



Child Protection Policy

For the purpose of this policy the following definitions shall apply:

Child Sexual Abuse includes, but is not limited to, any contact or interaction between a child under the age of eighteen and an adult when the child is being used for sexual stimulation of the adult person or a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not it is consented to by the child. Child sexual abuse is a felony (according to federal and state law).

Sexual misconduct includes, but is not limited to, the following:

1. Child sexual abuse as defined above.
2. Rape or sexual contact by force, threat or intimidation.
3. Sexual conduct (such as offensive, obscene, or suggestive language or behavior, unwelcome touching or fondling) which is injurious to the physical or emotional health of another person.

Policies:

No Child Left Alone Policy: Preschoolers must always be under the supervision of an adult. They may not be left alone or be allowed to leave the classroom or activity area unattended. Elementary students may be granted permission to use bathrooms or move in the hallways by themselves with teacher permission.

Open Door Policy: When circumstances occur that only one adult is working with a student, the door to the classroom or activity area must either be open or be modified in such a way as to allow visual access to the room at all times.

Staff Background Check: All Staff of Grace Academy must have the following clearances before hiring:

- State Criminal History Check
- Department of Public Welfare Child Abuse Check
- Federal Criminal History Check
- Mandated Reporting

Procedure for reporting sexual misconduct:

If the employee or volunteer observes questionable or inappropriate behavior affecting students, the employee or volunteer should report it to the Department of Human Services via Childline followed by communication with the Director. The teacher or Director will then report the allegation to the parent or guardian of the student affected by such questionable or inappropriate behavior. The allegation will thereafter be handled in accordance with the procedures described below.

1. If it is alleged that a Grace Academy staff member or volunteer has engaged in sexual misconduct, as previously defined, then the Director will request that the staff member/volunteer remove himself/herself voluntarily from his/her current position. The staff member/volunteer may return to his/her previously held position upon unanimous approval by the Director.
2. Neither the Director, nor any member of the school will attempt to conduct an investigation of the alleged sexual misconduct or make a determination of whether or not the accuser's allegations have any merit or basis. It is more appropriate that professionally trained law enforcement personnel perform any necessary investigation.
 - a. The Director or his designee will complete the Report of Suspected Incident of Child Abuse Form.
 - b. Contact with local authorities completed as deemed appropriate and documented on the Report of Suspected Incident of Child Abuse Form.
 - c. All actions pertaining to a specific incident must be carefully documented utilizing the Report of Suspected Incident of Child Abuse Form and any other means deemed necessary.
3. In the case of as yet to be substantiated incidents of sexual misconduct, which occur outside the realm of the school or school activities, the accused staff member/volunteer will be temporarily suspended from working with preschoolers at Grace Academy. The suspension will remain in effect until the alleged incident has been adjudicated to the satisfaction of School Administration.

REPORT OF SUSPECTED INCIDENT OF CHILD ABUSE

Date of incident: _____

1. Name of Staff/Volunteer observing or receiving disclosure of child abuse:

2. Victim's Name: _____ Age/Date of Birth: _____

3. Date/Place of initial report from victim: _____

4. Victim's statement (give detailed summary with verbatim quotes):

5. Name of person accused of abuse: _____

Relationship of accused to victim: _____

6. Has the incident been resolved? Yes No

Explain: _____

7. List Witnesses (obtained written, signed statements if possible):

8. Call to victim's parent/guardian

Date/Time: _____ Spoke with: _____

Summary of conversation:

The following procedures will be performed as deemed necessary by the Director:

9. Call to local children and family service agency: Date/Time: _____
Spoke with; _____

Summary of conversation:

10. Call to local law enforcement agency:
Date/Time: _____
Spoke with; _____

Summary of conversation:

11. Other Contacts: _____

Date/Time: _____

Spoke with; _____

Summary of conversation:

Signature of Individual Completing Form