

CONGREGATION KOL AMI

ABUSE PREVENTION POLICY

Purpose

Congregation Kol Ami seeks to create a welcoming and nurturing environment and has zero tolerance for those whose actions may jeopardize the safety, health or innocence of a minor. This policy establishes how Congregation Kol Ami will seek to prevent the physical, emotional and sexual abuse of children and youth by its employees and volunteers.

DEFINITIONS

Abuse – Because it takes many forms, abuse can be broken down into the following subtypes, all of which are prohibited within the scope of this policy.

- Physical abuse – Injury inflicted on a child or youth.
- Sexual abuse – Contact or activity of a sexual nature between an adult and a child or youth.
- Emotional abuse – Mental or emotional injury inflicted on a child or youth by the actions of an adult.
- Neglect – Failure to provide adequate care for a child or youth.
- Economic abuse – Deliberate misuse of the money or belongings of a child or youth.

Child – A child is defined as anyone under the age of 12.

Youth – A youth is defined as anyone between 12 and 18 years of age.

Employee – Any individual who is employed by Congregation Kol Ami, including those persons who provide services to Congregation Kol Ami and interact with children and youth at programming or in school.

POLICY GUIDELINES

Personnel/Volunteer Screenings

The required screenings and background information will depend on the positions and their level of involvement with children and youth.

For those who regularly work with or around children or youth:

Candidates for positions that involve repeated, planned and direct interaction with children or youth will be screened and selected using the following:

- Standard Congregation Kol Ami employment application and/or related documentation that includes signed authorization to perform necessary background checks.
- Criminal background checks in any and all states where the candidate has lived in the past seven years.
- Sexual offender registry checks in any and all states where the candidate has lived for the last seven years.
- Driving records and any applicable certification if the position requires the transportation of children.
- In-person interview of the candidate.
- If hired, criminal and sexual offender registry checks will be conducted every five years for those who regularly work with children or youth as described above.

For those who regularly volunteer to work with or around children or youth:

Volunteers for positions that involve repeated, planned, direct and unsupervised interaction with children or youth will be screened and selected using the following:

- Criminal background checks in any and all states where the candidate has lived in the past seven years.
- Sexual offender registry checks in any and all states where the candidate has lived for the last seven years.
- Driving records and any applicable certification if the position requires the transportation of children.
- If the person continues to volunteer in such capacity, criminal and sexual offender registry checks will be conducted every five years.

For those who occasionally work with children or youth:

Candidates for positions that involve occasional, planned, direct and unsupervised contact with children or youth will be screened and selected using the following:

- Standard Congregation Kol Ami employment application and/or related documentation that includes signed authorization to perform necessary background checks.
- In-person interview of the candidate.
- Driving records and any applicable certification if the position requires the transportation of children.

For those who occasionally volunteer to work with children or youth:

Volunteers for positions that involve occasional, planned, direct and unsupervised contact with children or youth will be screened and selected using the following:

- Driving records and any applicable certification if the position requires the transportation of children.

Retention of Records:

If hired, all information collected during the hiring process will be included in the employee's permanent file, which will be maintained over the course of their employment with Congregation Kol Ami. If permitted to volunteer, all information collected during the screening process will be retained by the Executive Director over the course of the person's volunteer activity at Congregation Kol Ami.

Personnel Screenings for Incumbent Employees and Volunteers:

Personnel screenings are required regardless of current employment or volunteer status with Congregation Kol Ami. Congregation Kol Ami employees and volunteers seeking to transfer into a position that involves working with children or youth must undergo the same review process as new hires.

Structural Guidelines for Programs

All Congregation Kol Ami programs are designed to encourage safe interaction between employees/volunteers and children or youth. The following guidelines are intended to maximize the effectiveness of established safeguards:

- Programs for children and youth must have an established adult to child ratio.
- Employees and volunteers are restricted from being alone with a child or youth where they cannot be easily observed by others.
- Employees and volunteers are not allowed to implement new programs for children without Congregation Kol Ami prior consent. Request for new programs should be submitted in writing to management.
- Except in the case of an emergency, written permission must be obtained from a parent or guardian before any employee or volunteer transports a child or youth in the name of Congregation Kol Ami.
- Children under the age of six placed in the care of Congregation Kol Ami will only be released to a parent, legal guardian or a person designated by a parent or legal guardian.

General Conduct

In an effort to provide a safe and healthy environment for both mind and body, the following guidelines are meant to guide Congregation Kol Ami employees and volunteers during their interactions with children and youth. These guidelines do not and cannot outline every situation that may be encountered while on the job, requiring employees and volunteers to act with a certain degree of personal discretion. Because a certain action is not prohibited in this section does not mean it is acceptable behavior. Congregation Kol Ami reserves the right to take disciplinary action against employees whose actions are found to be inappropriate regardless of whether they appear in this section.

- Employees and volunteers will treat all children and youth with respect and consideration.
- While representing Congregation Kol Ami and interacting with children or youth, employees and volunteers must not possess, distribute, use or allow others to use any illegal drugs or provide or permit to be provided alcohol to minors.
- Employees and volunteers must not use inappropriate language, degrading punishment or any type of restraining device in the name of behavior management.
- Employees and volunteers must not participate in or allow others to engage in any form of hazing.
- Employees and volunteers must not have sexual contact with children or youth.
- Employees and volunteers must not dress, undress, shower or bathe with, or in the presence of, children or youth, unless such child or youth is the volunteer's child.
- Employees and volunteers must not use physical punishment in any form. The only time physical force is allowed to be used against a child or youth is when their actions are placing others at an immediate risk for serious harm.
- Employees and volunteers are prohibited from sharing sleeping locations with children or youth, unless such child or youth is the employee or volunteer's child. This includes beds, tents, hotel rooms and other similar areas. Employees and volunteers can sleep in open areas with children or youth as long as the area is large enough for the employee or volunteer to have their own defined sleeping areas and other employees or adult volunteers are also present.
- Employees and volunteers must not initiate a discussion of their own sexual fantasies or their use of illicit or pornographic materials while in the company of children or youth.
- Employees and volunteers are not allowed to possess any sexually oriented materials (books, magazines, or videos) when conducting business in the name of Congregation Kol Ami.
- When one-on-one discussion or counseling is warranted, employee and volunteer interaction with a child or youth will, to the extent reasonably possible, take place in an area that allows for private conversation while remaining in the view of others.

If, for any reason, an employee or volunteer feels there is a need to make an exception to these guidelines, they must submit to their supervisor or, as to volunteers, the Executive Director or President, a written description of the incident and why their actions were necessary. Their report will be reviewed. A copy of the original report along with any additional findings made by the reviewer will be included in the employee's permanent file, or in the case of a volunteer, the Executive Director's master volunteer file.

Violations of this Policy

If Congregation Kol Ami has reasonable cause to believe that an employee has violated this policy, the Executive Director (or the President if the employee in question is the Executive Director or any member of the Clergy) shall inform the employee of the basis for such belief and afford the employee an opportunity to explain the alleged violation of this policy. If, after hearing the response of such individual and making such further investigation as may be warranted in the circumstances, the Executive Director (or the President if the employee in question is the Executive Director or any member of the Clergy) determines that the employee has in fact violated this policy, they shall take appropriate disciplinary and corrective action, including, but not limited to, termination of the employee's employment.

If Congregation Kol Ami has reasonable cause to believe that a volunteer has violated this policy, the Executive Director or the President shall inform the volunteer of the basis for such belief and afford the volunteer an opportunity to explain the alleged violation of this policy. If, after hearing the response of such individual and making such further

investigation as may be warranted in the circumstances, the Executive Director or the President determines that the volunteer has in fact violated this policy, they shall take appropriate corrective action, including, but not limited to, termination of the volunteer's right to volunteer for activities involving children and youth.

Employee/Volunteer Agreement

If you have any uncertainty or questions regarding the content of this policy, you are required to consult your supervisor, the Executive Director or the President. This should be done prior to signing and agreeing to the Congregation Kol Ami Abuse Prevention Policy.

I have read and understand Congregation Kol Ami's Abuse Prevention Policy and agree to abide by its terms and conditions throughout the course of my employment or volunteer service. I understand that my failure to follow the terms of this policy could result in disciplinary action up to, and including, termination of my employment or ability to volunteer at Congregation Kol Ami.

Employee/Volunteer Signature

Date

Supervisor/President Signature

Date