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PeppNation.org

## PeppNation Sports Leadership Camps Child Abuse Prevention Policy & Procedure

### Child Abuse Prevention Statement:

As a youth-serving organization, PeppNation Sports Leadership Camps considers the safety and wellbeing of the youth in our program a top priority. We strive to put safety first in our programming and policies. Our organization prohibits bullying, discrimination, abuse, or other violence, and we strive to proactively address reports of this type of conduct even if it means that someone will be embarrassed or upset. We want to hear about problems and concerns and we strive to act on them in a fair, balanced way in accordance with our policies.

#### 1. The Mentor & Volunteer Selection Process shall include the following:

- a. Written Application - Every mentor and volunteer wanting to work with youth athletes in our program is required to complete a written application that will set forth appropriate background information, require disclosure of any prior claims or allegations of sexual abuse or other inappropriate conduct, and provide the names of at least two individuals (not just family and friends) as references to the good character of the mentor or volunteer. The application must be completed each year, even if the mentor is returning from the previous year/season.
- b. Personal Interview - A designated representative from PeppNation will interview each prospective mentor/volunteer. The screening process will include specific questions regarding the existence of any prior claims of inappropriate behavior with respect to youth or youth athletes.
- c. Reference Check - A designated representative will contact the mentor/volunteer's references to help verify previous volunteer and work experience and give insight into the mentor/volunteer's character.
- d. Background Check - All potential mentor/volunteers may be subject to a background check with the National Centre of Safety Initiatives. The background check will include appropriate inquiries regarding any previous record of sexual abuse or otherwise unlawful activity by the potential mentor. For current mentor/volunteers, this background check will be updated at least every five (5) years.
- e. Final Decision - All of the organization's decisions regarding a mentor's/volunteer's participation shall be made on a non-discriminatory basis and without regard to race, gender, age, disability, religion, sexual orientation and/or national origin. PeppNation shall have the right to deny the participation of any individual who refuses to fill out the volunteer application form completely,

lies or knowingly misrepresents information on the application form, or violates the principles of these child protection policies. PeppNation shall have the right to terminate any coach or volunteer who falsifies information or is found guilty of child abuse, neglect, or other crimes.

- f. Training - All mentors/volunteers will be trained in child and mentor/volunteer protection as well as PeppNation curriculum as appropriate. Mentors/Volunteers shall be subject to ongoing evaluation. Additional training may be required to maintain good standing with PeppNation.

## **2. Barriers to Abuse**

PeppNation advocates and expects exemplary behavior by all of its mentors and volunteers. PeppNation will hold a strict line on conduct as laid out in these policies.

### **a. Abuse Defined**

- i. Child Abuse: an injury, a sexual crime, or impairment of physical, mental, or emotional health inflicted or allowed to be inflicted upon a child.
- ii. Child Maltreatment: a parent or guardian fails to exercise a minimum degree of care

### **b. Appropriate Behavior with Children**

- i. Uphold the Rights of All Children: All children regardless of age, race, sexual orientation, gender, religion, or disability have equal rights to protection and safety without discrimination.
- ii. Two Deep Leadership: Two PeppNation mentors/volunteers or 2 adults must be with youth at all times. All mentor/volunteer interactions with children must be observable and interruptible by another adult.
  - 1. If there is only one mentor/volunteer present, PeppNation and the site coordinator/principal need to be notified immediately. PeppNation and the site need to try to provide another adult immediately.
- iii. Respect Privacy: Mentors/Volunteers must respect the privacy of youth in situations such as changing clothes, taking showers after practice, and bathroom breaks. Intrusion is only permitted if a child's health or safety is in danger. Mentors/volunteers must protect their privacy in similar situation.
- iv. Appropriate Touching Guidelines:
- v. The guidelines are used as a way to protect the children in our care while still promoting a positive, safe, and engaging environment for rugby. Touching should occur at a minimal level. Since our program engages youth in kindergarten through high school, some level of touching is unavoidable. Use common sense, respect, and the awareness that child abuse is a reality in our society when mentoring and volunteering with children.
  - 1. Touching should be in response to the need of the child, not the need of the mentor/volunteer.
  - 2. The child should initiate touching.
  - 3. Touching should be with the child's permission.

4. Resistance to touching must be respected.
  5. Touching must never include breasts, buttocks, or groin.
  6. Touching should be done in the open and never in private.
  7. Touching should have a brief, limited duration.
  8. Touching is age and developmentally dependent; what's appropriate changes over time.
- vi. Ensure a Mentally and Physically Safe Environment: PeppNation mentors/volunteers must ensure the safety of all kids within PeppNation programs and outside of program activities. The environment should be free from emotional and physical harm or threat of harm. The mentors/volunteers will encourage positive interactions and use positive reinforcement and praise. A mentor/volunteer will not use corporal punishment or allow abuse, maltreatment, hazing, or bullying to occur.
  - vii. Appropriate Attire: Do not wear revealing or inappropriate attire. Wear PeppNation attire to all tournaments so that all mentors/volunteers can be easily recognized.
  - viii. Constructive Discipline: Discipline should focus on setting limits for youth, reinforcing good behavior, and providing children with time outs or breaks from activities so that they have time to reflect on a rule they broke and how they can fix it for next time. Corporal punishment is not allowed.
- c. Discouraged Behavior with Children:
    - i. One-on-One Interaction: In situations when a personal conference is required, the meeting must be conducted in an environment that is observable and interruptible by other adults and youth.
    - ii. Out-of-Program Contact: Contact with youth outside of PeppNation programming should rarely occur and must occur under parental or guardian permission. All emails with youth will have another adult cc'd on the email. The Digital and Social Media Privacy Policy below need to be followed.
  - d. Prohibited Behavior with Children:
    - i. Verbal, Physical, or Sexual Harassment, or Abuse. Verbal communication from all mentors, volunteers, and youth will not be profane, degrading, or sexually provocative. A mentor, volunteer, or youth will have limited physical contact with all participants. There will be no patting on the buttocks, intimate, romantic, or sexual contact, corporal punishment, or contact that causes physical harm. Any behavior that involves anything of a pornographic nature is prohibited. Verbal praise, pats on the back, and high fives may be used.
    - ii. Bullying: Verbal, physical, and cyber bullying from all adults and youth is prohibited.
    - iii. Hazing: Physical hazing and initiations may not be included as part of any team induction ceremony.
3. Mandatory Report of Child Abuse:
    - a. What to Report: All mentors/volunteers shall report any good-faith suspicion or belief that any child is or has been physically, emotionally, or sexually abused,

physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography, online solicitations, enticement or showing of obscene material. No person may abdicate this reporting responsibility to any other person.

- i. A report needs to be placed no matter who is involved such as a parent, school employee, stranger, or PeppNation mentor/volunteer.
  - ii. The following information is required when making a report of suspected child abuse or neglect to the Child Protective Agency:
    1. Child's name
    2. Present location of the child
    3. The child's injury
    4. How the injury occurred
    5. Who or what caused the injury
    6. Reason for suspicion abuse
  - iii. Mentors and volunteers may not conduct their own investigation. Depending on the circumstances, it may be appropriate to ask the youth or the person making the allegations a few clarifying questions so that the report may be adequate.
- b. Who to Report to: All suspected cases of child abuse or neglect will be reported to the Wisconsin Department of Children and Families Hotline **608-422-7000**. **If a child is in immediate danger, 911 will be called.**
- i. A mandatory reporter's name and contact information must be provided at the time of the report or as part of the written report. This information will remain confidential.
  - ii. All suspected cases of child abuse or neglect will also be reported to the school site director and/or principal and PeppNation. PeppNation will keep an internal record of the report. The details and people associated with the report will remain private.
  - iii. Visit <http://dcf.wisconsin.gov/reportabuse> for more information.
  - iv. All mentors will receive an emergency contact card with the Wisconsin Department of Children and Families Hotline. They must also file a report with PeppNation. All volunteers are expected to report suspected cases of child abuse and neglect to Wisconsin Department of Children and Families Hotline and PeppNation. Volunteers are not required by law to file a report.
4. Digital and Social Media Privacy:
- These principles apply to all mentor and volunteer's online and electronic participation and set out the standards of behavior expected as a mentor/volunteer in the PeppNation program. Remember, you should participate in all PeppNation associated media the same way as you would with other media or public forums. These principles address the growing need to protect children from abuse and mentors/volunteers from misunderstanding and false accusations. All mentors/volunteers should adhere to the following principles for social media, such as Facebook, podcasts, 'wikis' (such as Wikipedia), message boards, social bookmarking websites (such as del.icio.us), social

networking websites (such as blogs, bebo, Myspace), and content sharing websites (such as Flickr and YouTube):

- a. **Transparent Communications:** All mentors/volunteers, regardless of whether they have a current volunteer application form on file, need to maintain transparency in their communications with children while protecting children's identity and privacy. It is the responsibility of adults to maintain appropriate boundaries.
- b. All communication must be directed to parents and guardians, which includes phone calls, emails, and text messages. It is up to the child's parent(s) and/or guardian(s) to forward necessary communications about participation and the program to their children. If, for older players or youth volunteers, parents/guardians allow direct communications with a player or youth volunteer, parents must still be copied on any and all messages. Mentors/volunteers should refrain from private, personal, on-going electronic conversations with children.
- c. Never use a minor's real name or likeness (picture, video, or otherwise) in your conversations, updates, or blog posts without written parental consent. We don't want to put our youth in danger. This information is private. Sharing it violates youth's privacy.
- d. Digital and social media should not interfere with or shed a negative light on your colleagues, commitments to your team(s), youth you serve, and PeppNation. Any reference to PeppNation or the people involved should be in a positive light. PeppNation is best represented by the people associated with it. What you publish in media may reflect on our brand and the people associated with us.
- e. Be aware of your association with PeppNation in digital and social spaces. If you identify yourself as a PeppNation mentor/volunteer, ensure your profile and related content is consistent with how you wish to present yourself, your colleagues, your team, the youth you serve, and PeppNation.
- f. Mentors/volunteers are personally responsible for the content they publish on blogs, wikis or any other forms of user-generated media. Be mindful that what you publish will be public for a long time, so protect your privacy and respect PeppNation as an organization.
- g. Don't instigate quarrels through media outlets and be the first to correct your own mistakes, and don't alter previous posts without indicating that you have done so.
- h. Respect your audience. Don't use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the workplace. You should also show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory-such as politics and religion.
- i. Identify yourself when relevant to PeppNation and when you discuss PeppNation or PeppNation related matters. Write in the first person. You must make it clear that you are speaking for yourself and not on behalf of PeppNation.
- j. If you publish content to any website outside of PeppNation and it has something to do with service as a mentor/volunteer or services associated with PeppNation or your program site, use a disclaimer such as this: "the views expressed here are my own and do not necessarily represent the views of PeppNation, or my program site."

- k. Respect copyright for fair use and financial disclosure laws: Press associated with PeppNation will be the only people allowed to distribute pictures at PeppNation events. All press will complete a photo consent acknowledging that all pictures and media from the event are property of PeppNation.

I (print name) \_\_\_\_\_ understand the Mentor and Volunteer Selection Process, Barriers to Abuse, Mandatory Report of Abuse, and Digital and Social Media Privacy Policies outlined in the Child Prevention Policy. I will adhere to all Child Prevention Policies. I understand and agree that the safety and wellbeing of all youth are a top priority.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)