

**Optimist Club of Herndon
Statement of Policy**

1. Policy Name: **Child Abuse Prevention and Reporting**

2. Policy Effective Date: Initial December 26, 2012
Revision August 1, 2020
Revision January 20, 2023
Revision November 6, 2023

3. Policy Review Date (or “None”): Annually

4. Policy Expiration Date (or “None”): None

5. Policy Purpose and Objectives:

The purpose of this policy is to ensure that the Optimist Club of Herndon (hereafter referred to as “HOC”) and each of its civic and sports programs implements procedures for child abuse prevention and reporting, and that all adult HOC program personnel who have repetitive access to or interaction with youth participating in HOC programs have completed training on child abuse prevention and reporting, as required by the Child Abuse and Neglect Mandated Reporting Law, Code of Virginia 63.2-1509, and the Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017.

6. Persons and Programs to Which the Policy Applies:

- a. This policy applies to all HOC civic and sports programs.
- b. This policy applies to all adult HOC program personnel, i.e., program managers and assistants, team staff, volunteers, and program participants who are age 19 or older and have repetitive access or interaction (defined as more than two times during a program’s season) with youth under the age of 19.

7. Requirements to Satisfy the Policy:

This policy is satisfied by the implementation of (a), the implementation of (b) or (c), and the implementation of (d) and (e) below:

- a. The HOC program implements HOC program personnel registrations and ensures before leading, assisting, or participating in an HOC program all adult HOC program personnel:
 - i. are registered,
 - ii. complete the HOC-provided Child Abuse Prevention and Reporting Agreement, and
 - iii. have completed child sexual abuse prevention and reporting training.
- b. The HOC program uses the HOC-provided child sexual abuse prevention and reporting training service which documents completion of the training and is accessible by designated HOC program managers.
- c. The HOC Civic or Sports Program Director submits to the HOC Board evidence that the HOC program is a member of a national, State, or local program that

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- enforces child sexual abuse prevention and reporting training and provides evidence all adult HOC program personnel have completed training equivalent to the HOC service training.
- d. The HOC program ensures that before adult HOC program personnel who are not the child's parent or guardian transport a child to or from a HOC program sanctioned activity, the child's parent or guardian sends an email to the HOC Civic or Sports Program Director stating permission to transport the child, the name of the child, the name(s) of the HOC program personnel, and the activity, date(s), and time period(s) for which transportation is permitted to occur.
 - e. The HOC program maintains an electronic record of violations of the child abuse prevention and reporting policy, including the identification of the persons involved in the incident, the dates and locations of the incidents, the specific action(s) that violated the child abuse prevention and reporting policy, and what action(s) the program's board or management committee took to address the violation(s).

8. Assistance and Resources Provided to Execute the Policy:

- a. The HOC will provide the text for the Child Abuse Prevention and Reporting Agreement to be incorporated into the HOC program's registration process.
- b. A member of the HOC Board or another HOC program's representative will be made available to provide training and assistance on how to implement this policy.
- c. The HOC will provide a child sexual abuse prevention and reporting online training service.
 - i. The online training course expense may be covered by the HOC program or paid by the HOC program registrant.
 - ii. The training completion certificate will be valid for two (2) years from the date of completion.
 - iii. Training completed under one HOC program will be valid for other HOC programs, as long as the training certificate expiration date is on or after the end date of the HOC program's current season.
 - iv. A member of the HOC Board or another HOC program's representative will be made available to provide training and assistance on how to use the HOC-provided service.
- d. The Philadelphia Insurance Companies provide abuse prevention law compliance information and child sexual abuse prevention training.
- e. The U.S. Center for Safe Sport provides free online training for parents and youth and adult athletes to understand best practices for preventing and how to respond to signs of abuse (online training and certification for coaches and other program staff is available for a fee).

9. Policy Implementation:

- a. As of the effective date of this policy, each HOC program must:

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- i. Incorporate the HOC-provided Child Abuse Prevention and Reporting Agreement into the HOC program's registration process.
 - ii. Incorporate child sexual abuse prevention and reporting training into the HOC program's onboarding and service readiness verification processes.
 - iii. Designate at least one person, but no more than two persons, who will have access to the HOC-provided service to verify HOC program personnel completion of training.
 - iv. If the HOC program is a member of a national, State, or local program that enforces sexual abuse prevention and reporting training, provide evidence all adult HOC program personnel have a training certificate with an expiration date on or after the end date of the HOC program's current season.
 - v. Maintain an electronic record of all emails received from parents or guardians providing permission for their child to be transported by HOC program personnel who are not the child's parent or guardian.
- b. All reports of inappropriate behavior or suspicions of abuse must be taken seriously. If there are any violations of the Child Abuse Prevention and Reporting Agreement, an email must be sent within twenty-four (24) hours of knowledge of the incident to the HOC Board identifying the persons involved, the date(s) and location(s) of the incident(s), the specific action(s) that violated the Agreement, and what action(s) the HOC program took to address the violation(s).

10. Consequences of Failure to Follow the Policy:

- a. If an HOC program is found to have adult HOC program personnel leading, assisting, or participating in an HOC program for whom there is no child abuse prevention and reporting agreement or training completed, or if there was a violation of the policy and the incident was not reported or investigated, the HOC Board will send an email to the HOC Civic or Sports Program Director identifying the HOC program personnel and requesting an agreement, training, or reporting or investigation of the incident be completed, or the suspension of the HOC program personnel until the agreement, training, or incident reporting or investigation information is provided to the HOC Board.
- b. If the HOC program does not take action within three (3) days of notification, the HOC Board will contact the HOC program personnel directly and request completion of the agreement or training or suspend the HOC program personnel until the agreement, training, or incident reporting or investigation information is provided to the HOC Board.