

Silverton Arts Association Child Protection Policy

I. Introduction

The Silverton Arts Association has a zero-tolerance policy for incidents of child abuse. Our programs serve no positive purpose if we do not ensure children's safety. In every case, the report of molestation and abuse, or suspected molestation or abuse, will be treated with absolute priority, and the Arts Association will do everything in its power to ensure the successful prosecution of the perpetrator to the fullest extent of the law.

This document provides guidelines and establishes procedures for employees, board members, volunteers, consultants, or anyone conducting or involved (defined as "Individuals") in children's programming on behalf of the Silverton Arts Association. Note that such "Individuals" do not include outside vendors, contractors, or service providers, unless they are directly involved with Arts Association children's programming.

II. Compliance

The Silverton Arts Association, as part of its Child Protection Policy, is responsible for appointing a Compliance Officer. The Compliance Officer ensures the organization is acting in accordance with any requirements outlined in the policy. He/she is also responsible for designing and implementing any internal controls, policies, and/or procedures to assure compliance with the internal policy and with any outside parties. The Compliance Officer audits each outside entity to make sure they are following the policy guidelines, ensures that any reports/incidents are handled appropriately and in a timely manner, and responds to requests for information from internal and external clients.

Other duties of the Compliance Officer include but are not limited to:

- Conducting orientation of our guidelines for new personnel
- Ensuring that annual background checks are conducted internally and externally
- Notifying the President and/or Office Manager of any incident reports

III. Orientation for those providing child-oriented programming

Any individual expected to work directly with children will be provided with this document and an orientation of the Silverton Arts Association's policies prior to any work with children. This orientation covers:

- Individual's obligations with regard to reporting incidents of child sexual molestation and abuse
- The process for reporting to the proper authorities and notification of the Compliance Officer and Silverton Arts Association.

IV. Background Checks

At minimum all Silverton Arts Association “Individuals” working directly with children will be subject to a national name-based criminal background check on an annual basis. All background checks resulting in a positive finding of sexual abuse or molestation will result in that individual being permanently banned from working or volunteering in the organization.

a. Silverton Arts Association “Individuals” are defined as follows:

- All employees of the Silverton Arts Association
- Any volunteer working directly with children on behalf of the Silverton Arts Association
- All interns or others who may conduct youth programming on behalf of the Silverton Arts Association
- Any individual who may be affiliated with a Silverton Arts Association sponsored activity in any capacity and who is in regular contact with young people involved in Silverton Arts Association programming

b. Background checks will be conducted by an approved Background Check Provider. Checks will include, at a minimum:

- National Criminal File
- National Sex Offender Registry
- Social Security Number Verification
- County and municipal hand checks, where deemed necessary

V. Incident Reports

a. The Compliance Officer will have a form that MUST be filled in the event an incident is reported or occurs. The report will be submitted to senior staff and all appropriate authorities will be contacted. This form should be completed and submitted to the Compliance Officer immediately and no more than 24 hours after the incident occurs or is brought to the attention of the Individual.

b. Individuals must immediately report any and all incidents, suspected incidents, or allegations of molestation or abuse in accordance with the governing state law. Individuals will immediately report any and all incidents, suspected incidents, or allegations of molestation or abuse to the proper local authorities and the Compliance Officer. It is not the responsibility of the individual to decide if an incident is valid, truthful, or worth reporting. This determination will be made by local authorities.

c. All those participating in a Silverton Arts Association sponsored program event involving children must sign a copy of this policy that will be provided to them prior to the event. Individuals will not be given permission to participate in any event where children are present without signing the policy.

d. Individuals must agree to immediately report any incident or allegation of child abuse to local child welfare agencies and/or law enforcement, regardless of the inclusion or absence of this mandate within their governing state laws. Additionally, individuals must agree to immediately report any incident or allegation of child abuse to their appointed Compliance Officer and supervisor. By signing below, I acknowledge that I have received, read, and agree to abide by the Silverton Arts Association Child Protection Policy. Signature:

Name: _____

Date: ____ / ____ / ____