



## **Staff / Chaperone / Volunteer Youth Protection Acknowledgement**

I, \_\_\_\_\_, have read the RoboNation, Inc. Youth Protection Policy and procedures. I understand the policy and procedures and agree to abide by them while participating in RoboNation, Inc. programs.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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RoboNation | 2700 South Quincy Street, Suite 400 | Arlington, VA 22206, USA



## **RoboNation, Inc. Youth Protection Policy & Procedures**

Revised 02/28/19

### **Abuse Prevention Statement:**

As an organization providing events for youth, RoboNation, Inc. (hereafter referred to as “RoboNation”) considers the safety and well-being of the youth in our programs a top priority, and we strive to put safety first with our programming and policies. Our organization prohibits bullying, abuse, or other violence and we strive to proactively address reports of this type of conduct. We want to hear about problems or concerns, and we will strive to act on them in a fair, balanced way in accordance with our policies.

I. In matters of child welfare, RoboNation shall place the highest priority on the interests of the minor. RoboNation is committed to providing a safe environment for minors who participate in RoboNation programs and activities. RoboNation endeavors to prevent harm to minors and to take prompt steps to address any harm that may occur. This obligation includes the protection of minors from abuse or neglect, including sexual abuse, and requires prompt and effective response to suspicions of, or observations of abuse or neglect.

II. It is the policy of RoboNation that no employee, student, volunteer, or member of the community shall harm a minor; this prohibition applies to individuals and members of outside groups that may participate in RoboNation programs. RoboNation will hold accountable any individual within its authority who harms a minor. RoboNation will cooperate with county, state, and federal authorities charged with the protection of minors.

III. RoboNation expects chaperones accompanying minors to supervise minors at all times. RoboNation employees, volunteers, and chaperones are expected to contact and involve government authorities in matters of child welfare through RoboNation management or others as appropriate, except for situations of mandatory reporting of child abuse or neglect, in which reporting to government authorities is required and not optional.

IV. RoboNation will endeavor to protect minors by defining responsibilities of employees, students, volunteers, and those unaffiliated with the organization who participate in RoboNation programs. Responsibilities may include the following: (i) meeting standards established for programs and activities that serve minors, (ii) participating in awareness training on child abuse and neglect, (iii) establishing effective protocols for dealing with unsupervised minors, (iv) screening, as determined to be appropriate, for employees, students, and volunteers who may have significant interaction with minors, and (v) meeting legal obligations for reporting child abuse and neglect.

### **Policies and Procedures:**

RoboNation has developed and implemented the following Policies and Procedures in an effort to provide a safe environment for our youth, chaperones, staff, and volunteers. The management of RoboNation shall annually review this policy and update it as needed, including the defining of prohibited behaviors.

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- 1 Who does this policy apply to?** All RoboNation staff, event volunteers, and team chaperones who have any of the following relative to youth participants (minors under the age of 18).
  - a. Regular contact
  - b. Authority over or supervision of a minor
  - c. Opportunity to establish a position of trust
  - d. Opportunity for one-on-one contact
  
- 2 Staff Clearance - Background Check** – All staff members will be subject to a background check including a criminal background check with a contracted vendor qualified to conduct such checks. The background check will include appropriate inquiries regarding any previous record of sexual abuse or other unlawful activity by the potential staff member. For current RoboNation staff members, this background check will be updated at least every three (3) years.
  
- 3 The Volunteer / Chaperone Recruitment process shall include the following:**
  - a. Volunteer / Chaperone Application – Every chaperone and volunteer working with youth is required to complete an electronic application for each event.
  
  - b. Background Check – All persons having custody, control or supervisory responsibility or authority over minors, or acting in place of the parent, will be subject to a background check. This includes volunteers, team mentors and chaperones, all individuals staying in the dormitories, health care providers, and all program staff. Background checks will be conducted by a contracted vendor qualified (and licensed, if necessary, under applicable federal, state or local law) to conduct such checks, and the background check may include inquiries regarding criminal convictions, any previous record of sexual abuse, physical violence or other unlawful activity by potential volunteer/chaperone, as appropriate under the circumstances. For returning volunteers/chaperones, this background check will be updated every year. If circumstances warrant, persons other than those identified herein may also be subject to a background check appropriate under the circumstances.
  
  - c. Acknowledgement - All volunteers / chaperones and staff will submit a signed acknowledgement to certify that they have read, understand and accept RoboNation with respect to youth protection.
  
- 4 Reportable Convictions** – Any person who is entrusted with the care and supervision of minors or may directly oversee and/or exert control or oversight over minors who has been convicted of the offenses outlined below, been on a probated sentence or received deferred adjudication for any offense outlined below, or has presently pending any criminal charges for any offense outlined below until a determination of guilt or innocence has been made, including any person who is presently on deferred adjudication may risk disqualification from participation in RoboNation activities. The following offenses disqualify a person from care, supervision, control, or oversight of minors:
  - a. Any offense against minors as defined by state law.



- b. A misdemeanor or felony offense as defined by state law that is classified as sexual assault, indecency with a minor or adult, assault of a minor or adult, injury to a minor or adult, abandoning or endangering a minor, sexual performance with a minor or adult, possession or promoting child pornography, enticing a minor, bigamy, incest, drug-related offenses, or family violence.
- c. Any prior criminal history of an offense against minors.
- d. Any prior criminal history of cruelty to animals.

## 5 Reporting of Suspected Child Sexual Abuse

- a. The RoboNation Executive Director shall be responsible for receiving reports of sexual abuse / neglect or other inappropriate conduct and for taking appropriate action upon receiving such a report.
- b. Appropriate action will include the following:
  - i. Ensure that the victim is safe.
  - ii. Remove the alleged perpetrator from all direct contact with children.
  - iii. Notify proper law enforcement or child protection agency, board of directors, attorney, and insurer.
- c. All volunteers / chaperones, parents, and program participants must report any incident of abuse or suspected abuse that they witness or that is reported to them to any RoboNation staff member. RoboNation staff, volunteers, chaperones, parents, and program participants may also directly notify the proper law enforcement agencies except for situations of mandatory reporting of child abuse or neglect, in which reporting to government authorities is required and not optional.
- d. The RoboNation staff member shall document the reported incident using the documentation form and notify the RoboNation Executive Director.
- e. In the event that a suspected incidence of abuse is reported, the alleged perpetrator in question may be temporarily suspended from the event while an investigation takes place.

## 6 Abuse Definitions and Examples - The following definitions or examples of abuse, sexual abuse, neglect, misconduct or harassment, may apply to any and/or all of the following persons – employees, volunteers or other third-parties. Abuse or misconduct may include, but is not limited to:

- a. Child sexual abuse – any sexual activity, involvement or attempt of sexual contact with a person who is a minor (under 18 years old) where consent is not or cannot be given.
- b. Sexual activity with another who is legally incompetent or otherwise unable to give consent.
- c. Physical abuse or violence, such as rape, sexual battery, abuse, molestation or any attempt to commit such acts. Physical abuse injuries can include bruises, broken bones, burns, and abrasions, especially when there are recurring injuries.
- d. Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders and/or pulling against another's body or clothes.
- e. Material such as pornographic or sexually explicit images, posters, calendars or objects.



- f. Unwelcome and inappropriate sexual activities, advances, comments, innuendoes, bullying, jokes, gestures, electronic communications or messages (e.g. email, text, social media, voicemail), exploitation, exposure, leering, stalking or invasion of sexual privacy.
- g. A sexually hostile environment characterized as comments or conduct that unreasonably interferes with one's work performance or ability to do the job or creates an intimidating, hostile or offensive environment.
- h. Direct or implied threats that submission to sexual advances will be a condition of employment or affiliation with the organization.
- i. Neglect often involves depriving a child of food, clothing, shelter, medical care, or other necessities of life. Neglect can also involve exposing a child to harmful substances or materials, such as drugs, alcohol, or pornography, or to harmful practices such as violent behavior.
- j. Emotional abuse - any act including confinement, isolation, verbal assault, humiliation, intimidation, infantilizing, or any other treatment which may diminish the sense of identity, dignity, and self-worth.

## **7 Defining Situations for Encouraged Behavior**

- a. The buddy system should be used at all times.
- b. Keep activities in open areas visible to others.
- c. Encourage open and honest communication.
- d. Use encouragement and constructive discipline when appropriate.
- e. Appropriate forms of affection for youth are listed below:
  - i. Side hugs
  - ii. Pats on the shoulder or back
  - iii. Handshakes, high-fives, hand slapping, fist bumps
  - iv. Verbal praise

## **8 Defining Situations for Prohibited Behavior**

- a. Non-related one-adult/one-child interaction in the situations identified below.
  - i. Any situation where a non-related adult would be working with a child. All volunteers / chaperones should adhere to the "three-person rule".
  - ii. One-on-one private online or digital communications with youth. Adults must copy a parent or other adult in texts, social media or other forms of online or digital communication.
  - iii. Non-related children in a volunteer / chaperone vehicle unless prior written parental permission has been given or there is an urgent situation (i.e. where a parent/guardian does not show up and the child would be in danger not having a ride).
- b. Use of profane or degrading language. Volunteers / chaperones are responsible for stopping disrespectful language or behavior between youth team members, including sexual jokes, harassment, bullying, and hazing.
- c. Threatening or intentionally inflicting physical injury upon a youth.
- d. Committing any sexual offense against a youth or engaging in any sexual contact with a youth.
- e. Making any kind of sexual advance, or making a request for sexual favors, or engaging in other verbal, visual or physical conduct of a sexual nature.



- f. Verbal or nonverbal conduct including mental exploitation, degrading communication, or humiliating or threatening conduct that may or may not include bullying / hazing or as defined by state law. Examples of bullying include:
  - i. Verbal – name calling, teasing
  - ii. Social – spread rumors, leaving the target out of activities, breaking up or manipulating friendships
  - iii. Physical – hitting, pushing, shoving, physical coercion
  - iv. Group – intimidations, ostracizing
  - v. Criminal – injury, assault, sexual aggression
  - vi. Cyber bullying – using digital technology – social media, mobile phones, computers, etc.
- g. Disciplinary activities involving isolation, humiliation, or ridicule.
- h. Encouraging secret keeping.
- i. Praise / comments related to appearance.
- j. Overnight accommodations – No youth may share a room with an adult other than a family member. Youth more than two years apart in age may not share a room unless the youth are related.

## 9 Fair Credit Reporting Act

- a. When an organization uses a third-party vendor to conduct criminal history record checks the resulting report is considered a "consumer report" as defined by the Fair Credit Reporting Act (FCRA) and applicable state laws. Under the FCRA and applicable state laws, RoboNation has specific responsibilities and applicants have specific rights.
- b. Briefly, these include:
  - i. RoboNation will provide written notification that a background check will be performed in the electronic application.
  - ii. The applicants give written consent and authorization for the record check to be performed by completing the electronic application.
  - iii. If disqualifying information is included in the report from the vendor, the applicant will receive a pre-adverse action disclosure that includes a copy of the individual's consumer report and a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act"—a document prescribed by the Federal Trade Commission and applicable state law notices.
  - iv. RoboNation or the third-party vendor will give the individual notice—orally, in writing, or electronically—that adverse action has been taken in an adverse action notice. It will include: the name, address, and phone number of the vendor that supplied the report; a statement that the vendor that supplied the report did not make the decision to take the adverse action and cannot give specific reasons for it; and a notice of the individual's right to dispute the accuracy or completeness of any information the agency furnished, and his or her right to an additional free consumer report from the agency upon request within 60 days.

**10 Youth Protection Review** - The management of RoboNation will review and approve the Youth Protection Policy that will be given to all volunteers / chaperones and staff. The policy will be reviewed by the management team at least every five (5) years.



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## Youth Protection Resources

Staff / Volunteers / Chaperones are encouraged to review some of the following resources to further familiarize themselves with the issues and guidelines surrounding abuse prevention.

To find statute information on who qualifies as a mandated reported for a particular state, please visit: <https://www.childwelfare.gov/topics/systemwide/laws-policies/state>.

### **Boy Scouts of America:**

<https://www.youtube.com/watch?v=9Wfx2UoUTTo>

### **ChildWelfare.gov:**

<https://www.childwelfare.gov/topics/can/>

### **ChildHelp.org:**

<https://www.childhelp.org/childhelp-approach>

### **Darkness to Light:**

Web Resources: <http://www.d2l.org/site/c.4dICIJOkGclSE/b.6069275/k.31EB/Prevention.htm>

Video: <https://www.youtube.com/watch?v=PovRoQiyz8Y>

### **FIRST Youth Protection Program:**

<https://www.youtube.com/watch?v=edfJT6ILCDc>

### **FIRST High School Training Video:**

<https://www.youtube.com/watch?v=VPzxm4lfG6w&feature=youtu.be&list=UUyJqS0n0h5f3yeYxEADZuvQ>

### **FIRST Middle School Training Video:**

<https://www.youtube.com/watch?v=SXkQiRYKtxE&feature=youtu.be>

### **Kids Matter Inc.:**

<https://www.kidsmatterinc.org/get-help/for-families/abuse-and-neglect/>

### **The Enough Abuse Campaign:**

Booklet: <http://www.enoughabuse.org/for-ind.html>

Videos: <http://www.enoughabuse.org/the-campaign/training-tools.html>

### **WLRN Public Radio and Television:**

<https://www.youtube.com/watch?v=MggXvVqKlwc&t=11s>

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