



Child Abuse Prevention Policy & Procedures

Child Abuse Prevention Statement:

As a youth-serving organization, The STEM Alliance of Larchmont-Mamaroneck considers the safety and well being of the youth in our programs a top priority, and we strive to put safety first with our programming and policies. Our organization prohibits bullying, abuse, or other violence and we strive to proactively address reports of this type of conduct. We want to hear about problems or concerns, and we will work to act on them in a fair, balanced way in accordance with our policies.

Policy and Procedures:

The STEM Alliance of Larchmont-Mamaroneck has developed and implemented the following Policies and Procedures in an effort to provide a safe environment for our employees, independent contractors, volunteers and activity participants. The Board of Directors shall annually review this policy and update it as needed, including the defining of prohibited and discouraged behaviors.

1 Hiring:

- a. Background Check – All employees or independent contractors will be subject to a background check with a contracted vendor qualified to conduct such checks, and the background check will include appropriate inquiries regarding any previous record of sexual abuse or other unlawful activity by the potential coach.
- b. MUFSD Employee Exemption – Any candidate who worked for the Mamaroneck Union Free School District during the school year previous to his or her hire date does not need to have a background check if they were subjected to a higher level fingerprint based background check as part of their employment contract with the Mamaroneck Union Free School District.

2 An **Abuse Prevention Orientation** shall be provided for each volunteer who has direct long term contact with youth through an on-going program as well as all new employees or independent contractors.

- a. A representative of the Board of Directors will provide all new long term volunteers, employees and independent contractors with a copy of this Child Abuse Prevention Policy.
- b. All new long term volunteers, employees and independent contractors will certify in writing that they have reviewed this written policy, been given the opportunity to ask questions about these policies and procedures with respect to abuse prevention.

3 Defining Situation for Prohibited and Discouraged Behavior

a. Prohibited Behavior

- i. Use of profane or degrading language. Employees, independent contractors, and volunteers are also responsible for stopping disrespectful language or behavior between or among youth including sexual jokes or harassment.
- ii. Bullying a minor by use of superior strength or influence to intimidate the minor or to force him or her to do something. Employees, independent contractors, and volunteers are also responsible for stopping and reporting any bullying that is witnessed between or among youths.
- iii. Threatening or intentionally inflicting physical injury upon a minor.
- iv. Committing any sexual offense against a minor, or engaging in any sexual contact with a minor.
- v. Making any kind of sexual advance, or making a request for sexual favors, or engaging in other verbal, visual or physical conduct of a sexual nature.

b. Discouraged Behavior

- i. Our organization discourages non-related adults being alone with a child or children including but not limited to the situations described below.
 - Being in any room with a closed door
 - Being in a shared bathroom
 - Being in a car

4 Reporting of Suspected Child Sexual Abuse

- a. The Board of Directors shall appoint at least one member of the organization who shall be responsible for receiving reports of sexual abuse or other inappropriate conduct and for taking appropriate action upon receiving such a report.
- b. All volunteers, parents and program participants are directed to report any incident of abuse or suspected abuse that they witness or that is reported to them to the designated representative or any other member of the Board of Directors by filing an Accident/Incident Report Form. Volunteers, parents and program participants also may directly notify the proper law enforcement agencies.
- c. The notified member of the Board of Directors will promptly notify the proper law enforcement agencies that an incidence of possible abuse has been reported.
- d. In the event that a suspected incidence of abuse is reported, the volunteer, employee or independent contractor in question may be temporarily suspended from duties while an investigation takes place.
- e. The confidentiality of individual who makes such a report will be protected.

**ACKNOWLEDGEMENT OF ABUSE PREVENTION ORIENTATION
& POLICY ACCEPTANCE**

I hereby acknowledge that I have received a copy of the Child Abuse Policy & Procedures of the STEM Alliance of Larchmont-Mamaroneck.

By signing below, I acknowledge that I have received, read, and agree to abide by the Child Abuse Policy of the STEM Alliance of Larchmont-Mamaroneck. Furthermore, I have been give an opportunity to review it with a Board Member and ask questions for the purpose of clarity and full understanding.

Signature: _____

Name: _____

Date: _____

To be filled out by STEM Alliance employees only

Received by:

Signature: _____

Name: _____

STEM Alliance of Larchmont-Mamaroneck Position/Title: _____

Date: _____