.

USCJ and USY personnel are prohibited from engaging in a romantic or flirtatious relationship with any participants. This policy also extends to communication or activities which occur outside of programmatic activities. Whether online or in person, personnel and volunteers should conduct themselves in an appropriate manner. Additionally, USCJ and USY personnel **may not** engage in any type of relationship that is outside the boundaries of the normal participant-personnel relationship with any youth including those 18-years-old or older who are participants in any USCJ program. Violation of this will result in a review of the personnel’s standing in the organization and possible termination.

The below are a few things to keep in mind to help you maintain healthy boundaries with youth:

- **“Travel In Pairs: Two Deep Leadership.”** Excepting emergencies and brief room checks at kima and curfew, no staff member should be in any participant’s room unless another advisor or staff is also present.
- **Stay in assigned rooms.** Excepting life-threatening emergencies, under no circumstances should males be in female rooms or vice versa. This rule applies to staff members as well as participants. Staff members are not permitted to sleep in participants’ rooms or vice versa.
- **No one-on-one contact.** One-on-one contact between staff members and participants is not permitted in private. A staff member should never be in a room with any participant with the door closed. In situations that require personal conferences or discussions, these should be conducted in a separate section of a public area (i.e. the hotel lobby, picnic table, or other space away from the earshot of the rest of the group but still within eyesight).
- **Respect of Privacy.** Staff members must respect the privacy of participants in situations such as changing clothes, showering, using the bathroom, etc. and intrude only to the extent that

health and safety require. Staff members should protect their own privacy in similar situations.

- **Constructive Discipline.** Discipline during programs should be constructive, appropriate to the offense and reflect the values of USY. Corporal punishment is never permitted.

C. Cell Phones

As a staff member, it is understood that you will be using your phone primarily as a method of communication with other staff members at the program. During times when participants are not permitted to use their cell phones, staff should make every effort to keep cell phone usage to a minimum and to observe the same rules that participants are asked to follow.

D. Social Media

USCJ and USY personnel should monitor what they share on all social media and how they communicate with participants. Professionals will not share personal information or inappropriate content with participants on social media. No personal information about participants should ever be shared on social media or with anyone outside of USCJ/USY. If there is a concern about specific personnel and their interactions with participants, this should be noted to a supervisor and will be addressed immediately. USCJ and USY have the right to, and will as it deems necessary, monitor the social media activity of all personnel.

Below is the social media policy for our participants which you as a staff member are expected to also follow:

We know that the Internet, when used wisely, provides many safe and positive ways to stay in touch with friends from USY. We view Internet venues as your right to self-expression and generally have a favorable regard for them. Once you identify yourself as a member of the USY/USCJ community in a social networking profile, website, group page or weblog ("blog"), or use the USY/USCJ name, logo or any official photograph or text, everything and anything that you post or say in that medium can then be seen as a reflection of USY/USCJ. That is why we require you to observe the guidelines below. We established these guidelines to assure that USY/USCJ remains an emotionally and physically safe environment for all staff, participants, and families.

As a participant on a USY program, I agree to be respectful of USY/USCJ and its programs, participants, and employees in all communications in my e-mails, IMs, social media profile, blog or other Internet sites. As such, I agree to the following:

- I will not share or post e-mails, blogs, images or Internet content that are cruel, demeaning, disrespectful or intentionally hurtful to a member of the USY/USCJ community.
- I will not post comments that are derogatory with regard to any individual's race, gender, religion, sexual orientation, disability or any other group protected under applicable federal, state or local law.
- I will not engage in harassment or intimidation or posts that present USY/USCJ programs, their participants or their staff negatively.
- I will not share, send or post material of a sexual nature, or which includes nudity, violence, drug or alcohol use, illegal actions delinquent behavior, destruction of property, harassment or intimidation or any activity against the program rules.
- I will not post photographs that compromise anyone's privacy or that are used to demean, humiliate or otherwise embarrass anyone.

Training

USCJ and USY annually provides training on ensuring the mental, emotional, and physical safety and security of all youth. All personnel are required to take the training. The failure of any staff to take any required training is grounds for immediate termination.

All staff must complete training on the following topics:

- Responsibility as a mandated reporter;
- Process for making a report of abuse or neglect;
- Process for reporting concerning behaviors;
- How to report abuse and neglect;
- USCJ's reporting policy;
- Signs and symptoms of abuse;
- Ramifications for failure to report;
- Protections under the law for reporting;
- Proper conduct and interaction with children;
- Protections for employees;
- Documentation;
- Confidentiality.

USCJ and USY personnel are required to provide training completion certificates to the Senior Director of Human Resources, who will retain this information in the employment files.

Addendums

A. United States State by State Reporting Contact Information

For reporting information outside of the United States please reach out to local law enforcement and/or social service agency.

State	Contact Information
Alabama	Report by county: https://dhr.alabama.gov/county-office-contact/
Alaska	1-800-478-4444
Arizona	1-888-SOS-CHILD (1-888-767-2445)
Arkansas	1-844-SAVE-A-CHILD (1-844-728-3224)
California	Report by county: https://www.cdss.ca.gov/reporting/report-abuse/child-protective-services/report-child-abuse
Colorado	1-844-CO-4-KIDS (1-844-264-5437)
Connecticut	1-800-842-2288
Delaware	1-800-292-9582
District of Columbia	202-671-SAFE (202-671-7233)
Florida	1-800-962-2873
Georgia	1-855-GACHILD (1-855-422-4453)
Hawaii	808-832-5300 (on Oahu) 1-888-380-3088 (from neighboring islands)
Idaho	1-855-552-KIDS (5437) Treasure Valley: 1-208-334-KIDS (5437)
Illinois	1-800-25-ABUSE (1-800-252-2873)
Indiana	1-800-800-5556
Iowa	1-800-362-2178
Kansas	1-800-922-5330
Kentucky	1-877-597-2331
Louisiana	1-855-4LA-KIDS (1-855-452-5437)
Maine	1-800-452-1999
Maryland	Report by county: https://dhs.maryland.gov/child-protective-services/reporting-suspected-child-abuse-or-neglect/local-offices/
Massachusetts	Report by city or town: https://www.mass.gov/orgs/massachusetts-department-of-children-families/locations?page=1 Nights, weekends, and holidays: 800-792-5200
Michigan	855-444-3911
Minnesota	Report by county or reservation: https://mn.gov/dhs/people-we-serve/children-and-families/services/child-protection/contact-us/

Mississippi	1-800-222-8000 (Nationwide) or (601) 432-4570
Missouri	1-800-392-3738
Montana	1-866-820-5437
Nebraska	800-652-1999
Nevada	Clark County: (702) 399-0081 Washoe County: (775) 785-8600 For all other counties in Nevada: (833) 803-1183
New Hampshire	800-894-5533 (in-state) 603-271-6562 (out of state)
New Mexico	1-855-333-SAFE (7233)
New York	1-800-342-3720
North Carolina	Report by county: https://www.ncdhhs.gov/divisions/social-services/local-dss-directory
North Dakota	Report by county: http://www.nd.gov/dhs/locations/countysocialserv/
Ohio	855-O-H-CHILD (855-642-4453)
Oklahoma	1-800-522-3511
Oregon	1-855-503-SAFE (7233)
Pennsylvania	1-800-932-0313
Rhode Island	1-800-RI-CHILD (1-800-742-4453)
South Carolina	Report by county: https://dss.sc.gov/contact/
South Dakota	1-877-244-0864
Tennessee	877-237-0004
Texas	1-800-252-5400
Utah	855-323-3237
Vermont	1-800-649-5285
Virginia	800-552-7096
Washington	Report by region: https://www.dcyf.wa.gov/safety/report-abuse
West Virginia	1-800-352-6513
Wisconsin	Report by county: https://dcf.wisconsin.gov/reportabuse
Wyoming	Report by county: https://www.wyomingcac.org/prevent-child-abuse/reporting-child-abuse

B. Incident report form

https://docs.google.com/forms/d/e/1FAIpQLSd185IjVQkS9kTXyom7nPZ7ZbwFfrYXIk1d85tzHn34NEKKWw/viewform?usp=pp_url