

ADVANCE KIDS

CHILD PROTECTION POLICIES

VOLUNTEER SCREENING AND ABUSE PREVENTION POLICY

This policy is specifically intended to safe our children from all forms of abuse. It is also to protect adults as well. This policy addresses three areas: volunteer screening, reporting procedures, and additional safeguards.

- All adult volunteers working with minors must complete a background check. Clearances must be updated as required by the state of Pennsylvania.
- Immediately report any suspicion of child abuse or neglect of which you have knowledge or observe within the scope of your duties to Heather Prentice or one of the elders.
- Additional safeguards are as follows: there must be two volunteers in a classroom before children are received. No one may be alone in a classroom with a child. No one is to be alone in a bathroom at any time with a child.

SECURITY POLICY

Many different volunteers care for children each week. It is very difficult for each volunteer to know every child and the many different changes in family situations. Because we want to ensure safety, we ask that parents follow these procedures.

- As parents check in their child(ren), they will receive a name tag with non static number that matches their child's.
- The child will go their age appropriate classroom.
- When picking up the child(ren), the parent must be wearing their name tag in order to receive the child.
- Match up the security numbers of the parent and child before releasing the child.

RESTROOM POLICY

For the protection of our children and volunteers, it is important to follow these procedures when taking children to the bathroom:

- A volunteer is never allowed in a bathroom alone with a child.
- If needed, assist children with their clothing in the open doorway before they go into the bathroom.
- Encourage children to do as much of this for themselves as possible.
- If you have an emergency situation where a child is sick, or needs assistance, please prop open the bathroom door and ask another volunteer to help you.

