



EVERGREEN CHRISTIAN SCHOOL

NIGHT TO SHINE

Abuse Prevention Policy and Acknowledgement

Evergreen Christian Community is committed to providing a safe environment for all participants, staff, and volunteers. Therefore, it shall be established that our organization will have zero tolerance of any and all inappropriate behaviors of any staff, volunteers and/or participants (including family and friends) occurring both on our premises and off. Evergreen Christian Community will hold everyone's safety as top priority and will strive to maintain this priority by holding all staff, volunteers, and participants accountable to this Abuse Prevention Policy and the procedures established in the employee handbook. In addition, every allegation and inappropriate behavior will be handled in accordance with the established procedure for "Responding to Allegations" as found within the organizational written employee handbook or available through the Human Resources office.

In accordance with local, state, and federal laws, Evergreen Christian Community shall cooperate with all law enforcement officials, without delay, to the fullest extent possible when responding to any allegation of inappropriate behavior occurring both on our premises and off.

We are 100% committed to the safety of everyone as a core value in support of our organizational mission and purpose. We recognize that we cannot fulfill our organizational mission without maintaining a safe environment and culture. Because of this, we will hold this core value as top priority in all operational areas of the organization.

ECC/ECS Abuse Prevention Policy

The following are examples of inappropriate, boundary crossing interactions and communications with students. This is not an all-inclusive list and other similar activities should be avoided.

- Encouraging or allowing students to call you by an inappropriate nickname, or referring to a student by an inappropriate nickname, pet name, term of endearment, etc.
- Touching students or their clothing in a non-professional way or in inappropriate places, or touching students aggressively in frustration
- Making too personal comments to students about their clothing, hair, nail polish, personal habits, body parts, etc.
- Making comments about your own body parts to students
- Invading personal space; standing or sitting too close; maintaining intense or lingering eye contact
- Giving or exchanging gifts, cards, or letters with an individual student
- Excessive attention toward a particular student
- Inviting or allowing students in your home; or visiting a student in their home or other location when parents aren't present
- Please review our social media policy regarding appropriate communication with students.

There are times when use of appropriate physical contact in a public setting to show support and encouragement toward students who are receptive to the form of expression is appropriate. Examples of brief and appropriate displays of affection may include the following:

- Side Hugs

- Holding hands with small children when they are upset
- Holding hands while walking with small children
- If touching is appropriate to instruction, remembering context, gender, and age of student
- A pat on the back
- Hand-shakes, High Fives, Hand Slaps, and Fist Bumps

All volunteers and employees are responsible for the safety and welfare of our students. If you observe any volunteer or employee engaging in any type of inappropriate or questionable behavior with a student or violating any aspect of this policy, you are required to report the information immediately. Any employee who engages in behavior that violates this policy, or fails to report such activity by others will be subject to disciplinary action, up to and including termination of employment. Any volunteer who engages in behavior that violates this policy, or fails to report such activity by others may be disqualified from volunteering at ECC or ECS.

All employees and volunteers who have reasonable cause to believe that abuse or neglect has occurred must discuss the matter with their supervisor within 24 hours, and, if possible, prior to reporting to government officials. The report should be made verbally and in writing. If the employee or volunteer is a school worker and the supervisor is not available, the employee or volunteer should report their suspicion to the school Principal. If the employee or volunteer is a church worker and the supervisor is not available, the employee or volunteer should report their suspicion to an Evergreen pastor. The supervisor, pastor, or school Principal must report the suspicion to the Chief People Officer and the Human Resources Director within 8 hours.

Employees required by law to report suspected child abuse or neglect have an independent duty to report such suspected abuse or neglect to Child Protective Services or local law enforcement and are not relieved of this duty by merely reporting to Evergreen officials. Failure to report may result in criminal prosecution.

External Reporting Obligations:

Evergreen employees, including teachers, counselors, psychologists, licensed or certified child care providers, school administrators, and school nurses, who, in his or her official supervisory capacity, have “reasonable cause” to believe a child has suffered abuse and/or neglect must report such abuse to local law enforcement authorities or Child Protective Services at the first opportunity, but in any case within forty-eight (48) hours, provided the abuse or neglect was caused by a person whom he or she regularly supervises and is employed by, contracted by, or volunteers for Evergreen or regularly has unsupervised access to a child or children.

Washington law requires that all reports required to be made under RCW 26.44 include the name of the accused if known and should also include:

1. The name, address and age of the child
2. The name and address of the child’s parents, step parents, guardians, or other persons having custody of the child
3. The nature and extent of the injury or injuries, neglect, or abuse
4. Any other information that might be helpful in establishing the cause of the child’s injuries or the identity of the alleged perpetrator
5. In all cases, the employee or volunteer will also report the incident pursuant to the Employee Handbook’s Internal Reporting Procedures (seek Human Resources office for additional instructions). The ECS Principal or Chief People Officer may report the incident to local police or other appropriate government officials even if the employee or volunteer is not required by law to do so.

Employees or volunteers with mandatory reporting obligations under Chapter 26.44 RCW are not relieved of their obligations by simply reporting the incident to Evergreen personnel.

Child Abuse Prevention: Code of Conduct

(Note: within the following chart, the term “staff” refers to both employees and volunteers):

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| <p>1. In order to protect organization staff, volunteers, and program participants – at no time during an organization program may a staff person be alone with a single child where they cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them.</p> <p>2. Staff shall never leave a child unsupervised.</p> <p>3. Restroom supervision: Staff will ensure:</p> <ul style="list-style-type: none">• The restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities.• Children are with an adult staff member and proceed in groups of three or more (e.g., 1 staff and 2 children or 2 staff and 1 child) when using the bathroom.• Either ‘line of sight’ or ‘line of sound’ supervision is maintained while children are using the facilities.• No child, regardless of age, enters a bathroom alone on a field trip.• If staff are assisting younger children, doors to the facility must remain open. <p>4. Staff should conduct or supervise private activities in pairs - diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.</p> <p>5. Staff shall not abuse children including:</p> <ul style="list-style-type: none">a. physical abuse – strike, spank, shake, slap;b. verbal abuse – humiliate, degrade, threaten;c. sexual abuse – inappropriate touch or verbal exchanged. mental abuse – shaming, withholding love, cruelty;e. neglect – withholding food, water, basic care, etc. Any type of abuse will not be tolerated and may be cause for immediate dismissal. <p>6. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline.</p> <p>7. Staff will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.</p> | <p>8. Staff respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, and/or culture.</p> <p>9. Staff will respect children’s rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit.</p> <p>10. Staff will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.</p> <p>11. Staff must appear clean, neat, and appropriately attired.</p> <p>12. Profanity, inappropriate jokes, sharing intimate details of one’s personnel life, and any kind of harassment in the presence of children or parents is prohibited.</p> <p>13. Staff must be free of physical or psychological conditions that might adversely affect children’s physical or mental health. If in doubt, an expert should be consulted.</p> <p>14. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.</p> <p>15. Staff may not be alone with children they meet in organization programs outside of the organization. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.</p> <p>16. Staff may not date program participants under the age of 18 years of age.</p> <p>17. Under no circumstance should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the organization).</p> <p>18. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.</p> <p>19. Staff agree to the Two Adult Rule. It is required that two screened and unrelated adults be present at every function and in each classroom, vehicle, or enclosed area during all activities involving children, youth, or vulnerable adults.</p> <p>20. Staff are required to report any “reasonable cause” to believe a child has suffered abuse and/or neglect internally to their supervisor and externally to government officials. Please see section 4-E of the staff handbook for more details.</p> |
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I understand that any violation of this Code of Conduct may result in removal from volunteering.