POLICY

Abuse Prevention

Location: #1
Effective Date: 7/23/2025

The Seaside School, Inc.

Purpose

This policy establishes how The Seaside School, Inc will prevent the physical, emotional and sexual abuse of its clients by its employees. The Seaside School, Inc seeks to create a welcoming and nurturing environment and has zero tolerance for those whose actions may jeopardize the safety, health or innocence of a client.

DEFINITIONS

Abuse: Because it takes many forms, abuse can be broken down into the following subtypes, all of which are prohibited within the scope of this policy:

- Physical abuse: Injury inflicted on a client
- Sexual abuse: Contact or activity of a sexual nature between an adult and a client
- Emotional abuse: Mental or emotional injury inflicted on a client by the actions of an adult
- Neglect: Failure to provide adequate care for a client
- Economic abuse: Deliberate misuse of the money or belongings of a client

POLICY GUIDELINES

Personnel Screenings

Safeguards in the hiring process will be used to eliminate from consideration any candidates who display characteristics that could classify them at a high risk for violating this policy. The required screenings and background information will depend on the positions and its level of involvement with children and youth.

For those who regularly work with or around a client

Candidates for positions that involve regular interaction with a client will be screened and selected using the following:

- Standard The Seaside School, Inc employment application that includes signed authorization to perform necessary background checks
- Criminal background checks in any and all states where the candidate has lived in the past seven years
- Sexual offender registry checks in any and all states where the candidate has lived for the last seven years
- Driving records and any applicable certification if the position requires the transportation of clients
- In-person interview of the candidate
- If hired, criminal and sexual offender registry checks will be conducted every five years for those who regularly work with clients.

For those who occasionally work with clients:

Candidates for positions that involve occasional contact with clients will be screened and selected using the following:

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- Standard The Seaside School, Inc employment application that includes signed authorization to perform necessary background checks
- In-person interview of the candidate
- Driving records and any applicable certification if the position requires the transportation of clients

All information collected about a candidate will be reviewed and used to determine if they are appropriate for the respective position. If hired, all information collected during the hiring process will be included in the employee's permanent file, which will be maintained over the course of their employment with The Seaside School, Inc.

Personnel screenings are required regardless of current employment status with The Seaside School, Inc. The Seaside School, Inc employees seeking to transfer into a position that involves working with clients must undergo the same review process as new hires.

Structural Guidelines for Programs

All The Seaside School, Inc programs are designed to encourage safe interaction between employees and clients. The following guidelines are meant to keep established safeguards effective:

- Employees are restricted from being alone with a client where they cannot be easily observed by others.
- Employees are not allowed to implement new activities or programs for clients without The Seaside School, Inc consent. Request for new activities or programs should be submitted in writing to management.

General Conduct

In an effort to provide a safe and healthy environment for both mind and body, the following guidelines are meant to guide The Seaside School, Inc employees during their interactions with clients. These guidelines do not and cannot outline every situation that may be encountered while on the job, requiring employees to act with a certain degree of personal discretion. Because a certain action is not prohibited in this section does not mean it is acceptable behavior. The Seaside School, Inc reserves the right to take disciplinary action against employees whose actions are found to be inappropriate regardless of whether they appear in this section:

- Employees will treat all clients with respect and consideration. Treatment must be fair and equal, and must not be based on sex, race, religion, sexual orientation or economic or social status. All effort must be made to avoid favoritism, or the appearance of favoritism.
- While representing The Seaside School, Inc, employees must not possess, distribute, use or allow others to use any alcohol or drugs.
- Employees must not use harsh or inappropriate language, degrading punishment or any type of restraining device in the name of behavior management.
- Employees must not participate in or allow others to engage in any form of hazing.
- Employees must not have sexual contact with clients.
- Employees must not dress, undress, shower or bathe with or in the presence of clients.
- Employees must not use physical punishment in any form. The only time physical force is allowed to be used against a clients is when their actions are placing others at an immediate risk for serious harm.
- Employees are prohibited from sharing sleeping locations with clients. This includes beds, tents, hotel rooms and other similar areas. Employees can sleep in open areas with clients as long as the area is large enough for the employee to have their own defined sleeping areas and other employees are also present.
- Employees must not discuss their own sexual history, preferences or fantasies nor their use of illicit or pornographic materials while in the company of clients.
- Employees are not allowed to possess any sexually oriented materials (books, magazines, videos, clothing) when conducting business in the name of The Seaside School, Inc.
- When one-on-one discussion or counseling is warranted, employee interaction with a client will take place in an area that allows for private conversation while remaining in the view of others.

If, for any reason, an employee feels there is a need to make an exception to these guidelines, they must submit to their supervisor a written description of the incident and why their actions were necessary. Their report will be reviewed for

wrongdoing. A copy of the original report along with any additional findings made by the reviewer will be included in the employee's permanent file.

Employee Agreement

If you have any uncertainty or questions regarding the content of this policy, you are required to consult your supervisor. This should be done prior to signing and agreeing to the The Seaside School, Inc Abuse Prevention Policy.

I have read and understand The Seaside School, Inc's Abuse Prevention Policy and agree to abide by its terms and conditions throughout the course of my employment. I understand that my failure to follow the terms of this policy could result in disciplinary action up to and including termination.

Employee signature Date

Supervisor signature Date