

POLICY FOR THE PREVENTION OF CHILD ABUSE
of
ENGLISHTON PARK, INC.

I. Introduction

This Policy for the Prevention of Child Abuse (this “Policy”) was adopted by the Board of Directors (the “Board”) of Englishton Park, Inc. (“Englishton Park”) on November 14, 2020.

Englishton Park has a zero-tolerance policy for incidents of child abuse (including, without limitation, physical abuse, sexual abuse, emotional abuse, and neglect). We understand that protecting children is our most important responsibility, and that our youth programming serves no positive purpose if we do not ensure the safety of the children who participate in our programming.

For purposes of this Policy, the term “Applicable Person” means:

- each member of the Board;
- each employee of Englishton Park; and
- any volunteer or other person who will have direct contact with children as a part of Englishton Park’s youth programming.

The term “Applicable Person” does not include outside vendors, contractors, or service providers, unless they are directly involved with Englishton Park’s youth programming.

II. Compliance

The Executive Director of Englishton Park shall serve as the Compliance Officer for this Policy. The Compliance Officer is responsible for ensuring that Englishton Park is acting in accordance with the requirements outlined in this Policy and shall be responsible for:

- ensuring that the training required by this Policy is conducted;
- ensuring that background checks required by this Policy are conducted;
- ensuring that any incidents, suspected incidents, or allegations of child abuse and neglect are reported in accordance with Indiana law; and
- promptly notifying the Board of any such incidents, suspected incidents, or allegations.

The Compliance Officer is authorized to create and implement any internal controls and procedures that the Compliance Officer determines are reasonably necessary to ensure organizational compliance with this Policy.

III. Orientation and Training

The Director(s) of the Children's Program shall develop and implement a training curriculum that includes the following topics:

- understanding what signs to look for in a child who may have been abused;
- the proper care for a victimized child;
- an Applicable Person's obligations with regard to reporting incidents of child abuse; and
- the process for reporting abuse consistent with Indiana law and this Policy.

Before working directly with children at Englishton Park, an Applicable Person shall participate in the training curriculum, and such curriculum shall be incorporated into the orientation and training program that is conducted each year prior to the start of Englishton Park's summer camp program.

IV. Background Checks

Englishton Park shall obtain, at its expense, a criminal background and sex offender registry check with respect to every Applicable Person as follows:

- in the case of employees and members of the Board, prior to starting service as an employee or Board member at Englishton Park;
- in the case of any volunteer or other person who will have direct contact with children as a part of Englishton Park's youth programming, prior to working directly with children; and
- in all cases, at least annually thereafter for as long as such person is an Applicable Person.

If a background check results in a positive finding of abuse or neglect of a child or vulnerable person or of a sex offense of any kind, the Applicable Person shall be immediately and permanently banned from working or volunteering at Englishton Park or serving on its Board.

V. Reporting and Related Action

An Applicable Person shall immediately report every incident, suspected incident, or allegation of child abuse or neglect (an "Incident") in accordance with Indiana law and this Policy and shall take the following specific actions.

Step 1 – Report to Legal Authorities: An Applicable Person who has any reason to believe an Incident has occurred shall immediately report the Incident to the Department of Child Services ("DCS") by calling the Indiana Child Abuse

and Neglect Hotline at 1-800-800-5556. If a child is in imminent danger, the Applicable Person shall first call 911 to notify local law enforcement before calling the Hotline.

Step 2 – Notify Program Directors and Compliance Officer: Immediately after completing Step 1, the Applicable Person shall notify the Director(s) of the Children’s Program and the Compliance Officer.

Step 3 – Ensure Child Safety, Confirm Reporting, and Notify Board: Immediately after being notified of an Incident, the Compliance Officer (or, if the Compliance Officer is unavailable for any reason, then the Director(s) of the Children’s Program) shall: (A) ensure appropriate steps are taken to protect and care for the child who is the subject of the Incident; (B) place any Applicable Person who is a perpetrator or suspected perpetrator with respect to the Incident on an administrative leave of absence pending the outcome of the investigation; (C) contact DCS to confirm the Incident has been reported and an investigation has begun; and (D) notify the Board President (or, if the Board President is unavailable for any reason, then another Board officer) of the Incident.

For purposes of clarity, it is not the responsibility of an Applicable Person to determine if an Incident is valid, truthful, or worth reporting. All Incidents shall be reported so that legal authorities may make that determination.

VI. Acknowledgement

Each Applicable Person must receive a copy of this Policy, and sign and return the acknowledgement below, prior to the time when the Applicable Person will have direct contact with children as a part of Englishton Park’s youth programming.

By signing below, I acknowledge that I have received, read, and agree to abide by this Policy.

Signature: _____
Printed name: _____
Date: _____