



OHEF SHOLOM TEMPLE		Policy and Procedure
Name of Policy:	Child & Youth Abuse Prevention Policy	
Policy Number:	Religious School - 0002	
Department:	Religious School	
Purpose:	<ol style="list-style-type: none"> 1. Provide a safe and secure environment for children, youth, adults, members, volunteers, visitors, and paid staff. 2. Assist Ohef Sholom in evaluating a person's suitability to supervise, oversee, and/or exert control over the activities of children and youth. 3. Satisfy the concerns of parents and staff members with a screening process for paid staff and volunteers. 4. Provide a system to respond to alleged victims of abuse and their families, as well as the alleged perpetrator. 5. Reduce the possibility of false accusations of abuse made against volunteers and paid staff. 	
Effective Date:	September 1, 2019	
Last Rev. Date:		

Required Signatures:	 <hr/> Board President
	 <hr/> Board Secretary

Definitions:	<ol style="list-style-type: none"> 1. Child Abuse is defined as physical, sexual, and/or psychological maltreatment or neglect of a child or children, especially by a parent or a caregiver. Child abuse may include any act or failure to act by a parent or a caregiver that results in actual or potential harm to a child, and can occur in a child's home, or in the organizations, schools or communities the child interacts with. <ol style="list-style-type: none"> a. Physical abuse is injury that is intentionally inflicted upon a child b. Sexual abuse is any contact of a sexual nature that occurs between a child and an adult. c. Emotional abuse is mental or emotional injury to a child that results in an observable and material impairment in the child's growth, development, or psychological functioning. d. Neglect is the failure to provide for a child's basic needs or the failure to protect a child from harm.
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	<ol style="list-style-type: none"> 2. Child molestation is a crime involving any immoral or indecent act to or in the presence of or with any child under the age of 16 years with the intent to arouse or satisfy the sexual desires of either the child or the person. 3. Paid Staff: The, rabbi, cantor and all professional and support employees who are paid. 4. Children/Youth/Minor: Any person who has not reached his/her 18th birthday or the age of majority as defined by state law. 5. Adult: Any person who has reached his/her 18th birthday or as defined by state law. 6. Volunteer: Means any unpaid person engaged in or involved in activities and who is entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors or adults.
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Policy:	<p>Ohef Sholom Temple is committed to safeguarding the well-being of all the children and young people with whom our staff and volunteers come into contact. Our policy on child protection is in accordance with Virginia State Guidelines.</p> <p>Protection and Prevention</p> <p>Employee and Volunteer Screening Procedures</p> <p>The following screening procedures are to be used with paid staff and volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. All information collected should be maintained in confidence.</p> <ol style="list-style-type: none"> 1. Employment Application and Volunteer Application: Any paid staff and volunteers who will work with a minor on a regular basis must complete the Employment Application and/or the Volunteer Application. The release statement attached to the Application must be signed by the individual completing the Application to apply for and qualify for service. <ul style="list-style-type: none"> The Employment Application includes questions regarding: <ul style="list-style-type: none"> ○ Current residence addresses ○ Current and previous employment ○ Names and addresses of schools attended and degree(s) earned ○ References from previous employers and organizations that serve children ○ Criminal history information Our Volunteer Application includes questions regarding: <ul style="list-style-type: none"> ○ Current address ○ Volunteer experience ○ Criminal history information
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- Personal references

2. Conduct interviews with applicants and potential volunteers.
3. Contact listed references for all applicants and ask for any information that might preclude hiring this applicant.
4. Contact the listed former employers for paid staff. Inquire as to the reason the applicant left and ask for any information that might help determine the applicant's suitability for the position. If a response is not received within a reasonable period of time, follow up and keep notes if possible.
5. If detrimental information is uncovered but the potential applicant remains desirable, discuss this information with the applicant. In the event the applicant is ultimately hired or accepted as a volunteer, document the reasons for overriding the prior information.
6. Criminal Background Check: Ohef Sholom will conduct a criminal background check on all paid staff and volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. All criminal background checks will be updated periodically. Applicants who have been convicted of a "barrier crime," as defined by Va. Code § 19.2-392.02 (A), or any other offense that involves harm to children or vulnerable adults, or has a pending charge involving such a crime or offense, are not eligible for employment or volunteer work with Ohef Sholom.

Confidentiality

Information obtained through the screening, application, reference check, interview, and criminal background check will be kept in confidence, unless otherwise required by law. All information discovered or obtained through the above-referenced means will be kept in a secure location and access to it will be restricted if possible. These materials will be archived.

Supervision Procedures

Training for recognizing and dealing with child abuse and molestation will be conducted at the time of hire and annually thereafter.

Unless an extenuating situation exists, Ohef Sholom Temple will:

1. Have adequate number of screened and trained paid staff or volunteers present at events involving minors. Supervision will increase in proportion to the risk of the activity.
2. Monitor facilities during activities involving children.

3. Release minors only to a parent, guardian or person assigned by parent or guardian and utilize sign-in and sign-out sheets during school hours.
4. Obtain written parental permission, including a signed medical treatment form and emergency contacts, before taking minors on trip.
5. Provide parents and guardians information regarding any trips for minors.
6. Whenever possible use two paid staff or volunteers when transporting minors in vehicles.
7. Require that young children be accompanied to the restroom and the paid staff or volunteer wait outside the facility to escort the child back to the activity.
8. Encourage minors to use a "buddy system" whenever minors go on trips.
9. Screen all paid staff and volunteers and approve those individuals in advance for any overnight activities.
10. Ensure that minors are not left unsupervised.
11. Require that no staff or volunteer be alone with a minor unless the door to the room where they are meeting is open or there is a window in the door.

Behavioral Guidelines

All volunteers and paid staff will observe the following guidelines:

1. Do not provide alcoholic beverages, tobacco, drugs, contraband, or anything that is prohibited by law to minors.
2. To the extent possible, events that are co-educational will have both male and female chaperones.
3. Doors will be left fully open if speaking to a minor one-on-one or should be done in public settings where paid staff or volunteers are in sight of other people.
4. Avoid all inappropriate touching with minors. All touching shall be based on the needs of the individual being touched, not on the needs of the volunteer or paid staff. In the event a minor initiates physical contact and/or inappropriate touching, it is appropriate to inform the minor that such touching is inappropriate.
5. Never engage in physical discipline of a minor. Volunteers and paid staff shall not abuse minors in any way, including but not limited to physical abuse, verbal/mental abuse, emotional abuse, and sexual abuse of any kind.
6. If one-on-one tutoring or counseling is necessary, avoid meeting in isolated environments. Use rooms with windows in the door or the door must be open.
7. Anyone who observes abuse of a minor will take appropriate steps to immediately intervene and provide assistance, and will report any inappropriate conduct immediately.

Disqualification

No person may work or volunteer for Ohef Sholom in any capacity if he/she has been convicted of or received a deferred adjudication or probated sentence for any

of the offenses listed in Virginia Barrier Crimes (Va. Code § 19.2-392.02 (A)), or any other offense that involves harm to children or vulnerable adults. No person who has any such pending criminal charges may work for Ohef Sholom unless and until the individual is acquitted of all such charges.

Response to Abuse Accusations

Ohef Sholom will respond promptly to any accusation of child abuse, whether the allegations are against staff, a volunteer, a parent/guardian, or person outside of Ohef Sholom. All accusations of child abuse will be taken seriously. It is important to be appropriately respectful to the needs and feelings of those who allege abuse and those who have been accused of abuse.

The Executive Director or an appointed person will take the following steps:

1. Report the incident to the police, child protective services, or other appropriate authorities in accordance with the state mandatory reporting laws. The report should be made immediately. (State law requires the report be made within 24 hours.)
2. Report the matter to Ohef Sholom's insurance carrier.
3. Cooperate with authorities and the insurance carrier.
4. Consider whether legal counsel or other consultants are needed to assist Ohef Sholom.
5. In most circumstances, if the alleged abuser is staff or a volunteer, Ohef Sholom will suspend him/her while the matter is being investigated. Ohef Sholom may elect to pay the alleged offender during the investigation.
6. In most circumstances, Ohef Sholom should not conduct its own investigation because that could interfere with the appropriate authority's official investigation. Rather, any investigation should be left to the appropriate authorities, who are trained in investigating allegations involving children.
7. An official of Ohef Sholom (and legal counsel or other consultants) will meet with the governing body of the temple at regular intervals during the authority's investigation to update the governing body on any developments and to make recommendations regarding any actions.
8. Hire a consultant or assign a spokesperson to respond to media or prepare a statement for the media if the need shall arise, subject to the approval of Ohef Sholom's attorney.

Acknowledgement

All paid and volunteers who work with children will sign the "**Child and Youth Abuse Prevention Program Acknowledgment.**"

Related Policies:	
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Child and Youth Abuse Prevention Program Acknowledgment

These guidelines have been designed to guide and assist you when working with minors. The information establishes general practices and guidelines and should not be construed in any way as a contract of employment or continued employment. Ohef Sholom Temple reserves the right to make changes in the content or application of this program and to implement those changes with or without notice.

I have received a copy of Ohef Sholom Temple's *Child and Youth Abuse Prevention Policy*. I understand it is my responsibility to become familiar with and adhere to the information contained herein. I understand that these policies are the property of Ohef Sholom Temple.

Print Name

Signature

Date