



Child/Youth Protection Policy

Goal

It shall be the goal of the Oklahoma Hemophilia Foundation to provide a safe environment for the physical and emotional well-being of all children participating in chapter activities, including any temporary childcare programs. OHF's goal is to inform workers and enforce policies to ensure that all children are safe and well protected while attending scheduled events.

Selection and Screening Process

- I. It is the goal of the Oklahoma Hemophilia Foundation (herein referred to OHF) to adequately screen the applications of persons desiring to work with children participating in all Chapter programs, including participants in any temporary childcare programs.
- II. **Classification of workers**
 - a. In order to screen workers appropriately for their responsibilities, OHF staff person or designee responsible will categorize workers into two categories: primary and secondary. These items refer to the relative levels of responsibility and risk, not the ages of the children being served. Primary Volunteer Works: Include all paid staff members plus those volunteers in roles with greater responsibility or risk are classified as primary workers and should meet the primary screening standards and must be 18 years of age. Secondary Volunteer Workers: Persons who occasionally interact with children and/or do so in less risky circumstances for example volunteers who see children only in a group setting, on Chapter specific activities, or who interact with children in the presence of an approved primary worker are classified as secondary workers. This category may also include parents of participants who help supervise activities. All volunteers under the age of 18 will be considered secondary workers.
- III. **Volunteer Applications**
 - a. Primary Volunteer applicants must complete and sign an Application for Volunteer Who Will Work with Children

- b. Applications must be submitted to OHF Office. The Executive Director will oversee the interview process and reference checks. OHF keeps confidential all information received in the applicant selection process.

IV. References

- a. The Executive Director or designee must check and document at least three references for each primary worker and must conduct a reasonable inquiry into the character of secondary worker applicants. References may be checked by phone, mail, email or in person. Information gained in these checks should be noted directly on the application.

V. Criminal Background Check

- a. A criminal background check and child abuse registry check shall be required for all Primary worker positions, both employee and volunteer workers. No one who has been convicted of a crime involving misconduct with children will be allowed to work with children. Completing the application for *Volunteers Who Will Work with Children* authorizes OHF to conduct these checks. Background checks will be kept confidential.

VI. Acknowledgement of Chapter Policies

- a. All applicants must acknowledge in writing that they understand OHFs policies pertaining to the protection of children and that they agree to abide by them. This requirement will be met by having applicants sign the *Acknowledgement of Receipt* Form.

Supervision of Children and Youth

It is the policy of OHF to provide adequate supervisory control of persons working with children participating in all Chapter activities including temporary childcare programs. The following regulations shall be applicable to all primary and secondary workers having contact with children participating in all Chapter programs.

I. Safety of Children

- a. It is the responsibility of all persons having contact with children participating in Chapter Programs to promote the emotional and physical safety of the participants giving regard to all factors and circumstances known to them. If in their opinion, an unsafe condition exists; such persons shall immediately take appropriate precautions under the circumstances to protect all children. Nothing contained in any other policy, procedure, or instruction shall be construed to relieve persons having contact with children from this responsibility.

II. Three-person Rule

- a. It shall be the goal of the Oklahoma Hemophilia Foundation that a minimum of three people will be in attendance at all times when children are being supervised during a chapter activity regardless of the number of participants, location, or activity. At least one of these must be a primary screened worker. At camp there is an exception to this- a minimum of three campers may move about camp according to camp policy following the three-person rule and a primary screened worker is not required. At no time will an adult meet alone with a child in any room where the door is closed or in an area where they cannot be seen.

III. Volunteers Code of Conduct

- a. Workers, both primary and secondary, will be required to sign a Volunteer's Code of Conduct

Reporting and Responding to Alleged Child Abuse or Neglect

I. Reporting Policy

- a. It is the policy of OHF to report any incident of child abuse toward any child in OHF. This would include participants in temporary childcare programs. Any worker of OHF who has cause to believe that a child's physical or emotional health or welfare has been or may be adversely affected by abuse or neglect shall report that belief according to the following procedures
- b. The worker shall report such belief to the Executive Director, Board Chair, or a member of OHF board.
- c. The Executive Director or Board Chair will report to one of the following: the local Child Welfare Services, the Child Abuse Hotline or any local law enforcement agency.
- d. The Executive Director or Board Chair will notify the parents of the child (unless the parent is the person responsible for the abuse or neglect).

II. Confidentiality

- a. All reports of child abuse or neglect shall be held in absolute confidence. No person shall communicate any information concerning the alleged event to any person except as necessary to cooperate with any official investigation. Any breach of this confidentiality by an employee of OHF shall be cause for immediate dismissal. The Executive Director/Board Chair may authorize limited additional disclosure if necessary to protect other children from harm in the near

future, particularly where the person responsible for the abuse cannot be identified, but in case shall the identity of the victim of the accused person be disclosed except as required by law.

III. Investigation of Alleged Abuse or Neglect

- a. No person shall attempt to conduct a detailed investigation either through examination or interrogation of the child, the accused person or a witness. It is acceptable to obtain a reasonable amount of information to have cause to believe a child has been abused or neglected. Interviews shall be conducted only by authorized officials or the agency to whom the suspected crime has been reported, or when appropriate, by legal counsel or persons representing OHF in an official capacity. All employees and volunteers of OHF shall cooperate with the official investigation as requested.

Adopted June 17, 2019



Acknowledgement of Receipt of
Child/Youth Protection Policy

I have been given a copy of the Oklahoma Hemophilia Foundation's Child/Youth Protection Policy.

I have read and understand the document. I understand that my services as an employee of OHF or as a volunteer worker who works with children for OHF is dependent on my strict adherence to these policies.

Name (please print): _____

Signature: _____

Witness: _____

Date: _____



Volunteer's Code of Conduct

Our children are the most important gifts. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer's Code of Conduct as a condition of my providing services to the children and youth of the Oklahoma Hemophilia Foundation.

As a volunteer, I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children and/or youth at OHF activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Report suspected abuse to Chapter Staff, Board Chair, Board Member and the local Child Protective Services Agency.

As a volunteer, I will not:

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Use, possess, or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations).
- Strike, spank, shake, or slap children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

I understand that as a volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer with children and/or youth.

My signature below indicates that I agree to follow the above code.

Name (print please): _____

Signature: _____

Date: _____



Stand-Alone Disclosure for Background Check

I hereby authorize Oklahoma Hemophilia Foundation to conduct a background check. The information obtained in such search may impact the decision to allow me to serve as a volunteer with children.

Name:

Address:

Previous Address:

Birthdate:

Drivers License #: