



Horn Lake Parks & Recreation Youth Protection Policy

Purpose

The Horn Lake Parks & Recreation understands the importance of protecting youth in the community and in our programs and therefore wishes to provide a safe and secure environment. The Horn Lake Parks & Recreation has adopted this policy in order to provide practices that will protect youth from incidents of misconduct or inappropriate behavior. All adults working with youth under the age of 18 at any Horn Lake Parks & Recreation sponsored events are expected to read/understand, agree to, and abide by this policy.

Definition

Staff – all employees, full and part-time, and program volunteers that have any contact with youth or access to facilities that has been approved by the Horn Lake Parks & Recreation to work with youth members at specific events.

Youth – individuals under the age of 18

Screening

All Horn Lake Parks & Recreation staff will be screened in accordance with this policy. Screening will include at least the following:

Written Application

All potential staff must complete and sign a written application form, compliant release allowing the Horn Lake Parks & Recreation to conduct a background information search. The application will request basic information from the applicant and will inquire into previous experience with children, reference, and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in a personnel file in the Horn Lake Parks & Recreation office.

Personal Interview

A personal interview will be conducted with the applicant by management staff to discuss the position and the applicant's talents, qualifications and abilities. Multiple and/or group interviews may be conducted as appropriate.

Reference Checks

All applicants must provide at least three (3) references. References may be personal or professional and be presented in written form or by providing phone contact information. All references will be confirmed by management staff and documented in the applicant's personnel file. At least one reference will be from a personal contact if available.

Criminal Background Check

Criminal background checks will be conducted for all potential staff after they've completed an application. The background check will include a Federal Criminal Background check, a sex offender registry search, and motor vehicle record check. Background checks will comply with applicable regulations governing programs. Background checks will be performed at least every two years on volunteers.

Disqualifications

The Horn Lake Parks & Recreation may deny an individual the right to work in youth athletics based on the following:

- Felony convictions within the last fifteen (15) years
- Misdemeanor convictions within the last five (5) years
- Any narcotic drug convictions within the last five (5) years
- Two or more alcohol related convictions within the last five (5) years
- Any child abuse or domestic violence convictions
- Any conviction against the welfare of a juvenile
- Any sex or sexual misconduct convictions
- Aberrant behavior that presents a potential danger to self and others

Failure to disclose a criminal conviction on the application form may also terminate an individual's application.

Training and Education

All adults (coaches, support volunteers and parents) working with youth under the age of 18 at any Horn Lake Parks & Recreation will receive an orientation that includes:

- Review and receipt of the Horn Lake Parks & Recreation Code of Conduct; an original signed copy will be kept in the individual's personnel file.
- Review of policies related to:
 - transportation,
 - medications,
 - use of alcoholic beverages and tobacco,
 - prevention and reporting of child abuse, and
 - emergency procedures

Supervision

Supervision of youth, programs, facilities and staff will be designed to protect youth and staff at all times. Practices to ensure a safe and caring environment will include:

- Transportation: Staff transporting youth in a vehicle should do so with a second adult in the vehicle. If a second adult is not available, the “rule of threes” is recommended: at least three people in the car at all times. All transportation decisions should be made in accordance with local laws and Horn Lake Parks & Recreation policies.
- Supervision: Staff members will never be alone with an individual youth where they are not observable by others.
- Medications: Staff is prohibited from administering prescription medications to youth at events.
- Use of Alcoholic Beverages and Tobacco: Use of alcoholic beverages and tobacco is prohibited at events.
- Reporting: If a staff member observes troubling behavior involving a youth at an event or becomes aware of a situation that is illegal or potentially unsafe for a young person at an event, he or she must immediately contact the appropriate personnel at the event as well as provide notification to law enforcement personnel as appropriate. If staff becomes aware of the troubling behavior after the event, he or she must immediately contact the appropriate personnel at the event as well as provide notification to law enforcement personnel as appropriate. All local, state, provincial and federal laws regarding reporting must be followed.
- Personal Information: All documents bearing personal information of any youth participating in an event, including registration forms, medical information forms, permission to treat forms, etc. should be treated as confidential. Processes that protect this information must be created, including minimizing the number of people who have access to any such documents. The documents shall be maintained a minimum of three years or longer as may be required by local and state laws and regulations. After the maintenance period has expired, the documents shall be destroyed in a way that maintains confidentiality, such as shredding.
- Emergency and medical procedures: Staff will be supplied with local emergency medical responder contact information or will have access to 911 services at each practice or competition.
- Contact with Youth: Staff will not initiate contact with or accept supervisory responsibility for youth outside of Horn Lake Parks & Recreation programs and activities, including baby-sitting or private instructions. Staff with prior or family relationships to youth may be relieved of this restriction with prior written parental approval. Staff will not

communicate with youth outside of programs via written, electronic or other means without written parental approval.

Monitoring

This policy will be reviewed and updated as needed by the Horn Lake Parks & Recreation Risk Manager and Parks and Recreation Director or its designee on an annual basis.