



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Door County YMCA Child Abuse Prevention Protocol for Staff

1. At no time during a Y program may a staff person be alone with a single child where he or she cannot be observed by others. Staff members should position themselves in such a way that other staff can see them. For added support and accountability, security cameras are used in many areas of our facilities to help ensure visibility and safety.
2. A child may not be left unsupervised when in a program.
3. All staff and volunteers shall abide by the Door County YMCA's physical contact rules:

Appropriate Physical Contact	Inappropriate Physical Contact
<ul style="list-style-type: none">• Side Hugs, Shoulder-to-shoulder hugs• Pats on the shoulder or back• Handshakes• High-fives and hand slapping• Verbal praise• Pats on the head when culturally appropriate• Touching hands, shoulders, and arms• Arms around shoulders• Holding hands (with young children in escorting situations)	<ul style="list-style-type: none">• Full-frontal hugs• Kisses• Showing affection in isolated areas• Lap Sitting• Wrestling• Piggyback rides• Tickling• Allowing a youth to cling to an employee's leg• Any type of massage given by or to a youth• Any form of affection that is unwanted by the youth or the staff• Compliments relating to physique or body development• Touching bottom, chest, or genital areas

4. No type of child abuse will be tolerated. Any abuse by a staff member will result in disciplinary action, up to and including termination of employment.
5. Staff members may not transport children in their own vehicles.
6. Profanity, inappropriate jokes, displays of intimate affection, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, parents, volunteers, or other staff is prohibited.
7. All staff and volunteers shall abide by the Door County YMCA's verbal interactions rules:

DOOR COUNTY YMCA www.doorcountyyymca.org

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JACKIE AND STEVE KANE PROGRAM CENTER 3866 Gibraltar Road, Fish Creek, WI 54212 P 920 868 3660 F 920 868 9970



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Appropriate Verbal Interactions	Inappropriate Verbal Interactions
<ul style="list-style-type: none">• Positive reinforcement<ul style="list-style-type: none">• Appropriate jokes• Encouragement• Praise	<ul style="list-style-type: none">• Name-calling<ul style="list-style-type: none">• Secrets• Cursing• Off-color or sexual jokes• Shaming• Belittling• Derogatory remarks• Discussing sexual encounters or in any way involving youths in the personal problems or issues of staff• Harsh language that may frighten, threaten or humiliate youths• Derogatory remarks about the youths or his/her family

8. Outside of the Y, staff members may not be alone with children whom they meet in Y programs. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes.

9. Staff members may not single out children for favored attention and may not give gifts to youth or their parents.

10. Program rules and boundaries must be followed, including appropriate touch guidelines. Children may be informed, in an age-appropriate manner, of their right to set their own "touching" limits for personal safety.

11. Children may not be disciplined by use of physical punishment or by failing to provide the necessities of care.

12. Staff members may not date program participants who are under the age of 18.

13. Under no circumstances should staff members release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (authorization on file with the Y).

14. Staff members are to report to their supervisor or next level of supervision anyone who violates any of these child abuse rules to their supervisor or next level of supervision.

15. Staff members are required to read and sign all policies related to identifying, documenting, and reporting child abuse and to attend trainings on the subject, as instructed by management.

16. Staff members are required to fully cooperate with any investigation by the Y, any law enforcement agency or any other authorized outside agency. Failure to do so is considered misconduct and will result in termination.

17. Staff members are to make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff members will stand in the doorway of the rest room while children are using the restroom. This policy allows privacy for the children and protection for the staff members (i.e., not being alone with a child). If staff members are assisting younger children, doors to the facility must remain open. No child, regardless of age, should be allowed to enter a bathroom alone on a field trip or at other off-site locations. Always send children in threes (known as the rule of three) and, whenever possible, with staff.

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