

Abuse and Molestation Program and Policy for PLC

Executive Summary:

This is the basic reason for creating safety policies, but there's a deeper, more significant reason – to protect the children. Policies are only printed expressions of the value place on children.

PLC desires to be an organization that truly cares through the implementation of appropriate policies to help in the prevention of child abuse or neglect. Adoption of these provisions will enable us as an organization to provide a safer and more secure environment for each individual we serve.

Purpose:

The purpose of this policy is to help prevent the occurrence of child abuse or neglect within the PLC organization/programs by providing a reasonable summary to help identify child abuse or neglect and recommendations for responding to it. The following policy and procedures are hereby adopted to foster the protection of children, youth and volunteers.

Scope:

This policy shall apply to all current and future volunteers of PLC, who will have the responsibility of supervising the activities of children/youth.

Descriptions of abuse of molestation:

DEFINITIONS:

- "Child", "children", "youth", "minor" shall be defined as any individual *under* the age of eighteen (18)
- "Adult" shall be defined as any individual at least eighteen (18) years of age
- "Worker" shall be defined as any adult who serves as a volunteer and/or person given the responsibility of working with or caring for minors.
- "Child abuse" shall be defined as the intentional infliction of any verbal, physical, emotional, or sexual abuse of a child, youth, or minor.
- "Criminal background check" (CBC) is the procedure used to check the background of adult volunteers or any personnel that may come in contact with children for criminal activity.

TYPES OF ABUSE:

Physical Abuse

Physical abuse is one of the most commonly identified forms of abuse due to the physical trauma. It occurs when someone inflicts bodily harm that leaves a physical injury. Visible external injuries include bruises, burns, black eyes and cuts. Not all physical injuries are visible. Internal injuries, head injuries and broken bones resulting from an abusive encounter may go unnoticed.

Important in the identification of physical trauma is the comparison of the child's injuries to the explanation given for them, either by the child or the caretaker. Adults attempt to avoid the detection by devising all kinds of explanations that they hope will be accepted as the cause of the injuries.

Usually, the nature and type of injury provide consistent clues as to whether it was incurred by accident. Considering the age of the child, investigators can determine what accidents might cause specific bruises, burns, cuts, lacerations and other injuries. Skins or knee scrapes on children are both normal and expected. Children who run and play frequently trip, fall and bump into things. The areas children most frequently scrape or bruise in play activity are the knees, elbows, forehead, hands, chin and nose.

The primary area for abuse extends from the back of the neck to the back of the knees, including the backs of arms and hands – areas that may be injured when the child tries to defend himself. Injuries in these areas are considered suspicious due to the fact that seventy percent (70%) of non-accidental injuries occur in this area.

Many times, those who work with the young people neglect a simple screening technique that can help determining whether a noted injury was the result of an accident or abuse. Much can be gained by using this simple screening technique of taking a genuine interest in the child, showing care and concern and asking about the physical injury/injuries.

Behavioral Indications	Physical indicators
<ul style="list-style-type: none">- Is wary of adults- Is extremely aggressive or withdrawn- Is dependent and indiscriminate with his attachments- Is uncomfortable when other children cry- Generally controls own crying- Exhibits a drastic behavior change when no with parents- Is manipulative- Exhibits delinquent behavior such as running away from home- Is self-mutilating- Uses alcohol or drugs- Is frightened of parents or going home- Is overprotective of parents	<ul style="list-style-type: none">- Has unexplained or unusual burns- Has unexplained bite marks- Has unexplained fractures or dislocations- Has unexplained bruises or welts (look for different colors, stages of healing, bruises to back, back of legs, groups or patterns, defense wounds to arms and hands)- Has unexplained lacerations (look for loop type lacerations from belts, cords, series or groups of straight line)- Has unexplained head injuries (look for black eyes, split lips, loose or missing teeth, lumps on head, facial bruises, jaw, nose fractures)

Emotional Abuse

One of the most difficult to define areas of child abuse is emotional abuse. It is difficult to draw the line between poor parental functioning and the infliction of psychological trauma. Is continually screaming at a child abusing him/her? Emotional abuse is also known as mental abuse, emotional maltreatment, verbal assault, verbal abuse and psychological abuse. It may be defined as any “chronic and persistent act by an adult that endangers the mental health or emotional development of a child.” It is a series of acts or lack of action that deprives the child of needed love, affection, support and encouragement to grow into a healthy adult.

Mental abuse occurs when a child is made to feel worthless, unwanted and unloved. A child suffers from emotional abuse when someone continually puts him or her down by yelling, calling names, making him/her feel “no good”. Many people believe that the scars of emotional abuse last much longer than that of physical abuse. Emotional abuse leaves the victim being insecure, having low self-esteem and self-doubt that may linger throughout his/her lifetime.

Behavioral Indications	Physical Indications
<ul style="list-style-type: none"> - Is overly eager to please - Seeks out adult contact - Views abuse as being warranted - Is excessively anxious - Is depressed - Is unwilling to discuss the problem - Exhibits aggressive or bizarre behavior - Is withdrawn, apathetic or passive - Has unprovoked fits of yelling or screaming - Exhibits inconsistent behaviors - Feels responsible for the abuse - Runs away from home - Attempts suicide - Has low self-esteem - Exhibits a gradual impairment of health and personality - Has difficulty sustaining relationships - Has unrealistic goal setting - Is impatient - Is unable to communicate or express 	<ul style="list-style-type: none"> - Has a sleep disorder (nightmares or restlessness) - Exhibits developmental lags (stunting of physical, emotional or mental growth) - Is hyperactive - Exhibits eating disorders

Sexual Abuse

Sexual abuse, which encompasses a wide variety of inappropriate behaviors, generally involves the sexual mistreatment of a child by an adult or older child. These behaviors may be direct or indirect in nature.

Indirect sexual abuse includes voyeurism (observing a child undress, bathe or urinate), an adult or older child exposing his/her genitals to a minor, and pornography.

Direct sexual abuse may consist of lingering and intimate kissing, fondling (the adult touching the child's private parts or the adult having the child fondle his/her genitalia), masturbation (either child or adult, with the other observing), oral-genital contact or digital or penile penetration.

Generally, once a direct act of sexual abuse has been committed, the abuser fears detection and begins the process of covering up. The person then loads guilt and responsibility onto the child.

Behavioral Indications	Physical Indicators
<ul style="list-style-type: none"> - Is reluctant to change clothes in front of others - Is withdrawn - Exhibits unusual sexual behavior - Has sexual knowledge beyond that common for developmental stage - Has poor peer relationships - Either avoids or seeks out adults - Is pseudo-mature - Is manipulative - Is self-conscious - Has problems with authority and rules - Exhibits eating disorders - Is self-mutilating - Is obsessively clean - Uses of abuses alcohol or drugs - Runs away from home - Exhibits extreme compliance or defiance 	<ul style="list-style-type: none"> - Has pain or itching in the genital area - Has difficulty walking or sitting

WHAT IS CHILD SEXUAL ABUSE?

Any sexual activity with a child – whether in the home by a caretaker, in a day care situation, or in any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child.

Child sexual abuse may be violent or non-violent. All child sexual abuse is an exploitation of a child's vulnerability and powerlessness in which the abuser is fully responsible for the action.

Child sexual abuse is criminal behavior that involves children in sexual behaviors for which they are not personally, socially and developmentally ready.

Child sexual abuse includes behaviors that involve touching and non-touching aspects. What causes abuse? What factors contribute to an abusive situation? What personality characteristics foster and attitude conducive to abusiveness? What conditions enhance the probability of abuse?

Background Indicators

- Has been a victim of abuse
- Has been a victim of substance abuse
- Lack of education and experience in childcare

Situational Factors

- Parental stress
- Financial problems
- Poor and overcrowded housing
- Life crisis
- Targeted children
- Lack of maternal/infant bonding
- Marital or relationship problems

Personality Factors

- Unrealistic expectations
- Tendency to over punish
- Depression
- Poor self-image
- Rejection and role reversal

Neglect

Technically speaking, neglect is the failure to do something that one ought to do. It is an act of “omission” rather than “commission”. As commonly used when discussing child neglect, neglect occurs when parents or guardians fail to provide for basic needs of the child. Most reported neglect cases involve lack of proper food, shelter, clothing, medical care and supervision. Some neglect is a result of ignorance of proper childcare. In addition, emotional neglect occurs when parents provide the child with the physical necessities of food and shelter, but give little or no emotional support. The parents seemingly ignore the child and his/her need for nurturing.

Some of the more commonly identified types of neglect include:

- Failure to thrive
- Filth and infestation
- Environmental deprivation
- Exposure to the elements
- Closeting
- Medical deprivation

In the context of youth development programs, it is helpful to think of the term neglect in the sense of allowing a child to be harmed when the harm could have been avoided through reasonable prudence.

Behavioral Indications	Physical Indicators
<ul style="list-style-type: none">- Is truant or tardy often, or arrives early and stays late- Begg or steals food- Attempts suicide- Is extremely dependent or detached- Engages in delinquent behavior- Appears to be exhausted- States frequent or continual absence of parent or guardian	<ul style="list-style-type: none">- Frequently is dirty and unwashed, hungry, or inappropriately dressed- Engages in dangerous activities- Is tired and listless- Has unattended physical problems- May appear overworked or exploited

Discipline vs. Abuse

For parents and for our league coaches, the line between discipline and abuse is not always clearly drawn. What one person may consider firm discipline, another would consider abuse. What makes the difference?

Discipline is....	Abuse is...
<ul style="list-style-type: none"> - A positive method of training a child toward self-control and self confidence - Flexible to adapt to the developmental level and changes of the child - Designed to teach a child a healthy sense of independence - Encouraging the child to learn social behavior and ways of expressing their natural desires and drives - Enhancing the child's sense of self-worth and pride in their abilities and accomplishments - Teaching by example 	<ul style="list-style-type: none"> - Satisfying the adults needs while imposing socially unacceptable control on the child - Fostering unhealthy dependency - Placing unrealistic demands, expectations or limits on children - A result of adults failing to meet their own needs and desires through healthy and appropriate channels - Ignoring a child's positive qualities - Perpetuated generationally

In addition to the other suggestions for discipline of players, the following tips can help prevent situations from becoming abuse

1. **Don't discipline children when you are upset.** Take a few minutes to calm down and evaluate the situation before disciplining.
2. **Develop a positive mental attitude and a good sense of humor.**
3. **Get help from your peers.** Share your difficulties with other staff members. They may have experience dealing with your situation.
4. **De-stress yourself** by using your time off to rest and re-energize.

Reporting and Investigative procedures to respond to allegations

Child Abuse Prevention – Reporting

Although it is rare in baseball setting, allegation of abuse to players will arise. Due to the ongoing contact with players throughout the season and the close bond that can develop between coaches and players, players may reveal situations that fit in one to the categories described. It is critical that those individuals understand the process involved in reporting abuse, so as to respect the privacy of the victim. Any person having cause to believe that a child's physical or mental health or welfare has been intentionally harmed, or may be intentionally harmed by abuse or neglect shall report the person's belief in full compliance with the child abuse reporting statute. For purposes of providing guidance and to ensure that appropriate actions are taken, the following procedure has been established:

1. Upon the first suspicion of an instance of child abuse, the following steps should be taken immediately:
 - a. If any coach or volunteer suspects a case of child abuse, he/she shall report his/her suspicions immediately to the local authorities.
 - b. He/she shall also report his/her suspicions immediately to a PLC board member.
 - c. Emphasize confidentiality of the victim and any accuse as much as possible
 - d. The person receiving the initial report will be responsible for confirming the facts reported and the condition of the child, on the same day on which the first report was made
 - i. Commence an investigation immediately, and conclude it as soon as possible.
 - ii. Data concerning the child, name, address and other pertinent information will be obtained through discussions with the initial reporter and other volunteer members/coaches. The name of the person responsible for the care of the child, if available, will be obtained
 - iii. After the information is secured, a non-accusatory report (a report that identifies the victim of abuse or neglect whether or not the person responsible for the abuse or neglect is known) shall be made to the Washington County office of the Department of Social Services or local law enforcement agency
 - iv. On the same day that the case is first reported verbally to the Department of Social Services or law enforcement, the report will be documented on an Incident Report Form. This for, together with any other documentation shall be maintained in a confidential file.
 - e. Cooperate fully with law enforcement officials
 - f. The PLC board shall suspend and accused from the performance of duties involving children until the investigation has been completed.
 - g. Inform the victim and the victim's family of the steps that are being taken, and continue to keep them advised of the status of the investigations. If child abuse is confirmed, ask the victim and the victim's family what action they would like to take

in the matter, and fully cooperate to address their request within the bounds of a legal and prudent response.

- h. In instances where child abuse is confirmed, the coach/volunteer will be dismissed/terminated from their position.
- i. In instances where the evidence is inconclusive, the PLC board will take action depending upon the strength of the evidence available and after consideration of the family's request.

Volunteer/Coach Enlistment and Training

1. Any prospective coach/volunteer that has any prior incidents of sexual misconduct or child abuse of any nature will NOT be allowed to serve in any capacity where they could potentially have any contact with minors.
2. Criminal background checks will be performed/required on each volunteer/coach applicant. Background checks will be required every 3 years and randomly as deemed necessary by the PLC Board.
3. Standard interview questions will be developed and used in personal interviews with volunteer applicants, after reviewing the applications, checking all references and receiving criminal background check report. These interview sheets will be filled out with the results of the interview and kept in a separate file maintained permanently on each volunteer/coach.
4. It shall be the responsibility of the applicant to seek any correction of their criminal history record if the applicant is denied a position and the applicant believes it to be the result of incorrect information or other reasons related to criminal histories provided.
5. Any applicant with any criminal history on check will have to provide further information to PLC board from the governing agency with whom provided the background check and at this time will be discussed for potential position if deemed that offense is greater than 10 years old and minor in nature.
6. Each new coach/volunteer will be given the legal definition of child abuse in writing, as well as the policy on reporting child abuse. New volunteers/coaches joining PLC will be required to participate in training on the subject of child abuse prevention. This may include but not limited to video and written materials on this subject. This in turn should assist PLC volunteers/coach in identifying child abuse in the future.
7. All prospective coaches/volunteers will need to provide reference to which PLC will contact and document all conversations accordingly prior to approval for said party to participate within the organization.

Occasional Volunteer Workers

1. Individuals who only volunteer occasionally with the PLC organization must go through the entire volunteer/coach screening process. There will be NO exception for anyone.

The following acts or omissions are violations of this policy and will not be tolerated or accepted under any circumstances. Should any of these actions be observed at any time, they should be reported immediately to a PLC board member. If any of these actions occur during any activity or program, they should be immediately reported to the local law enforcement and/or RYAA board after the safety of the child, children, youth or minor involved has been assured.

1. Any direct observations or evidence of sexual activity in the presence of or in association with a minor.
2. Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor.
3. Sexual advances or sexual activity of any kind between and person and a minor.
4. Infliction or physical abusive behavior or bodily injury to a minor.
5. Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of the program.
6. Mental or emotional injury to a minor.
7. The presence or possession of obscene pornographic materials at any time.
8. The presence, possession, or being under the influence of any illegal or illicit drug.
9. The consumption of or being under the influence of illegal or illicit drugs or alcohol while on site or leading any structured activity within the RYAA organization.

Prevention Policies to Prevent Accusations of Abuse

1. **Always be in view of others.** If you need to meet with someone alone, do so in a place that is in full view. At no point in time should child be alone with an adult in a private secluded area.
2. **Do not allow players into private league areas.** This includes equipment rooms, garage with field equipment, concession stand, etc.
3. **No hazing or use of physical punishment at any time.**
4. **Limit your contact with players outside of league activities.**
5. **Report and injuries or unusual behaviors.** This would include injuries that may have occurred prior to reporting to practice or games
6. **At no time should one on one trainings take place between a coach and player.** Always make activities team oriented. If one on one work to take place ensure that another adult is present at this time (ie: coach, volunteer, child's parent)

Responding to the Victim

After any accusation of abuse has been reported and the child returns to PLC activities, your actions and reactions can be crucial to their well-being. Do NOT discuss with victims about the circumstances of the abuse, or why they didn't say anything sooner. Whether out of fear, guilt or shame, most victims feel trapped and unable to speak about their situation. You as a PLC representative should respect their privacy and confidentiality. The subject of the abuse should not be discussed with the group unless the victim volunteers the information. Do NOT discuss it with other coaches or volunteers.

Other Ways You Can Help

1. Show unconditional love and acceptance of the child
2. Be willing to listen without judgement
3. Reinforce that revealing the abuse was the right thing to do
4. Reinforce that the abuse was not the child's fault
5. Be prepared for negative behaviors. Often victims lash out.

Support for Victims and Families

PLC may want to provide support for victims and their families, or to those accused prior to and investigation and resolution of the allegation, to help them cope with allegations of sexual abuse.

PLC Anti Bullying Policy

PLC believes that all players, coaches and volunteers have a right to a safe and healthy environment. PLC and the community have an obligation to promote mutual respect, tolerance and acceptance.

PLC will NOT tolerate behavior that infringes on the safety of any player. A player shall not intimidate, harass, or bully another player through words or actions. Such behavior includes: direct physical contact, such as hitting, kicking, shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

PLC expects player, coaches and volunteers to immediately report incidents of bullying to a RYAA board member. Coaches/volunteers who witness such acts should take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated by the league. This policy applies to players on PLC grounds.

To ensure bullying does not occur on PLC grounds, the PLC organization will provide education to all coaches/volunteers in bullying prevention and cultivate acceptance and understanding in all players, coaches and volunteers to build PLC's capacity to maintain a safe and healthy environment.

Coaches/volunteers should discuss this policy with their player in an age-appropriate ways and should assure them that they do NOT need to endure any form of bullying. Players who bully are in violation of this policy and are subject to league disciplinary measures and potential removal from the league.

PLC will adopt a Code of Conduct to be followed by every player while on PLC property.

The players Code of Conduct includes, but is not limited to:

1. Any student who engages in bullying may be subject to disciplinary action up to and including removal from the league.
2. Players are expected to immediately report incidents of bullying to their respective coaches or a PLC board member.
3. Player can rely on PLC to promptly investigate each complaint of bullying in a thorough and confidential manner.
4. If the complainant player or the parent of the player feels that the appropriate resolution of the investigation or complaint has not been reached, the player or the parent of the player should directly contact the PLC board.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

1. All coaches, volunteers, players and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the season as part of signup packet.
2. PLC will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
3. Coaches/volunteers who witness acts of bullying shall take immediate steps to intervene when safe to do so. Person/persons witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will NOT reflect on the target or witness in any way.

PLC Policy for Conflict Resolution

PLC believes that all players have a right to a safe and healthy environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others.

To prevent conflict, PLC will incorporate conflict resolution education and problem-solving techniques into our organization. This is an important step in promoting respect and acceptance, developing new ways of communicating, understanding and accepting differing value and cultures within the organizations community and help ensure a safe and healthy environment.

PLC will provide training to develop the knowledge, attitudes and skills players need to choose alternatives to self-destructive, violent behavior and dissolve interpersonal and inter group conflicts. PLC will adopt a Code of Conduct to be followed by every player while on PLC property.

PLC Code of Conduct includes, but is not limited to, the following:

1. Players are to resolve their disputes without resorting to violence.
2. Players, especially those trained in conflict resolution and peer mediation, are encouraged to help fellow players resolve problems peacefully.
3. Players can rely on coaches/volunteers trained in conflict resolution and peer mediation strategies to intervene in any dispute likely to result in violence.
4. Players needing help in resolving a disagreement, or player observing conflict may contact a coach, volunteer or PLC board member for guidance in resolving issue.
5. Conflict resolution procedures shall not supplant the authority of a coach, volunteer or PLC board member to act to prevent violence, ensure player safety, maintain order and discipline parties involved.

PLC Social Media Policy

Policy

This policy provides guidance for coaches and volunteers of PLC in the use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, micro blogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites (ie: Facebook, Twitter, Snapchat, etc.), and other sites and services that permit users to share information with others in a contemporaneous manner.

Procedures

The following principles apply to use of social media on behalf of PLC as well as personal use of social media when referencing PLC.

1. Coaches, volunteers and PLC board members need to know and adhere to PLC Code of Conduct when using social media in reference to PLC.
2. Coaches, volunteers and PLC board members should be aware of the effect their actions may have on their images, as well as PLC's image. The information that is posted or published may be public information for a long time.
3. Coaches, volunteers and PLC board members should be aware that PLC may observe content and information made available by said parties through social media. Coaches, volunteers and PLC board members should use their best judgment in posting material that is neither inappropriate nor harmful to PLC, its players or the community.
4. Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content or images that are defamatory, pornographic, proprietary, harassing, libelous or that can create a hostile environment.
5. Coaches, volunteers and PLC board members are not to publish, post or release any information that is considered confidential or not public.

6. Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Parties involved should refer these inquiries to authorized PLC spokespersons.

PLC Training and In-Service Regarding Abuse and Molestation Program

Coaches/Volunteers

The following coaches/volunteers should be trained in sexual abuse prevention and recognition.

1. Those with access to or supervision over league players.
2. This responsible for enforcing sexual abuse prevention policies
3. Those overseeing the coaches/volunteers having access to or control of league players.
4. RYAA Board Members
5. New coaches/volunteers meeting any of the above criteria

Scope of training

1. All policies and procedures
2. Sexual abuse information
 - a. What is sexual abuse and how often it occurs
 - b. Appropriate, inappropriate and harmful behavior from PLC's perspective
 - c. Risk and protective factors for victimization and perpetration
 - d. Common myths about offender, such as the myth that most people who sexually abuse are strangers
3. Importance of preventing sexual abuse
 - a. Why they should be concerned with preventing sexual abuse
 - b. Their part of PLC's efforts to create a safe, healthy and respectful environment
 - c. That PLC's sexual abuse prevention policies protect players from sexual abuse and coaches/volunteers from false allegations
4. Personal conduct
 - a. Define appropriate and inappropriate conduct

- b. Describe how to deal appropriately with risky or compromising situations
 - c. Acknowledge the power differential when working with clients
 - d. Inform coaches/volunteers of their responsibility to act when they see or hear about inappropriate or harmful behaviors
5. Handling disclosures and allegations of sexual abuse
- a. Teach coaches/volunteers what they should and should not say to a victim who is disclosing sexual abuse
 - b. Instruct coaches/volunteers to report sexual abuse allegations, suspicious behavior and disclosures according to PLC policies
 - c. Inform coaches/volunteers of PLC's anti retaliation policies and applicable jurisdictional immunities

Coaches/volunteers

Coaches and volunteers need to understand child sexual abuse and their role in preventing it. Training topics may include:

1. Definitions of sexual abuse, including appropriate, inappropriate and harmful behaviors
2. Commonly held myths about sexual abuse, such as the myth that most offenders are strangers and are easily identifiable
3. Warning signs for sexually offending behaviors and victimization
4. Their responsibilities to act if they witness or hear about inappropriate or harmful behaviors
5. Where to report their concerns within PLC.

Players

Sexual abuse education and training for player/children should be provided at the level of each child/players understanding.

1. Educate players/children about sexual abuse, including what constitutes appropriate, inappropriate and harmful behaviors. They need to understand that no one has the right to force, trick, coerce them into and sexual situations and that sexual offenders, not their victims, are responsible for their behavior.

2. Discuss the importance of reporting sexual abuse and to whom they should report what they believe is inappropriate or harmful behavior.

Training records

Records of all training need to be maintained. These should include:

1. Title
 - a. Summary of topics discussed
 - b. Instructor
 - c. List of participants
 - d. Date of instruction
2. Copies of any completed written exams for each participant

All training and education activities need to be regularly evaluated to assure they remain accurate and comply with PLC policies and procedures. Re-training should be at least annually and when the following are identified:

1. Observations indicate policies or procedures are not being consistently followed.
2. Your policies and procedures change.
3. Coaches/volunteers training gaps are identified

Record keeping

Documenting and maintaining these records is critical to the success of PLC as an organization. Documentation goes a long way toward assuring that all applicable individuals understand our policies and their respective responsibilities to comply. Records verify that each aspect of our sexual abuse prevention program is being maintained and to identify those individuals that are not meeting their responsibilities. They are also critical when investigating reports of policy violations and abuse allegations. Our records will also support and demonstrate adherence to your program should our organization be investigated by a governing agency or to defend against any lawsuits that may be received.

General Record Keeping Practices

1. Only authorized persons (PLC Board Members) can access records
2. Store record in manner that they can be easily retrieved, reviewed and retained
3. Create a file for each coach, volunteer or applicant

Records to Retain

1. Those required by law
2. Coach, volunteer and applicants forms
3. Reports of policy violations and suspected abuse
4. Training records

Name: _____ Phone #: _____

Relationship: _____

Have you ever coached/volunteered within another organization? Y OR N

Reason for leaving other organization? _____

I certify that I have: no civil, criminal, ecclesiastical complaint has ever been sustained or is pending against me for sexual misconduct, felony criminal offense, child abuse, child endangerment or any offense restricting your ability to be around children. I certify that I have not been terminated or relieved of my duties from prior organizations for any of the above stated reasons. By signing below I certify that I will provide PLC with an Ohio Background Check and an FBI fingerprint report.

(Signature) (Date)

Approved.

Not Approved

Signature: _____ Date: _____

Signature: _____ Date: _____

PLC Policy of Sexual Misconduct Acknowledgement of Receipt

I hereby acknowledge that I have received on _____(date), a copy of the “Abuse and Molestation Program and Policy for PLC” and that I have read the policy, understand its meaning, and agree to conduct myself in accordance with the policy.

Printed Name: _____

Signature: _____

Report of Suspected Sexual Misconduct

Reported By:

Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Date of Report: _____

Person suspected of misconduct:

Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Date of Report: _____

Other person(s) involved (witness or victims):

Name: _____

Age: _____ Sex: M OR F Phone: _____

Proceedings: