

Child Protection Policy

Study Japanese in Arlington, Inc. ("SJA")

2503-D N Harrison St.#1007,

Arlington VA 22207

Policy Statement and Purpose

SJA and its members are committed to the safety, welfare, and protection of all children and youth participating in the activities of the organization. The SJA **Board of** Directors has adopted the policies and procedures outlined in this document in order to:

- minimize the possibility that any child will be subjected to physical or emotional abuse or neglect while engaged in SJA programs or activities, and
- reduce volunteers' and staff members' vulnerability to abuse or false allegations.

The Child Protection Policy is designed to ensure the safety and welfare of children/youth who participate in SJA activities online or in person.

Definitions

- **Child and youth** are terms that refer to individuals 17 years of age or younger. This policy also protects adults who are intellectually and/or developmentally disabled. The term "child" or "children" used in this document shall include children, youth and, when appropriate, disabled adults.
- **Sexual misconduct** is the comprehensive term used in this policy to include touching or non-touching interaction between a child and another child, or between a child and an adult, for the purpose of sexual stimulation. This behavior is always considered forced when the interaction involves a supervising child or adult. Sexual misconduct is not limited to physical contact, but may also include gestures, spoken words, written contact, or exposure to media with sexual content.
- **Supervision** includes direct observation, online observation, control, or visual monitoring of activities.
- **Volunteer** refers to any individual **age 18 or above** who provides services to SJA and receives no monetary remuneration. **For purposes of this policy only, the term "volunteer" shall not include individuals who, by the nature of their services, will not come into any contact with children either directly (in person or through electronic forms of communication) or indirectly (such as by having access to their names or contact information.)**

Addendum, May 2021: Any SJA volunteer who has already had a background check via APS or SJA since the organization was founded in September 2018 does not have to go through another background check.

Standards of Conduct

- Acts of sexual misconduct by SJA volunteers are prohibited.
- All volunteers must sign a statement acknowledging that they have read, understood, and will comply with the Child Protection Policy.
- Two-Adult Rule – If children are not accompanied by a parent or guardian, then two adults must always be present during SJA activities/communications, in person or online.
- If two adults are unable to be in the same room, the door of the classroom should be left open while there are adults in the hallway outside. Two adults must be in break-out rooms for online classes.
- Cases in which individuals over the age of 18 who are intellectually, and/or developmentally disabled and wish to volunteer as one of the two adults will be evaluated on a case-by-case basis.
- All activities with children should take place in full view of passers-by. A classroom door may be closed only if it has a clear window, otherwise the door must be left completely open.

Crisis Intervention Plan

Who will be responsible for the oversight of the program?

- The Child Protection Policy is the responsibility of the SJA Board of Directors.

Who will review and update the policy on an annual basis?

- The SJA Board of Directors shall review this policy annually and recommend changes, if advisable.

Who will be responsible for administration?

The Executive Committee of the SJA Board of Directors, **as defined in Article V, Section 1 of the Bylaws of Study Japanese in Arlington, Inc.** The Vice President of the Board will serve as the point of contact.

What other steps does SJA take to ensure child safety?

- No person who has been convicted of a sexual offense shall be permitted to serve as an SJA volunteer.
- Background checks will be conducted for all volunteers, including screening for inclusion on the National Sex Offender Registry. However, background checks will *not* be required for volunteers performing duties for one-time, single day events (such as Japan Day) where it is anticipated that they

will not have unsupervised access to children or youth and/or at any events where children and youth are required to be supervised at all times by parents or adult guardians. Even where no background checks are required, all volunteers must agree to abide by the Standards of Conduct set forth in this policy by reviewing and signing this policy.

- **SJA also maintains a Social Media Policy that sets forth policies and guidelines for the protection of children.**

SJA Community Awareness

Initially, this policy will be made available on the SJA website. All new volunteers will be given a copy of this policy and signed agreements will be collected before they volunteer. The policy will be reviewed in all volunteer training and orientation sessions including once annually by September of every SJA fiscal year (July-June)

Reporting Procedures for Allegations of Misconduct

- Any person who has reason to believe that sexual misconduct has occurred must immediately report such information to one member of the Executive Committee **(the “Point of Contact” or “POC”)**. The Vice-President will report to the EXCOM and manage the follow-up on all reports and allegations.
- It is SJA's policy to report allegations of sexual abuse or misconduct of children to the appropriate government authority, as required by law. By law, reports of abuse are strictly confidential.
- SJA will cooperate fully with government authorities in the investigation of allegations of child sexual abuse.
- The POC shall inform the Board that an allegation has been made and reported. Those persons involved in the investigation or report should hold relevant information in strict confidence.
- It is SJA policy to comply fully with any and all laws regarding reporting allegations of sexual or physical abuse.
- Where required by the terms of any insurance policy carried by SJA, the Board of Directors shall provide timely notice to its carrier(s) regarding a possible claim arising from an allegation of misconduct.

Child Protection Policy Agreement for Volunteers and Staff Working with Children and Youth

SJA, Inc.

2503-D N Harrison St.#1007,

Arlington VA 22207.

I HAVE READ, UNDERSTAND and AGREE TO ABIDE BY the Child Protection Policy of SJA. and AGREE TO PROVIDE a copy of a government-issued photo identification card before engaging in any SJA activities in a volunteer capacity.

Signature _____ Date _____

Printed Name _____

Received by _____