

HIPAC NYI Staff/Volunteer Youth Event Behavior and Safety Policy

Judicial Administration

601

A response is appropriate any time a person with authority to respond becomes aware of information that a prudent person would believe to be credible. In addition, a response is also appropriate when information which would cause a prudent person to believe that harm is likely to come to the church, to potential victims of misconduct, or to any other person as a result of misconduct by a person in a position of trust or authority within the Church.

601.1

When a person who does not have authority to respond for the church becomes aware of information which a prudent person would consider to be credible and which would cause a prudent person to believe that wrongful conduct by a person in a position of trust or authority may be occurring within the church, the person with the information shall make the representative of the church who has the authority to respond aware of the information.

601.2

The person who has authority to respond is determined by the position within the church of the individual or individuals who may be involved in misconduct as follows:

<i>Person Implicated</i>	<i>Person with Authority to Respond</i>
Nonmember	Pastor of local church where the conduct in question takes place.
Layperson	Pastor of church where layperson is a member.
Member of the clergy	District superintendent (in conjunction with the District Advisory Board) where the person implicated is a member or the pastor of the local church where the person is on staff.

<i>Person Implicated</i>	<i>Person with Authority to Respond</i>
District superintendent	General superintendent in jurisdiction
Regional director	General superintendent in jurisdiction
Field strategy coordinator	General superintendent in jurisdiction
Not otherwise defined	General secretary

The person with authority to respond should also in a timely manner notify respective persons in leadership at the district, field, regional, and/or global dimensions about the accusations. The person with authority to respond may enlist the help of others in any fact-finding or response.

601.3

If no accusation has been made, the purpose of an investigation shall be to determine whether or not action is needed to prevent harm or to reduce the impact of harm that has previously been done. In circumstances in which a prudent person would believe that no further action was needed to prevent harm or to reduce the impact of harm, no investigation will continue unless an accusation has been filed. Facts learned during an investigation may become the basis of an accusation.

ABUSE TOLERANCE

Hawaii Pacific District (HIPAC) Nazarene Youth International (NYI) has a zero tolerance for abuse in ministry programs and ministry activities. It is the responsibility of every staff and volunteer at this event to act in the best interest of all children in every program. In the event that staff or volunteers observe any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is their responsibility to immediately report their observations to the highest authoritative figure at the event(children’s pastor/director, security chief, or event director).

ENFORCEMENT OF POLICIES

Our staff members and volunteers who supervise other staff members or volunteers are charged with the diligent enforcement of all our policies. Violations of these policies are grounds for immediate

dismissal, disciplinary action, or reassignment for both volunteers and staff members. Final decisions related to policy violations will be the responsibility of the Pastor and the HIPAC NYI Council.

CONSEQUENCES OF VIOLATION

Any person accused of committing a prohibited act or any act considered by the HIPAC NYI to be harmful to a child will be immediately suspended from participation in the event. This suspension will continue during any investigation by law enforcement or Child Protective agencies. Any person found to have committed a prohibited act should be prohibited from future participation as a staff member or volunteer in all activities and programming that involves children, students or vulnerable populations at HIPAC NYI. If the person is a staff member or employee, such conduct may also result in termination of employment from HIPAC NYI. Failure to report a prohibited act to the designated person is a violation of this policy and grounds for termination of employment of a staff member or employee. Volunteers who fail to report a prohibited act may be restricted from participation in any activities involving children, students or vulnerable populations at HIPAC NYI.

REPORTING VIOLATION OF POLICY

In order to maintain a safe environment for our children, our staff members and volunteers must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies. All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to an immediate supervisor in the ministry area/event.

REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

HIPAC NYI is committed to providing a safe, secure environment for children and their families. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to our Security Team and if need be to other appropriate agencies. An element of the safe environment referenced above includes the fostering of a culture of reporting relevant information to a supervisor or a member of our Security Team. Because sexual abusers 'groom' children for abuse, it is possible a staff member or volunteer may witness behavior intended to 'groom' a child for sexual abuse. Staff members and volunteers are asked to report 'grooming' behavior, any policy violations, or any suspicious behaviors to a supervisor or a member of our Security Team.

REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT

Staff members and volunteers at HIPAC NYI are required to report suspicions of child abuse or neglect, or any inappropriate behavior of a colleague or co-worker, to the immediate supervisor of the area (Security Chief/Event Director). Hawaii law requires that any person having cause to believe a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect must make a report to the appropriate law enforcement agency. If the staff member or volunteer prefers, the staff member or volunteer may request reporting assistance from an immediate supervisor; together with the immediate supervisor, the staff member or volunteer will make a report to the appropriate authorities. If the staff member or volunteer makes a report regarding a suspicion of abuse or neglect without assistance, the staff member or volunteer will immediately notify an immediate supervisor. In

no way does any provision in this policy discourage any staff member or volunteer from reporting a suspicion of abuse or neglect to the appropriate Hawaii authorities.

Information disclosed to a minister during the course of counseling, advising, or spiritual direction shall be held in the strictest confidence possible, and shall not be disclosed without the informed consent of the person, except as required by law.

Whenever possible and as soon as possible, the minister should disclose those circumstances under which confidentiality may be breached:

- When there is the clear and present threat of harm to self or others.
- When there is the suspicion of abuse or neglect perpetrated on a minor, disabled person, elderly person, or other vulnerable person as defined by local law. It is not the responsibility of the reporter to ascertain the veracity of the report or to investigate the context of the report, but only to report suspicion to the appropriate authorities. A minor is defined as any human being under the age of 18, unless the age of majority is attained later under a state's or country's own domestic legislation.
- In legal cases when under court order to provide evidence. Ministers should keep secure minimal records of the content of sessions, including a record of the disclosures given and the informed consent received.

Knowledge that arises from professional contact may be used in teaching, writing, homilies, or other public presentations only when measures are taken to absolutely safeguard both the individual's identity and the confidentiality of the disclosures.

While counseling a minor, if a minister discovers there is a serious threat to the welfare of the minor and that communication of confidential information to a parent or legal guardian is essential to the minor's health and well-being, the minister should disclose information necessary to protect the health and well-being of the minor.

Internal Reporting Procedure

The internal reporting procedure for the HIPAC NYI is to make sure the right people are notified while keeping the information to only those who need to know. Once a staff member is made aware of abuse either adult to minor or minor to minor they should notify the security chief. Once the staff member and the security chief file an incident report they will then notify the event director, who will then notify the District NYI President (DP). From this point on the DP will handle moving the information up the chain. During this time the people that are at the event should make sure the minor is safe and everyone involved in the incident report is gathered (based on the severity of the accusation), but should be careful to make sure the information doesn't spread to others at the event. In the meantime the information has reached a district level and the DP will talk with the District Superintendent (DS). At this point the information has reached the highest level of authority on the district level. The information should never stop at any point along the chain because it is the districts responsibility to handle the situation. The DS will handle contacting authorities, families, and the minor's local church pastor, while the DP will be in communication with the people at the event (if the DP is not already at the event and the accusation is severe the DP should go to the event immediately) and will be letting the DS know if it is severe enough to need them to come to the event. From this point on the DS and the proper authorities will handle the situation while the DP helps the event continue on.

Incident>Staff Member Reports to Security Chief>They file report contact event director>Event Director contacts DP>DP contacts DS>The DS will be the only one sharing information with families. If you are asked about what happened refer them to the DS.

HIPAC NYI Guidelines

As a HIPAC NYI employee or volunteer, it is our duty to prevent harm towards minors in our care. The following are behavior guidelines for staff while working with minors. The purpose of these guidelines is to provide a safe environment for both staff and minors, and to raise awareness of how to manage risk when minors are present in the program. "Minors" includes any youth under the age of 18 years old. "Staff" includes both employees of the HIPAC NYI and volunteers. "Parent" is considered both parents and legal guardians. This policy should be provided to all new staff upon hire, and reviewed with returning staff on an annual basis. These guidelines emphasize the responsibility that staff, volunteers, parents, and minors each have in ensuring a safe and successful program.

BEST PRACTICES FOR SAFELY WORKING WITH MINORS

1. Avoid being alone with a single minor where you cannot be observed by staff or other adults.
2. Do not discipline minors by use of physical punishment or by failing to provide the necessities of care.
3. Physical, verbal, emotional, or sexual abuse of minors is unlawful and is prohibited by state law and HIPAC NYI policy.
4. Appropriate guidelines around physical contact should always be followed. Please see the following pages for these guidelines.
5. Do not have off-hours contact with minors. Separate your private life from your work or volunteer activities.
6. Understand and respect the boundaries set by minors regarding physical touch or sharing personal information.
7. In sensitive situations and in case of injury, involve another staff member, adult, or parent.
8. Provide clear communication about the program at all times. Communicate the codes of conduct/rules/behavior to staff and minors at the onset of each program or event. Share with parents how and what you are doing with minors and keep parents involved in an ongoing relationship.
9. Allow minors to opt out of distribution of contact information (except to designated staff as needed).
10. Minors are not allowed on program premises without a staff member present.
11. No Internet social networking with minors for *personal* reasons is allowed. Networking through approved program sites/profiles may be used when the contact is related to programming.
12. Staff should understand the program emergency plan for responding to a crisis situation. In case of emergency, contact minor's emergency contact person as soon as possible.
13. Communicate to your program lead all situations that may be questionable or a possible breach of these guidelines. If you believe someone has perpetrated abuse or neglect, immediately and confidentially report such violation and follow HIPAC NYI guidelines for internal reporting, as applicable.

The following are specific actions staff can follow in order to avoid harmful relationships with minors.

1. Establish clear boundaries with minors, i.e. stating what are or are not appropriate conversation topics.
2. Do not have inappropriate physical contact (see chart below).
3. Treat all minors equitably, i.e. fairly and consistently. Avoid showing favoritism.
4. Do not discuss your personal life with minors.
5. Follow appropriate professional attire guidelines and avoid provocative or revealing attire.
6. Do not swear or tell off-color jokes.
7. Do not allow minors in your living quarters.
8. Do not transport minors in a private vehicle when alone with minor.
9. Do not discuss your own or minor’s sex life or activities.
10. Do not smoke or drink alcohol in the presence of minors.
11. Do not share sexually explicit literature, magazines, books, music, or videos.
12. Seek support for high risk situations, such as discussions of very personal stories.
13. When in doubt, seek assistance from a program lead or supervisor.

The following chart lists unacceptable and acceptable behaviors and actions with minors. It is intended to give clarity to unacceptable interaction between staff (employee or volunteer) and minors and the consequences for those actions. **The lists are illustrative and not all-inclusive; other behaviors may be identified.**

<p><u>Zero Tolerance</u> These behaviors, when substantiated, represent gross misconduct and may include termination of employment/participation.</p>	<p><u>Not Allowed</u> These behaviors <i>could</i> result in corrective action up to and including termination of employment/participation.</p>	<p><u>Appropriate</u> These behaviors are generally ok. However, even appropriate touch can be inappropriate when excessive, done for staff’s personal pleasure or when the intention is to give preferential treatment.</p>
<p><u>PHYSICAL CONTACT:</u></p> <ul style="list-style-type: none"> • Sexual abuse, molestation. • Physical abuse, punishment, discipline (e.g. use of physical force, striking, squeezing, whether used for behavior management or not). • Physical interaction involving intimate touch or 	<p><u>PHYSICAL CONTACT:</u></p> <ul style="list-style-type: none"> • Bear hugs. • Holding hands – intent is to eliminate special, singular relationships (ok for groups, games and with very young children who need assistance). • Touching any parts of the body without consent. 	<p><u>PHYSICAL CONTACT:</u></p> <ul style="list-style-type: none"> • Shaking hands. • High fives. • Hand signs and greetings. • Side hugs. • Even physical contact that is considered ‘appropriate’ must

<p>other risk of injury (e.g. tickling, wrestling, twisting nipples, swinging minors by ankles or wrists, massages, caressing, sitting on lap, patting on bottom, kissing).</p> <p><u>OTHER ACTIONS:</u></p> <ul style="list-style-type: none"> • Verbal abuse (e.g. yelling in aggressive or threatening manner; belittling, including making fun of the individual/ individual's family, national origin, religion, sexuality, ethnicity, disabilities, sexual orientation; threatening bodily harm to the individual or individual's family/friends). • Bullying, taunting; intimidation of physical force. • Using inappropriate consequences for behavior (e.g. closing minor in closet, cabinet; restraining minor inappropriately such as tying their hands with string, taping their mouth). • Neglect – failure to provide for basic needs of minors (e.g. failing to provide appropriate medical care, access to restrooms, or access to food/water). • Telling or asking a minor not to tell an adult or parent of words or actions of staff or volunteers. • Founded violation from Child Protective Services or law enforcement agency relating to the safety of a minor. 	<ul style="list-style-type: none"> • Restraint of a minor (unless minor is an immediate danger to self or others; to avoid harm to a minor, physically redirecting minor to safety). • Being rough with minors for behavior management (eg. yanking arm, grabbing shoulder, pushing minor into position). • Roughhousing (aggressive physical contact, often for fun, minor not in control of body). • Lifting, carrying, piggy-back or arm-chair rides (exceptions could be for challenge course activities, group games, moving an injured minor). <p><u>OTHER ACTIONS:</u></p> <ul style="list-style-type: none"> • Emotional abuse (eg. sarcasm, harsh or abusive words; rejecting or stating you do not like a minor). • Neglect – denying snack or other comfort as a behavior consequence. • Personal gifts to minors or their parents (includes any gift, note, craft, food or beverage intended to give a minor and/or parent special attention not given to others). • Crossing boundaries of appropriate and inappropriate interaction with minors (including 	<p>be consented to by the minor, and be appropriate for the situation.</p>
---	---	--

<ul style="list-style-type: none"> • Failure to fully cooperate with an investigation by program staff, the HIPAC NYI, law enforcement agency or other authorized outside agency. • Sexual exploitation (e.g. sharing or taking nude pictures). • Being nude in front of minors under your care or direction. 	<p>telling stories of personal sexual relationships, illegal activity, siding with minors as opposed to supporting staff with rules).</p> <ul style="list-style-type: none"> • Singling a minor out for favored attention or giving the appearance of grooming. 	
<p><u>PROCEDURES:</u></p> <ul style="list-style-type: none"> • Supervisory staff instructing employee in mandatory reporting situation not to make a report. • <i>Unauthorized</i> off-hours contact, including but not limited to: babysitting, movies, foster care, weekend trips, dating, social networking and texting. • Dating a program participant who is a minor. • Serving food with nuts or other allergens to a minor with known allergies. <p><u>ADDITIONAL:</u></p> <ul style="list-style-type: none"> • Illegal activity on work time. • Undisclosed past criminal history (as required by routine background check performed at hiring). • Using, selling or providing alcohol or illegal drugs on site, or in program. Selling or providing over-the-counter drugs to minors, 	<p><u>PROCEDURES:</u></p> <ul style="list-style-type: none"> • Failing to report suspicion of abuse or neglect internally and to Child Protective Services. • Violating reporting procedures or failing to report rule-breaking to supervisor. • Supervisory staff instructing employee <i>not</i> to report a situation to risk management or human resources. <p><u>ADDITIONAL:</u></p> <ul style="list-style-type: none"> • Illegal activity outside program hours or off site. • Bringing or carrying a weapon into the program. • Being in possession of or being under influence of alcohol or drugs on site and/or in program. 	

except by documented parental authorization.		
--	--	--

Educating minors

Minors may be informed in a manner that is age appropriate of their right to set their own physical limits for personal safety. They will be encouraged to tell an adult if someone is abusing them. They will also be encouraged to tell an adult if they are in a situation or observe something that makes them uncomfortable.

Consequences of inappropriate behaviors

The HIPAC NYI and HIPAC NYI Youth Event staff take these matters seriously. In the case of suspected abuse or neglect of a minor, HIPAC NYI will adhere to existing policies and procedures for corrective action. Actions taken will first and foremost consider the need to ensure the safety of minors participating in the program.

All HIPAC NYI employees and volunteers are required to report suspected child abuse or neglect to the authorities, as outlined below.

Abuse can occur:

1. At home or away from the program; signs of abuse may be observed at the program, or a minor makes a written or oral disclosure.
2. During the program by an employee, volunteer or other adult or minor:
 1. Staff can break rules or cross boundaries of appropriate interaction with minors.
 2. Minors can act out by themselves or with other minors, including bullying, intimidation or other prohibited acts.

*If you have reasonable cause to believe a minor has been abused, or if a minor has disclosed an abuse to you, you have a duty to report that abuse to the proper authorities. Failure to do so is a violation of HIPAC NYI Youth Event Guidelines for Working with Minors and may result in disciplinary action, up to and including dismissal. Even if you're not sure whether something constitutes abuse, it's better to have others help you decide, rather than keep information to yourself. **If you are a mandated reporter, you are required by law to report known or suspected instances where a minor has been abused or neglected. Not doing so is considered a gross misdemeanor.** You are a mandated reporter if you are an educator/clergy OR if you have regular supervisory authority over any staff whom you believe has caused a minor to suffer abuse or neglect.*

At the first reasonable cause to believe that *abuse or neglect* occurred (off-site or on-site), or if you witness abusive behaviors, you must:

- If the safety of a minor is of immediate concern, call the police:
 - Call 9-1-1 for immediate intervention.

For all other cases, tell Security Chief/Event Director or person holding highest authoritative responsibility. This person if necessary will contact either Child Protective Services (CPS) or local law enforcement within 48 hours:

Questions that will be asked when you call:

- The name, address and age of the minor.
- The name and address of the minor's parent, guardian or other persons having custody of the minor.
- The nature and extent of the abuse or neglect, including location and description of the incident.
- Any knowledge of previous incidences.
- Any other information which may be helpful in establishing the cause of the minor's abuse or neglect and the identity of the perpetrator.

You do not need to have all of the above information when you call to make a report, but the more accurate information you can provide, the better equipped the office will be to assess the child's risk. Provide the information you are able to obtain, as clearly and objectively as possible. Describing actions, symptoms, physical observations or telling what is said, is more helpful than giving your opinion. **If you are unsure about whether a report is justified, you may use Child Protective Services (CPS) as a sounding board to help determine whether a report should be made and to whom.**

For cases involving abuse occurring in a HIPAC NYI program or on HIPAC NYI property, contact your supervisor immediately, and follow policy instructions on internal reporting. Describe what occurred and who was involved.

HIPAC NYI Youth Event Leaders will adhere to existing policies and procedures for corrective action regarding the employee or volunteer, including suspension or termination from HIPAC NYI employment or volunteer status.

Program Lead, supervisor, director, event leader, etc, will always be a member of the NYI Council, the Security Chief, or a NYI Pastor.

Confidentiality of information related to abuse is crucial and should be limited to the immediate supervisor, any authorities called, and designated internal reporting recipient(s).

Please see HIPAC NYI Ministry Safe Policy for more information.