

**SANDY CITY  
CHILD SAFETY POLICIES &  
PROCEDURES MANUAL**



Dear Employee or Volunteer:

Welcome to Sandy City!

At Sandy City, we take our responsibility to care for children very seriously. These policies are intended to facilitate a safe and nurturing environment.

The pages of this handbook provide a general overview of procedures and policies for Sandy City volunteers and employees. Our policies are intended to create a safe environment for children, protecting children, you, and the mission of Sandy City. The following procedures have been adopted and will be strictly enforced.

After you have carefully read this policy manual, please sign and return the agreement form located on the last page.

Sincerely,

Sandy City

# Sandy City Child Safety Policy & Procedures Manual

## Table of Contents:

• Overview of Safety System .....	4
• Child Safety Policy .....	5
• Abuse Tolerance.....	5
• Reporting Suspicious or Inappropriate Behaviors .....	5
• Enforcement of Policies.....	5
• Reporting Abuse or Suspicions of Abuse.....	6
• Reporting Violation of Policy.....	6
• Consequences of Prohibited or Harmful Act.....	6
• Employee & Volunteer Monitoring Plan.....	6
• Reporting Suspicions of Abuse to Law Enforcement Agencies .....	6
• Response to Report of Abuse .....	7
• When a Child Has Been Victimized .....	7
• Bathroom Supervision and Assistance .....	7
• Gift Giving.....	8
• Displays of Affection.....	8
• Modeling Behavior.....	8
• One-to-One Interactions with Children .....	8
• Volunteer Parents .....	9
• Physical Contact.....	9
• Release of Children.....	10
• Sexually Oriented Conversations .....	11
• Sexually Oriented Materials .....	11
• Electronic Communications & Social Media .....	11
• Verbal Interactions .....	11
• Discipline .....	11
• Off-Limits Areas .....	12
• Monitoring High Risk Area .....	12
• Statement of Acknowledgement.....	13
• Employee Statement of Acknowledgement for Employee Signature.....	14
• Volunteer Statement of Acknowledgement for Volunteer Signature .....	15

## Overview of the Sandy City Safety System

Sandy City policies and procedures require that volunteers and employees avoid abusive behavior of any kind. Volunteers and employees should have a basic understanding of the characteristics of sexual abusers and their behaviors in ‘grooming’ a child for sexual abuse. Grooming is the process used by an abuser to select a child, win the child’s trust (and the trust of the child’s parent or ‘gatekeeper’), manipulate the child into sexual activity and keep the child from disclosing the abuse. You, as a volunteer or employee working with children, are a gatekeeper!

Because we care for children and desire to protect them, Sandy City requires all volunteers and employees to complete **4 SAFETY STEPS** *before employment or volunteer work begins.*

### **STEP ONE: Sexual Abuse and Maltreatment Prevention Training**

To equip Sandy City volunteers and employees with information necessary to protect a child from sexual abuse or maltreatment, Sandy City requires all volunteers and employees to complete the Sexual Abuse Awareness Training provided live or online through Abuse Prevention Systems ([www.AbusePreventionSystems.com](http://www.AbusePreventionSystems.com)).

**Sexual Abuse Awareness Training must be renewed every year.**

### **STEP TWO: Screening Process**

Volunteers and employees are required to complete the Sandy City Screening Process, which requires volunteers and employees to:

- **Employees:** complete an Employment Application (not required if being rehired within one year of prior employment per Sandy City policy) or
- **Volunteers:** Complete the Volunteer Application

### **STEP THREE: Policies & Procedures**

Volunteers and employees are required to review the policies contained in this manual and sign the appropriate Form on pages 14 or 15 indicating he or she has read and understood the material and agrees to comply with policy requirements.

### **STEP FOUR: Criminal Background Check**

Sandy City requires that all volunteers and employees undergo a criminal background check. Depending upon position, differing levels or intensity of background check may be required.

## Child Safety Policy

### **ABUSE TOLERANCE**

Sandy City has a **zero tolerance for abuse** in Sandy City programs and activities. It is the responsibility of every volunteer and employee at Sandy City to act in the best interest of each child in every program.

In the event that volunteers or employees observe any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is their responsibility to immediately report the observations to an immediate supervisor, division manager, assistant department head, or department head. If volunteers or employees observe any behavior that they believe violates the sexual abuse policy and aren't comfortable reporting to one of the above individuals, they can also report to Human Resources, the Chief Administrative Officer, or the Mayor.

### **REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS**

Sandy City is committed to providing a safe, secure environment for children. Because sexual abusers 'groom' children for abuse, it is possible an employee or volunteer may witness behavior intended to 'groom' a child for sexual abuse. An element of the safe environment includes the fostering of a culture of reporting relevant information to appropriate authorities. To this end, any report of inappropriate behaviors or suspicions of abuse, including 'grooming behavior,' will be taken seriously and will be reported, in accordance with this policy and state law, to the department head, the Police Department, Child Protective Services, or other appropriate agency. Employees and volunteers are required to report any such behavior to a supervisor, division manager, assistant department head, or department head.

### **ENFORCEMENT OF POLICIES**

Sandy City employees and volunteers who supervise other employees or volunteers are charged with the diligent enforcement of all Sandy City policies. Violations of these policies are grounds for immediate disciplinary action, including reassignment from positions and termination for both volunteers and employees. Final decisions related to policy violations will be the responsibility of the Department Head, in consultation with Human Resources and the City Attorney's office, and City Administration.

## Reporting Abuse or Suspicions of Abuse

### **REPORTING VIOLATION OF POLICY**

In order to maintain a safe environment for our children, Sandy City employees and volunteers must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies.

Employees and volunteers are required to verbally report suspicions of child abuse or neglect, or any inappropriate behavior of a colleague or co-worker as soon as is reasonably possible after the incident. Reports shall be made to an immediate supervisor, division manager, assistant department head, or department head. If volunteers or employees observe any behavior that they believe violates the sexual abuse policy and aren't comfortable reporting to one of the above individuals, they can also report to Human Resources, the Chief Administrative Officer, or the Mayor.

All questions or concerns related to abuse of a child should be directed to an immediate supervisor, division manager, assistant department head, or department head. In no way does any provision in this policy discourage any employee or volunteer from reporting a suspicion of abuse, neglect, or dependency to the appropriate Utah authorities.

### **CONSEQUENCES OF PROHIBITED OR HARMFUL ACT**

Any person accused of committing a prohibited act or any act considered to be harmful to a child will be immediately suspended from all child interaction and Sandy City activities, including employment. This suspension will continue during any investigation.

Any person found to have committed a prohibited act may be prohibited from future participation as an employee or volunteer in City activities and programming, including activities involving children at Sandy City. If the person is an employee, such conduct may also result in discipline, up to and including termination of employment from Sandy City.

Failure to report a prohibited act to the designated person is a violation of this policy and grounds for discipline, up to and including termination of employment of an employee. Volunteers who fail to report a prohibited act may be restricted from participation in any activities at Sandy City, including activities involving children.

### **EMPLOYEE AND VOLUNTEER MONITORING PLAN**

Monitoring of employees and volunteers will include regular (announced and unannounced) visits in each program to provide supervisors the opportunity to observe employee and volunteer interactions with children.

### **REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES**

After receiving a report from an employee or volunteer, the division manager or a designee will speak with the person making the complaint to get detailed information about the entire conversation. The department head will also be notified as soon as reasonably possible and will then be responsible for notifying the Chief Administrative Officer and Human Resources of the incident.

Once suspicions of abuse have been reported, the department head or Chief Administrative Officer has the responsibility to report to the appropriate agency per Utah law which requires that any person who has reason to believe that a child has been subjected to abuse

to immediately notify the nearest office of Child and Family services, a peace officer, or a law enforcement agency. Abuse of a child can be physical, emotional, or sexual.

Contact Information:

**Utah Division of Child & Family Services 24/7 Hotline: 1-855-323-3237**

**Sandy City Police Department Non-Emergency Phone Number: 801-568-7200**

**RESPONSE TO REPORT OF ABUSE**

The Department Head, in consultation with Human Resources and the City Attorney's office will take appropriate action on behalf of the Program when a report of abuse occurs.

Any report of inappropriate behaviors or suspicions of abuse will be taken seriously. The City will fully investigate every report of alleged abuse. If appropriate, the Utah Department of Human Services – Division of Child and Family Services and/or law enforcement will be notified.

**WHEN A CHILD HAS BEEN VICTIMIZED**

In addition to notifying the appropriate authorities (if required), Sandy City will provide the child or the child's parent/caregiver/guardian with information to allow the child (or parent, on the child's behalf) to obtain assistance and intervention, as well as available counseling options.

**BATHROOM SUPERVISION AND ASSISTANCE GUIDELINE**

**Young Children**

Because very young children may require complete assistance with their bathroom activities, all employees and volunteers will observe the following policies:

**Diapering**

- 1) Changing of diapers should be done in the presence of and in plain sight of other staff.
- 2) Children will never be left unattended on changing tables.
- 3) Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.

**Accompanying Children to the Restroom**

Children may be accompanied to the restroom for supervision and assistance when needed. (However, children should receive the minimum amount of assistance needed based upon their individual capabilities.) When employees or volunteers need to be in the bathroom to assist children the door will be left partially open.

If an employee or volunteer must go into the restroom to check on an individual child, he or she shall seek out another worker to accompany him/her. If another worker is not available to accompany, he/she should go to the exterior bathroom door, knock, and ask if the child needs assistance. If the child requires assistance, the worker should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing their activities, while the child remains behind the door of the bathroom stall.

Any assistance with the straightening or fastening of garments shall be done only in the presence of another employee or volunteer.

## **GIFT GIVING**

Employees and volunteers are prohibited from providing gifts to any individual child. Special occasions or special accomplishments should receive group acknowledgement and can easily be rewarded with group recognition (i.e., mention during announcements; have the entire group sing Happy Birthday, etc.) Any requests for variance from this policy must be addressed to the Division Manager.

## **DISPLAYS OF AFFECTION**

Physical displays of affection between employees and employees, employees and volunteers, or volunteers and volunteers are not permitted while working.

## **MODELING BEHAVIOR**

What we do in moderation, children will do in excess. Children will look to you to set the boundaries they will test. This is a dilemma with which every employee or volunteer will wrestle. The way you dress, what you say, how you respond to the smallest circumstance – children are watching. If you communicate that it is OK to move an inch, they *will* go a mile. Please read and understand the policies below regarding appropriate “touch and talk”, and follow them closely.

The following policies are to be followed at all times:

- **Never Use Verbal Abuse**
- **Never Touch a Child in a manner with an intent to cause harm**
- **Never use Profanity**
- **Never Moon, De-Pants, or Give Wedgies or Swirlies**
- **Never Share Descriptive Stories Regarding Drinking or Sexual Behaviors**
- **Never Compare a Child’s Body With Another Child or Employee/Volunteer**
- **Never Use Racial Put-Downs or Share Racial Jokes**
- **Never Tickle**
- **Never Wrestle**
- **Never Touch a Child’s Private Parts**
- **Never be nude in the presence of children in your care**

## **ONE-TO-ONE INTERACTIONS WITH CHILDREN**

Sandy City recognizes that meeting program objectives may occasionally require that employees and volunteers interact with children on an individual basis. Workers should observe the following policies when interacting with children:

### **Individual Meetings**

Employees and volunteers should avoid one-to-one meetings or interactions with an individual child. However, if a one-to-one meeting or interaction becomes necessary, employees and volunteers shall conduct one-to-one meetings or interactions with an individual child at a time when others are present and where interactions can be observed at all times. There will be no one-to-one meetings or interactions between an employee or a volunteer and a child behind closed doors unless the room has a camera or is easily observable by other adults (i.e., windows, glass door). If a circumstance arises where a one-to-one meeting or interaction does occur that does not comply with these requirements, the employee or volunteers will notify a supervisor immediately before or immediately after the meeting and the supervisor shall document the meeting and its substance.



### **Transportation**

Employees and volunteers may from time to time be in a position to provide transportation for children. The following policies shall be strictly observed when workers are involved in the transportation of children:

- 1) Children shall never be transported without written parental permission.
- 2) Children shall be transported directly to their destination. No unauthorized stops shall be made.
- 3) Employees and volunteers shall avoid physical contact with children while in vehicles.
- 4) No cell phones may be used by the driver while providing transportation for children.
- 5) No drivers under age 18 may provide transportation for children.
- 6) An employee or volunteer shall transport children only in a City-issued vehicle and shall never be alone in the vehicle with a single child unless the vehicle has a camera. However, employees or volunteers may transport a child in a personal vehicle if the child is related to them.

### **VOLUNTEER PARENTS**

A parent who desires to participate in such a way as to have ongoing contact with children in the Program other than his/her own will be considered a Volunteer Parent. All Volunteer Parents will be required to complete Sandy City's Volunteer Application.

### **PHYSICAL CONTACT**

Sandy City is committed to protecting the children in our care. The Program has implemented a physical contact policy that will promote a positive, nurturing environment while protecting children. Physical contact in any form shall not give even the appearance of wrongdoing. The personal behavior of Sandy City employees or volunteers must foster trust at all times – personal conduct must be above reproach. The following policies are to be strictly followed by anyone working in Sandy City programs:

1. Infrequent hugging (short, congratulatory, or greeting hugs), side hugs (no front-to-front hugs), brief pats on the back or shoulder and other forms of appropriate physical affection between employees or volunteers and children are important for a child's development, and are generally suitable in the Sandy City setting. Any inappropriate displays of affection should be immediately reported to an immediate supervisor, division manager, assistant department head, or department head.
2. Physical contact and affection, as defined by this policy, shall only be given when in the presence of other Sandy City employees and volunteers. It is much less likely that touches will be inappropriate or misinterpreted as such when more than two individuals are present and the touch is open to observation.
3. The safety of minor athletes is paramount, and in many instances the athletic activity is made safer through appropriate physical contact. Examples include:
  - a. Spotting an athlete so that he or she will not be injured by a fall or piece of equipment;

- b. Positioning an athlete's body so that he or she more quickly acquires an athletic skill, gets a better sense of where his or her body is in space, or improves balance and coordination;
  - c. Making athletes aware that he or she may be in harm's way due to other practicing athletes, or equipment use;
  - d. Releasing muscle cramps.
4. It may be appropriate to console an emotionally distressed child (e.g., a child who has been injured or is sad). Appropriate consolation includes, publicly:
- a. Putting an arm around a child while verbally engaging them in an effort to calm them down ("side hugs");
  - b. Lifting a fallen child off the playing surface and "dusting them off" to encourage them to continue playing.
5. Do not force any physical contact, touch or affection upon a reluctant child. A child's preference not to be touched must be respected.
6. A few NEVERS:
- a. We don't touch kids in anger or disgust.
  - b. We don't touch kids in any sexual manner.
  - c. Never touch a child's private parts.
  - d. We don't use playful, yet inappropriate contact, such as tickling, or wrestling-type of horseplay with child; this can be misconstrued as sexual contact.
  - e. Never ignore a child's request not to be touched.
  - f. Never express or require physical affection or touching in any form from a child who shows or expresses discomfort with physical touch.
  - g. Never cuddle or maintain prolonged physical contact of a child.
  - h. Never hold a child in a front-to-front embrace and never place a child on your shoulders.
  - i. Never place a child on your lap (i.e., sitting the child on your lap and wrapping your arms around them) except for the following: (1) infants to children age 3 years old; or (2) when necessary to employ gentle, passive restraint when needed to protect the child from injuring themselves or others or to stop the child from destroying property (state licensing rules R381-70-12). If there are other instances that occur not stated above, you must complete an incident report
7. Any inappropriate physical interaction should be immediately reported to an immediate supervisor, division manager, assistant department head, or department head. Any substantiated infraction of the above policy involving even the slightest form of sexual connotation will result in immediate dismissal with no chance of rehire.

### **RELEASE OF CHILDREN**

At the end of the program day or activity, Sandy City volunteers and/or employees are responsible for releasing children in their care only to parents, legal guardians, or other persons designated in writing by parents or legal guardians.

In the event that an employee or volunteer is uncertain of the propriety of releasing a child, he/she shall immediately locate or contact the division manager or his/her designee before releasing the child.

## **SEXUALLY ORIENTED CONVERSATIONS**

Employees and volunteers are prohibited from engaging in any sexually oriented conversations with children, including their personal dating or sexual activities. This provision includes the use of cellular phones, text messages, e-mail, instant messaging and online chat rooms.

## **POSSESSION OF SEXUALLY ORIENTED MATERIALS**

Sandy City employees and volunteers are prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, etc.) on Sandy City property or in the presence of children.

## **ELECTRONIC COMMUNICATIONS & SOCIAL MEDIA**

Employees and volunteers may use social media, email, or text to communicate with children about program activities only if a parent, legal guardian, or other persons designated in writing by parents or legal guardians is copied on all such communications.

From time to time, digital photos, videos of programs, competitions, and other publicly obtainable images of a child – individually or in groups – may be taken with written parental permission. These photos and/or videos may be used for instruction (i.e. practice and game films), team videos, program websites, or offered to children’s families.

The use of photos/videos is permissible as long as:

1. the children are in public view;
2. such imagery is in the best interest of the children and the program;
3. parental consent is obtained prior to the taking of photos/videos;
4. Photo or video imagery are not contrary to any rules or guidance outlined in this Code of Conduct.

## **VERBAL INTERACTIONS**

Verbal interactions between employees or volunteers and children should be positive and uplifting. Sandy City employees and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission to provide nurturing care to children. Employees and volunteers are expected to refrain from swearing in the presence of children.

## **DISCIPLINE**

Employees and volunteers are prohibited from using physical discipline in any way for behavior management. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by children. If a child is unruly or fails to comply with verbal warnings or instructions from an employee/volunteer, a supervisor or the division manager will contact the child’s parent. If the behavior persists, the child’s parent will be contacted to pick up the child. In the event of a fight or physical altercation, an employee or volunteer will verbally redirect children involved, trying to avoid physical intervention. However, if necessary an employee or volunteer may initiate minimal physical contact to prevent a child from harming themselves or others. Additionally, as described above under the section on Physical Contact, an employee or volunteer may place a child on their lap when necessary to employ gentle, passive restraint when needed to protect the child from injuring themselves or others or to stop the child from destroying property (state

licensing rules R381-70-12). Uncontrollable or unusual behavior should be reported immediately to a supervisor and/or the division manager.

### **OFF-LIMIT AREAS**

All employees and volunteers will be responsible for ensuring that children are not in areas deemed off-limits as defined by the program supervisors.

### **MONITORING HIGH-RISK AREAS**

**The purpose of this section is to become aware of *high-risk* areas, and methods to effectively lower that risk.** Any areas on Sandy City property where children are not directly supervised is a high-risk area. In these areas, children can more easily be abused (verbally, physically, and even sexually). It is the responsibility of all employees and volunteers to be aware of the potential for abuse, and to monitor locations where children can be alone.

For activities involving large numbers of children, employees and volunteers will be assigned to monitor high-risk areas for the duration of the activity. Monitoring of high-risk areas will be built into the programming and planning for these events.

High-Risk Areas include:

- all bathrooms
- night activities
- water activities
- changing areas (during day and night)

**Policies and Procedures**  
**Statement of Acknowledgment and Agreement For Volunteers**

I have received and read a copy of Sandy City's Safety Policies and Procedures Manual, I understand the policies and procedures, and I understand the importance of the matters set forth within the manual. I agree to follow and abide by these policies during my service at Sandy City.

Further, I understand that the manual may be modified at any time, and that any policy may be amended, revised, or eliminated at any time by Sandy City.

I further acknowledge and understand that the materials contained in this policy statement in no way express or imply a contractual employment relationship between Sandy City and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation or benefits for the hours I work.

Finally, I understand that it is my responsibility to review promptly new policies that are created and distributed, as well as manual policies that are changed or deleted.

I hereby acknowledge receipt of this policies and procedures manual.

\_\_\_\_\_  
Volunteer's name (please print)

\_\_\_\_\_  
Volunteer's signature

Date: \_\_\_\_\_

**[This page to be signed, detached and delivered to Sandy Parks and Recreation.]**