

Ross Lynn Charitable Foundation Inc
Child Protection Policies & Procedures
Sources: Volunteer & Staff Policy Manual

RLCF does not presently offer overnight activities with youth. The current activities and/or learning opportunities are day activities held in collaboration with programs serving the youth population being worked with. RLCF adheres to the collaborating organizations Child Protection Policy and the Reduction of Risk and Safe Sanctuary Policies of the United Methodist Church.

All other offerings of RLCF are day only and with volunteer participation by adults who sign participation and hold-harmless agreements.

Guidelines for the ways in which staff and volunteers of the RLCF conduct themselves when presenting or representing the RLCF in any setting follow:

Unauthorized Activity

Staff and volunteers are not allowed to conduct activities with youth or adult participants that have not been approved by RLCF prior to the activity

No One-on-One Rule

Staff and adult volunteers are not allowed to be in one-on-one situations with youth and adult participants. Youth are not allowed to be in one-on-one situations.

Sexual Acts with Minors

Sexual acting-out between a staff or volunteer and a minor is grounds for immediate dismissal.

Sexual Abuse

Staff and volunteers may not be covered by liability insurance coverage against claims of sexual abuse and legal defense may not be provided against such claims. If a youth participant or adult participant is found to have a legitimate claim of sexual abuse against a staff or adult volunteer, RLCF will promote the arrest, prosecution, conviction, and incarceration of that staff or volunteer, and will seek compensation for all claims against RLCF.

Sexual abuse is cause for immediate dismissal.

Sexual Harassment

Sexual harassment of fellow staff, volunteers and/or youth participants is grounds for immediate dismissal.

Physical Abuse

Staff and volunteers must refrain from corporal punishment of any kind. Corporal punishment is grounds for immediate dismissal.

Psychological Abuse

Verbal abuse, including shouting and/or name calling that may be considered abusive is not allowable. Such abuse is cause for immediate dismissal.

Complaints and Reports

The Executive Director, Associate Director and/or Programs and Events Coordinator shall verbally report all allegations of enrollee or participant abuse, neglect, and exploitation to RLCF liability insurer within 24 hours and also submit documentation within two working days. RLCF shall cooperate with the liability insurer in investigating the allegation, taking appropriate action, and maintaining documentation of the investigation and resulting actions.

Additionally, conduct adhered to by the RLCF risk management system includes where applicable:

- **Informed Consent**
- **Health History Forms**
- **Fun Centered Challenge/Activity by Choice**
- **Background Checks**
- **Adoption of Best Practices**
- **Transportation Guidelines**
- **Hold Harmless Agreements**