



AYCO/ACE Event Minor Safety Policies

AYCO/ACE takes the safety of all minors interacting with AYCO/ACE programs and governance very seriously. The following practices have been established to prevent harassment or abuse of minors.

Access to Events

All individuals in the event space must be registered attendees, event staff, or have explicit written permission from the event director. Event staff is responsible for ensuring that access to the facility is limited to people in these groups.

Chaperones

Every minor must have a named adult chaperone who is on site during the event in event of emergencies.

Reporting policy

AYCO/ACE affiliated adults (employees, contractors, board members, workshop leaders, and chaperones) are to immediately report any suspected abuse, harassment, neglect, or threat of harm to a minor that they witness or come to be aware of using the [Communication Path](#).

In cases of suspected risk of harm to a minor, the designated AYCO/ACE board/staff member will be expected to immediately (within 12 hours of receiving this information) contact Child Protective Services where the suspected abuse is believed to have occurred. If it is disclosed that it occurred in another state, contact that state's CPS; if it is suspected it occurred at the AYCO/ACE festival, contact CPS in that jurisdiction. All states' CPS can be found here: https://www.childwelfare.gov/topics/can/https://www.childwelfare.gov/organizations/?CWIGFunction=saction=rols:main.dspList&rolType=Custom&RS_ID=5

Communication with Minors

At least one other adult, ideally the minor's guardian, must be copied on any digital correspondence (email, text, messenger apps, etc) between a minor attendee and an AYCO/ACE employee, contractor, board member, or workshop leader. This practice is also recommended for any digital correspondence between a minor attendee and any other adult attendee (chaperone that is not the attendee's parent/guardian, etc). In the event a minor's guardian cannot be copied, AYCO/ACE staff and/or staff from the minor's affiliated organization should be copied.

Three sets of eyes

At all times when an adult (employees, contractors, workshop staff, board members, or event attendees) is physically present with a minor attendee at an AYCO/ACE event or through AYCO/ACE, there should be a minimum of one other person (minor or adult) also present.

Media

Official photos, videos, and other media of minors may only be created or shared with consent of the minor's guardian, via a signed AYCO/ACE media release, which only applies to use of media created by AYCO/ACE. See attached Media Release.

As part of AYCO/ACE's culture of consent, all participants (youth, adults, and staff) are asked to be respectful and ask permission to photograph others and ask permission to post on social media. This expectation is to be verbally reinforced at the orientation to the event.

Background checks

All event staff and volunteers will be background checked via national criminal registry and national sex offender registry within the previous 2 years, before the event. If a background check that meets AYCO/ACE standards has already been done by another employer/organization, this will suffice as long as the organization shares the check results with AYCO/ACE, with permission of the staff member/employee in question.