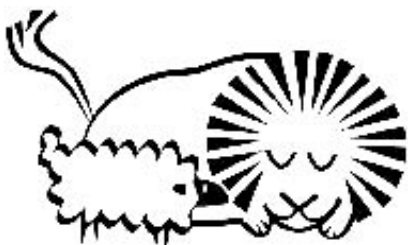


Southeastern Yearly Meeting
Child Abuse Prevention
Training Manual & Procedures
Includes: Policy, Job Descriptions, Guidelines,
Forms & Handouts



Southeastern Yearly Meeting of the Religious Society of Friends

History of Revisions

This section must be updated whenever significant changes are made to this document.

- First edition, October 2006. This edition has been adopted as a working paper after review by the SEYM Executive Committee. The SEYM Child Abuse Prevention Policy, approved by the Yearly Meeting at Yearly Business Meeting 2005 is on page 5. This section must be updated whenever changes to this document are approved by SEYM. Refer any questions or requests for changes to the SEYM Executive Committee, Nancy Fennell, clerk, Caroline Lanker, or Lyn Cope.
- Second Edition, February 2011. This edition consists of a compilation of all prior materials with additions, deletions, and corrections. Please refer questions and requests for changes to the Ad Hoc Committee: convenor Lyn Cope, Cecilia Yocum, Herb Haigh, Joshua Rumschlag, Chuck Deneen, and Caroline Lanker.

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The SEYM Child Abuse Prevention Policy

The following is the complete text of the SEYM Child Abuse Prevention Policy, as approved by the Yearly Meeting at the Annual Gathering, 2005.

The SEYM Child Abuse Prevention Policy

Southeastern Yearly Meeting (SEYM) will take all reasonable precautions to ensure the safety of the children and youth at our Gatherings and conferences. To that end, we will provide appropriate screening of all staff and volunteers working with children and young people. It has been, and continues to be, the policy of SEYM to have two adult Youth Care Workers present at all times.

It is the policy of SEYM to follow the procedures outlined below. This policy and these procedures apply to everyone who works with children and young people under the age of 18, whether paid, compensated by work grants or fee waivers, or volunteer, who are working with SEYM youth at Yearly Meeting, as Friendly Adult Presences or presenters at SEYM events, or providing child care at Interim Business Meetings. In the procedures below, we refer to these people as "Youth and child care workers." "SEYM staff" refers to the paid employee(s) of SEYM.

1. All potential youth and child care workers shall provide three references, including at least one who has direct experience of the person's work with children and at least one who is a professional or institutional reference, rather than a personal one. Family members should not be used as references. References will be checked, and written records of reference calls kept on file. Reference checks will be repeated every 4 years.
2. All youth and child care workers (other than paid [local] babysitters) who will serve full time (that is, for the length of the event and not for just one day or as a lend a hand volunteer), must be active in a monthly meeting for at least six months prior to being hired. This shall be verified with the meeting clerk. Verification will be repeated every 4 years for continuing workers.
3. All workers who will have supervisory roles, or who will have overnight responsibility for children or young people, or who may be alone with young people, will consent, in writing, to a criminal and/or child abuse background check. The checks may be performed by SEYM staff in national and state databases. These checks will be repeated every 4 years for continuing workers.
4. All information from references, monthly meetings, and background checks will be held in the strictest of confidence. Files will be maintained on appointed staff for up to 20 years (until the youngest child is majority plus 2 years) in a secure file. Access to these files will be limited to the greatest extent practical. These files are the property of SEYM. Upon written request to the SEYM clerk, workers shall have access to their files except for letters of reference, which are confidential and not available to the worker. The file is not available to others outside of SEYM.
5. Workers who have not undergone the more thorough screening, including "walk in" volunteers, will be supervised at all times. Under no circumstances will these workers be left alone with a child other than their own.
6. Should SEYM staff have a question or concern about information revealed during the hiring procedures, they must consult in confidence with the Personnel Committee whose decisions shall be final.
7. SEYM will provide abuse prevention (CAP) training for those in leadership roles. This training may be mandatory for workers in certain positions.

8. Detailed CAP procedures, restrictions and guidelines will be developed and explained to all youth and childcare workers.
9. Any allegations of abuse will be taken seriously. All such allegations are to be reported immediately to the SEYM clerk or designee AND if abuse is suspected, called into the State Child Abuse Hotline. Additional procedures will be developed to protect and care for the victim(s) of abuse, the alleged perpetrator(s), and others close to both. Our existing guidelines and procedures for Sexual Harassment should form a good basis for these procedures. In addition, SEYM shall comply with all government regulations for reporting abuse.

Introduction

The youth programs and intergenerational activities of the Southeastern Yearly Meeting of the Religious Society of Friends are intended to provide an educational and enjoyable experience for youth, with emphasis on the beliefs, values, testimonies and practices of the Religious Society of Friends. Consistent with that goal, it is essential to provide an environment where our youth feel safe and are safe.

This manual, the **SEYM Child Abuse Prevention (CAP) Training Manual & Procedures** is intended to be used by SEYM Youth Program workers, parents, and others who are engaged with SEYM youth as a guide to providing a safe environment for youth in SEYM programs and events. The current edition of this manual is a compilation of prior materials into one inclusive manual that will simplify and bring together all of the component parts of the training program in what we hope will be a more concise and better organized presentation.

Other aspects of what makes an effective Friends youth program, such as teaching techniques, are outside the scope of this manual.

What is “Safe”?

Much discussion of child safety in churches, including SEYM, has centered on preventing sexual abuse against our children. Prevention of child abuse, including sexual abuse, in our youth programs is a primary concern, of course. The **SEYM Child Abuse Prevention Policy** on previous pages has, as its main objective, the prevention of child abuse. The procedures contained in the remainder of this manual address the implementation of those policies.

However, an emphasis on the most serious possible cases might lead us to think that threats to the safety of our youth would be highly unusual and nothing to be too concerned about. On the contrary, there are many situations that are perhaps less serious or less clear-cut than obvious child abuse but are also more likely to occur and, therefore, deserve our attention.

Potential threats to our children’s physical and emotional safety may include the following:

- bullying of children by other children (and possibly by adults)
- children who hit/kick/bite other children
- humiliating, hostile, or abusive comments to or about children or teens by anyone of any age
- anything that could cause serious physical harm
- people who do questionable things for various reasons, possibly including senility or lack of maturity, judgment, or self-control.

Into the Future

The objective of this Manual and Training is to raise awareness of child safety issues, and to provide the Youth Committee and SEYM Event Planners with a large pool of trained Registered Youth Workers so that the responsibility falls on many shoulders and not just a few.

All in all, these are exciting times for SEYM members and attenders as we review our testimonies and especially our tenet to do no harm. Please do not hesitate to query or to provide the wealth of your ideas with the Youth Committee, the Executive Committee, or the CAPP Coordinator as we move into this second decade of the 21st century.

Caroline Lanker
Cecilia Yocum
Lyn Cope

PART I: Definition of Terms

Job Descriptions

Registered SEYM Youth Program Worker: an adult who has been through an application process and CAP Training Program and has been approved by the Yearly Meeting CAP Review Committee. Registered SEYM Youth Program Workers are approved to work with youth on an extended basis and may supervise volunteers at SEYM events with planned youth programs.

Designated SEYM Youth Program Worker: an adult who has been selected from the pool of Registered SEYM Youth Program Workers to be a primary or full time worker at a SEYM youth program or event. Designated Youth Program Workers act as supervisors for others in their classrooms.

Youth Program Coordinator: an adult who has been selected from the pool of Registered SEYM Youth Program Workers to be the primary or full time worker at a SEYM event to supervise the program and assist, as needed, the Designated SEYM Youth Program Workers and volunteers with planned youth programs. The Youth Program Coordinator reports to the clerk of the event.

SEYM Friendly Adult Presence: an adult who has been selected from the pool of Registered SEYM Youth Program Workers to function at a SEYM event as an assistant in a program or as a chaperone. The Friendly Adult Presence worker must be 24 years old or older and never have been a peer-classmate with youth she or he is chaperoning.

SEYM Child Care Worker: an adult who has been selected from the pool of Registered SEYM Youth Program Workers to function at a SEYM event as an assistant in a program or as a child care worker for younger children.

Young Adult Quakers: Friends ages 18-30. A Young Adult Quaker (YAQ) may become a Registered Youth Program Worker. Those over age 24 may function as a Friendly Adult Presence as long s/he is not chaperoning former peer-classmates.

SEYM Child Abuse Prevention Trainer: a social worker, psychologist, educator or other appropriate professional who is thoroughly familiar with Child Abuse Prevention materials. The Trainer leads the **Youth Abuse Prevention Training session *in person*** and is responsible for submitting **SEYM Child Abuse Prevention Training Attendance Record** of each session to the SEYM staff as designated.

SEYM Administrative Secretary: staff member who submits applications for background checks to LexisNexis (through GuideOne-Safe Church-Shepherd's Watch). The SEYM Administrative Secretary oversees safe file storage.

SEYM staff assistant: staff or volunteer who assists by following up with each applicant to ascertain that all forms are submitted. The Staff Assistant keeps applicant and Registered SEYM Youth Program Worker data files up-to-date. She or he provides the Designated Youth Program Workers with lists of volunteers, their interests, availability, and contact information.

SEYM Review Committee: subset of 2-3 persons selected from the SEYM Personnel Committee that reviews completed application files. The Review Committee either approves or notifies an applicant if her or his background check was problematic.

Event Registrar(s): SEYM member nominated and approved at a YBM for specific SEYM event: YBM-Gathering (Yearly Business Meeting) or HYM (Half Yearly Meeting). The Registrar receives and keeps on file: Parent Consent and Release form, Youth Medical forms, Special Event forms at the time of Registration, and Volunteer Driver & Automobile information as needed.

NOTE: Youth events that take place under the care of the Youth Committee or SEYM youth events that take place at the invitation of a meeting shall name a person responsible to receive permissions.

Parent(s)/Sponsor(s): Each youth age 18 and under must have a parent or sponsor on site. The parent/sponsor must attend the **Orientation Session** with his or her youth and provide the Registrar with: 1) **Medical Release**, 2) **Parent Consent and Release** form, and if appropriate, 3) **Permission to participate in Designated Youth Worker planned field trip or event**.

NOTE: Parents and Youth Program Workers need to be clear with one another regarding program start- and end-times, parental responsibility and authority during non-program hours including intergenerational activities.

Volunteers: Quaker organization workers or others invited by a Designated Youth Program Worker to participate in SEYM Youth Programs. A Volunteer may be an adult or older youth who temporarily serves in a youth program to assist the Designated SEYM Youth Program Workers. Volunteers may be resource persons who lead or present particular activities, etc. Volunteers work under the supervision of the Designated SEYM Youth Program Worker(s).

Event Descriptions

YBM (Yearly Business Meeting): formal annual business plenary sessions that take place during a meeting for worship where decisions are discerned in a spirit-led sense of the meeting.

'____(Event name)____' **Gathering:** intergenerational activities, workshops, etc. that take place during hours other than those devoted to plenary sessions.

Junior Yearly Meeting: the annual business meeting held in each youth group to introduce youth to Quaker Process. Youth create an epistle to present to the final YBM plenary session Sunday morning.

Youth Programs: the Youth Program at YBM-Gatherings generally occurs in the morning hours under the care of Designated Youth Workers. One exception is the Teen Fishbowl which takes place one afternoon. Junior Yearly Meeting takes place during the planned morning program and is under the care of Designated Youth Workers. Afternoon hours and some evenings are open for parents and children to enjoy the intergenerational activities, or parents may organize shared child care amongst themselves. During adult evening programs, *as announced in the printed programs* youth care may be under the care of SEYM Child Care Workers or Friendly Adult Presences OR in some instances, may be a continuation of the morning program under the care of the Designated Youth Program Workers.

HYM (Half Yearly Meeting): the informal social gathering that takes place Thanksgiving weekend, usually in a state park. Activities include intergenerational activities: cooking together, hiking, canoeing, talent show, environmental lecture, volunteer-presented group activities, games, etc.

Definition of Child Abuse

The following are the definitions of child abuse. The definitions which are provided in the presentation, "Recognizing and Reporting Child Abuse" are included here in italics.

Child abuse: Physical, emotional or sexual abuse of a minor (under the age of 18) by an adult or another minor.

Physical abuse: *The intentional injury of a child, ranging from minor bruises and lacerations to severe neurological trauma and death.* This includes, but is not limited to, striking, biting or shaking. Injuries include bruises, fractures, cuts, and burns.

Emotional abuse: *Emotional abuse may occur when a parent/caregiver fails to provide the understanding, warmth, attention, and supervision the child needs for healthy psychological growth. Also, when a parent/caregiver ignores, terrorizes, blames, belittles or otherwise makes a child feel that he's worthless and incompetent.*

Sexual abuse of a child: *Sexual abuse occurs when an adult exploits a child for sexual gratification. Sexual abuse is not limited to intercourse. Exposing oneself to a child and fondling a child's genitals are considered sexual abuse. So is using a child for production of pornographic materials.*

Sexual abuse includes the following: unwelcome sexual activity with a child of any age; any form of sexual activity, whether unwelcome or welcome, with an underage child. Under Florida law, any sexual activity with a child under the age of 16 is a crime. Any sexual activity with a 16 or 17 year old is a crime if the other person is over 24 years of age or in a "position of familial or custodial authority" over the child. "Lewd and lascivious conduct" in the presence of a child under 16 is also a crime. (Ref. Florida statutes chapters 794 and 800.)

Other Unacceptable Behavior

The following are other definitions of unacceptable behavior. When such behavior falls within the definitions of child abuse, it *is* child abuse. Otherwise, such behavior, particularly when exhibited by a child, is not child abuse, but is unacceptable in the SEYM event youth programs.

Sexual harassment: Verbal or physical teasing, touching, or intimidation of a sexual nature or with reference to one's gender or sexual orientation. Also, persistent or insistent, unwanted sexual advances or persistent, unwelcome use of sexual jokes or innuendo.

Bully: A person who habitually abuses or seeks to intimidate others.

Bullying: Any behavior which causes or is intended to cause harm or intimidation. This may include, but is not limited to, physical violence, threats of violence, taunts, vicious or relentless teasing, and/ or slurs or epithets regarding race, ethnicity, gender, sexual orientation, or physical characteristics.

Inappropriate and Questionable Behavior

The following are definitions of inappropriate and questionable behavior which may not fall within the definitions of child abuse and unacceptable behavior.

Inappropriate behavior (by an adult with a child): Any behavior which could potentially harm the child: inappropriate behavior such as intimidation, bullying, or coercion of a sexual nature either in a single instance or if repeated. Behavior which embarrasses the child is usually inappropriate except in cases where an adult youth program worker is appropriately dealing with misconduct by the child; discipline which avoids embarrassing the child is desirable but not always possible.

Questionable behavior (by an adult with a child): Any behavior which is advised against in **PART III, Responding to Unacceptable Behavior**, not covered under the above definitions. Questionable behavior may leave the adult open to suspicion of or accusations of child abuse. Also see age-specific one-page handouts in Part VI.

PART II: The Application and Training Process

On 02/03/2011, SEYM was approved by LexisNexis (through GuideOne Insurance Co., Safe Church, Shepherd's Watch) for background checks for youth workers. At Winter Interim Business Meeting 2011, it was approved that all costs in registering workers and volunteers would be paid from the SEYM General Fund.

Application Process

STEP 1:

Please complete and send to the SEYM Office the '**Application to be an SEYM Youth Worker**' which contains the following two forms:

- **Permission to Obtain a Background Check**
- **References**

Mail the completed Application to SEYM office.

These forms will be kept on file in a locked box. Background checks are conducted in compliance with the Fair Credit Reporting ACT (FCRA).

NOTE: The Fair Credit Reporting Act, ammended July 21, 2010, is a Federal Trade Commission **Consumer Protection** law (codified at 15 U.S.C. § 1681 et seq.) that regulates the collection, dissemination, and use of consumer information. FYI, SEYM requests the volunteer **Church Worker criminal background check** which does not include financial or other searches.

SEYM Administrative Secretary or SEYM designated staff obtains a Background Check (from a secure provider contracted by SafeChurch), conducts reference checks, and provides applicant with results of application.

Should an application be problematic, the SEYM Administrative Secretary informs the SEYM Review Committee who informs and assists the applicant. See Part V, Responsibilities of the Review Committee.

STEP 2:

Read this Manual. You will be asked to affirm you have read it. **Become familiar** with those areas that especially pertain to the program/age group you are volunteering to assist.

STEP 3:

Schedule and **attend** a **Child Abuse Prevention Training session *in person*** led by a SEYM Child Abuse Prevention Trainer. This training covers a broad scope of concerns as expressed in PART III. The Child Abuse Prevention Trainer submits a **SEYM Child Abuse Prevention Training Attendance Record** to the SEYM designated staff for safe keeping and for submission to Review Committee.

STEP 4:

Applicant signs the **SEYM Child Abuse Prevention Training Verification form** affirming he or she has read the **SEYM Child Abuse Prevention Training Manual & Procedures** and has attended a **Youth Abuse Prevention Training session** in person or online. Applicant gives **Verification form** to SEYM designated staff for safe keeping and submission to Review Committee.

STEP 5:

SEYM Review Committee approves completed application. Note: Due to time constraints, the Review Committee may provide a **Provisional Approval** for the applicant who has successfully completed Steps-1 and -2 indicating that the applicant will become a **Registered SEYM Youth Program Worker** upon successful completion of Steps-3 and -4: Training and submission of the applicant's signed **SEYM Child Abuse Prevention Training Verification** form and the **SEYM Child Abuse Prevention Training Attendance Record** signed by the SEYM Child Abuse Prevention Trainer.

RENEWAL: Designated SEYM Staff shall work with the Review Committee to obtain and review new background checks for Registered Youth Workers every 4 years.

SEYM Youth Program Worker Training

Purpose of Youth Program Worker Training

The purpose of the SEYM event youth program worker training is to train youth program workers to:

- Provide a safe environment for youth in the SEYM event youth programs.
- Recognize and report child abuse.
- Avoid suspicion or unwarranted accusation of child abuse in SEYM Event Youth Programs
- Comply with legal and insurance requirements. SEYM has stipulated to the insurance company that it will provide child abuse prevention training for youth program workers.

Training

- Applicants who wish to be Registered SEYM Youth Workers must read the **SEYM Child Abuse Prevention Training Manual & Procedures** (this manual) and successfully complete **SEYM Training for Child Abuse Prevention** prior to serving in a SEYM event youth program.
- The **SEYM Child Abuse Prevention Training** may consist of reading additional material and approximately 2-hours of classroom training as determined by the SEYM Trainer: discussions, viewing video or Power Point presentations, role-playing, etc.
- Applicants must sign the **SEYM Child Abuse Prevention Training Verification** form upon completion of training and submit it to SEYM designated staff for safe keeping and submission to the Review Committee.
- The SEYM Child Abuse Prevention Trainer provides written verification when an applicant has completed classroom or online training by submitting a **SEYM Child Abuse Prevention Training Attendance Record** to the SEYM designated staff for safe keeping and submission to the Review Committee.

Content of Youth Program Worker Training

The SEYM Youth Program Worker training is intended to be used within the context of an SEYM event youth program which provides an educational and enjoyable experience with emphasis on the beliefs, values, testimonies and practices of the Religious Society of Friends. However, the development and implementation of a good Friends' youth program are outside the scope of this training.

The most critical elements of the training are the requirements for adult youth program workers at SEYM events and the recognition and reporting of child abuse. Those aspects are covered in the following documents:

1. **The SEYM Child Abuse Prevention Training Manual & Procedures** (this manual).
2. State of Florida Department of Children and Families website.
3. Additional reading material and/or videos on child abuse prevention.

However, child abuse is not the only area of concern. If a child is harmed during an SEYM event youth program, the Yearly Meeting may be held accountable.

This training manual provides guidelines for working with youth in the SEYM Event Youth Programs, in order to provide a safe environment for youth and avoid suspicion or unwarranted accusations of child abuse. One of the ways that children can be hurt is by violent fights or bullying among children.

Some of the guidelines in this manual are designed to help avoid and deal with misconduct which could result in hurt children. [See PART III of this Manual.] Your Trainer(s) may lead you in role-playing scenarios, discussions of problematic issues and concerns such as dealing with cliques (youth are always delighted to see old friends, and may avoid newcomers), bullying, teasing that may seem fun for the perpetrator but not for the recipient, dealing with inappropriate elders, or mentally disabled individuals who may mean no harm, but who are seemingly clueless that their behavior is causing stress. Preparing for possible scenarios assures that you will feel comfortable moving quickly to control the situation before it gets out of hand.

Handouts for Youth Workers and Volunteers

To make your task as a Registered SEYM Youth Worker easier PART VI in this manual includes a set of reproducible forms and handouts intended to ensure the safety of youth and make youth worker's tasks easier in the classroom.

These forms and handouts include:

1. Parent Consent and Release form signed by parent(s)/guardians regarding program parameters
2. Sign-in and -out sheets
3. Emergency contact names and phone numbers
4. Parental permission for field trips
5. A set of reproducible SEYM Child Abuse Prevention Guidelines handouts, one-page summary guidelines. These handouts are intended for all workers as reminders, and to be given to all volunteers participating in SEYM youth programs. Each is a subset of the information in **PART III, Prevention Procedures** and is written for each of four youth age groups: Wee Friends, Elementary Young Friends, Junior Friends, and Teen Friends. These handouts may also be enlarged to poster size to be posted in classrooms.

PART III: Prevention Procedures: Working with Youth of All Ages

SEYM Youth Program Structure

Depending on the event, the youth program structure may vary. The following information is most pertinent to the YBM-Gathering, but may apply to other events

- **The youth program is divided into groups** by age and/or grades in school: **Preschool-K; grades: 1-6; 6-9; and 10-12.** Each group is assigned **two or more Designated SEYM Youth Program Workers.** Other Registered Workers or volunteers may lead or participate in sessions.
- Youth program sessions are scheduled at specified times during the day, as described in the event registration materials.
- Requirements of youth and their parents/sponsors are provided with the registration material [see PART VI: Forms & Handouts] in this Manual or are downloadable. Forms to be collected at time of Event Registration include:
 1. the **signed Medical Release** form
 2. the **signed Parent Consent and Release**
 3. And if appropriate, a **signed permission for off-site field trips or events.**
- **Guidelines for adult to child ratios** shall be observed with all youth, whenever possible. However, with concern to provide interesting programs and adequate intergenerational conversations and to avoid worker burnout, it is imperative that a sufficient number of registered workers volunteer for even short periods of time to interface with youth. Reportedly, other churches are encouraging a ratio of 1 adult/1.5 youth in any given program—perhaps not to do more than just to look in, provide a smile, and to sit quietly in the back of the room without interrupting activities. In other words, any registered youth worker (Friendly Adult Presence) may be as involved as he or she wishes to be at any given youth event.

Maintaining a Positive Program Environment

Maintaining a positive environment and establishing a relationship of trust between the youth and the youth leaders is important, not just for producing a good youth program. In the event of abuse or attempted abuse, it is desirable that the child knows he or she can turn to the youth program worker for help and support.

Develop a positive program environment by:

- Discussing acceptable behavior early in the program and repeating as necessary when newcomers enter
- Including healthy physical activity in the program
- Use age-appropriate activities to keep children involved
- Develop a relationship of trust by modeling acceptable behavior
- Dealing with unacceptable behavior promptly, but without malice

Avoid:

- Playing favorites
- Encouraging competition
- Using physical punishment or humiliation as discipline
- Insisting that a child trust you. Avoid saying things like, “Don’t you trust me?” Would-be child molesters often try to gain a child’s trust. It is safer for a child to mistrust an adult who is too insistent that a child trust him or her.

Appropriate Behavior for Youth Leaders

Appropriate behavior shows how we value and respect our youth. The following are good ways to interact with the youth:

- Treating them with respect. Listening to them and discerning their needs are important to preventing conduct problems.
- Being mindful of playing favorites and being fair.
- Taking children *aside* when possible during times of confrontation allows them to save face.

The following behaviors can aid in communicating with children:

- Make eye contact
- Observe appropriate interpersonal boundaries, as described in the next section
- Be clear regarding acceptable behavior
- Kneel or sit to be on the same physical level as small children

Acceptable touching:

- On the hand (especially with younger children), shoulder or upper back
- In the company of other adults

Unacceptable touching:

- Against a child’s will (unless in the case of clear and present danger—see also **Guidelines for Working with Wee Friends** on the following pages).
- Against a child’s verbally or non-verbally expressed discomfort
- When it would have the effect of over-stimulating a child
- In a place on a child’s body that is normally covered by a bathing suit

Behaviors that might be interpreted as intrusive or invasive to youth:

- Teasing or embarrassing a child about his or her body
- Asking a child to sit on your lap or pulling him or her into your lap
- Asking a child to touch you other than on the hand, shoulder or upper back; asking a child for a hug or kiss
- Telling stories or engaging in conversation that is lurid or over-stimulating
- Giving someone a deep back massage These guidelines should be used judiciously. For example, there are some popular cooperative games which may involve quite a bit of touching. These are acceptable, but the youth program leader shall monitor to make sure the situation does not get out of hand. Do not insist that a child participate in this type of activity if she/he doesn’t want to.

Maintaining a Safe Environment

- Adhere to the requirements in the SEYM Child Abuse Prevention Policy for adult leadership in the program.
- Ask children of all ages to tell you if they are uncomfortable with or frightened by anything that happens to them at the SEYM event, whether in or out of the youth program sessions.
- Avoid activities which may be dangerous.
- If youth use violence, harassment or bullying, deal with it swiftly.
- Ask for help from other adults if necessary.
- Keep the rules/guidelines for acceptable behavior posted and refer to them if children misbehave.
- Make sure you have the pertinent information for each child, including name, age, and parent or sponsor's name, location, and mobile phone # if available.
- If there will be other adults joining the program as volunteers, determine ahead of time from the youth coordinator or event leaders who is coming and whether they are Registered SEYM Youth Program Workers.
- If adults who are not Registered SEYM Youth Program Workers come to your classroom, follow the Guidelines for Supervising Volunteers at the end of this section.
- Youth program workers shall only release wee- or elementary-age children to their parents or sponsors, or to persons specified by the parent(s) or sponsor(s) on the Parent Consent and Release form.
- Older youth (Juniors grades 6-9 and Teens grades 10-12) may be released on their own to go to their parents, meals, etc., at the end of a session. Parents are asked to sign the Parent Consent and Release form. However, the youth program worker should exercise judgment in this and, depending on the circumstances, may need to accompany older children as well. For example, older children shall not be set off to walk a long distance through the woods alone.

Conduct Problems

Preventing Conduct Problems:

Conduct problems among youth can result in physically or emotionally unsafe conditions for themselves or other children. Although we expect that children raised in Friends' homes will be nonviolent and respectful of others, this may not always be the case. In addition, other youth may come as guests. Therefore, the full range of misconduct is possible.

The youth leader shall work to avoid conduct problems by:

- Discussing appropriate behavior with the children. Ask them to participate in setting conduct guidelines for the group.
- Promoting cooperative activities, not competition
- Separating children who have a hard time getting along with each other.
- Attempting to distract a child, particularly a young one, if they appear to be starting to misbehave
- Providing for plenty of physical activity
- Providing for rest and quiet time

Dealing with Conduct Problems:

- Use an appropriate level of response
- Separate individuals who are not getting along
- Introduce a new activity to change the pace of activity, distract from the problem, etc.
- Discuss the infraction and proper behavior with the perpetrator away from other children, if possible, but within view of another adult.
- Use physical restraint only in case of clear and present danger of harm and with children small enough that you can safely restrain them.
- Remain as calm as possible yourself.
- In extreme circumstances, contact the parent or sponsor of the child immediately.
- Inform the Clerk or Coordinator (another responsible party) so that all reported incidents are tracked by one observer and to remind Youth Workers that they can call on the “authority” of the clerk or coordinator to back any corrective measures that may need to be implemented.
- Discuss the behavior with the parent or sponsor after the session.

Emergency Situations

Emergency situations include illness or injury to a child or an adult leader, violence or threats of violence by a child which the leader(s) can't handle and threats to the children from others. Uninvited adults or older youth intruding and behaving in an unacceptable manner could also constitute an emergency.

- If a child is sick or injured, the youth leaders are responsible for getting help for the sick or injured child while also making sure remaining children are properly supervised. In the case of an unconscious child or other severe injury or illness, the youth leaders may call 911 simultaneously with attempting to locate the parent or sponsor and the youth coordinator or other event leadership.
- Depending on the circumstances, response to an emergency will usually require someone to go seek help or find a parent or sponsor or a child to be taken to their parent or sponsor.
- A registered or non-registered adult or a responsible teenager may be sent to seek help, leaving at least one Registered SEYM Youth Program Worker with the children.
- If a sick or injured child must be taken to a parent or sponsor, a Registered SEYM Youth Program Worker must accompany him/her. Another Registered SEYM Youth Program Worker must stay with the remaining children. If only one Registered SEYM Youth Program Worker is present, try to leave the remaining children with another group where there is a Registered SEYM Youth Program Worker. If all else fails, all children shall be taken together.
- If a Designated SEYM Youth Program Worker will not be able to be present during a session or must leave a session, he or she must notify the Youth Program Coordinator, who will locate another Registered SEYM Youth Program Worker to take the designated worker's place.

Guidelines when Working with Wee Friends

Characteristics of Wee Friends

- Moral Development: Preschoolers are very “me-oriented.” They are the center of their own worlds. Their entire view of right and wrong – along with their faith – is based upon what influential models (such as parents and teachers) tell them.
- Cognitive Level: Preschoolers’ play is symbolic of real life.
- Potential conduct problems: Most preschoolers have not learned personal restraint and may use physical violence or tantrums if upset or frustrated.
- Children in this age group normally have a healthy curiosity about their own and others’ bodies. They may or may not have been taught about acceptable touch. They should have little if any knowledge of sex. If a child displays a level of sexual knowledge inappropriate to his age, it may be an indication of abuse. (See the presentation “Recognizing and Reporting Child Abuse”.)
- Some children in this age group are undergoing toilet training or have recently become toilet trained.
- While young infants are not usually shy with strangers, growing babies progressively discriminate between familiar people and strangers. Many children go through a very shy stage around two years of age. As they develop language skills, their shyness may diminish.

Working with Wee Friends

- As a general rule, the ratio of children per adult shall be no greater than 3:1 for children under the age of 3; 5:1 for children between the ages of 3 and 6. Because wee Friends are least able to communicate verbally or to protect themselves, the most important factor in assuring their safety is to have at least two adults present, at least one of which is a SEYM Registered Youth Program Leader, in each group at all times.
- It is acceptable to hold babies if they do not show fear or discomfort. Only do so in the presence of another adult.
- Discussion of acceptable behavior should be concrete: no hitting, kicking, biting, etc. Even small children should have learned some rules of conduct from their parents and can contribute to a discussion of acceptable behavior.
- Explain to wee Friends what to do if they need to go to the bathroom.
- Children in this age group may need to be accompanied to the bathroom. Only a Registered SEYM Youth Program Worker shall accompany a child to the bathroom. Do not send a small child alone to the bathroom unless it is a bathroom for one, the bathroom door is in sight of a Registered SEYM Youth Program Worker and there is no other entrance to it.
- When a parent or sponsor leaves a wee friend in your care, get pertinent information, such as where the parent will be, whether the child is toilet trained, etc.
- In the case of a wee Friend still in diapers, discuss changing diapers with the parent or sponsor. SEYM youth program workers are not required to change diapers. Registered SEYM youth program workers may change diapers by prior agreement with the parent or sponsor.
- There are some situations where a youth program worker may need to touch a very young child against his will. These include diapering a baby who doesn’t want to be diapered and wiping the runny nose or messy hands of a child who doesn’t want to be wiped, as well as restraining a child from hurting himself or others. In these situations, the adult leaders shall act for the health, hygiene and safety of the children. Both adult leaders present should concur with any such action.

Guidelines when Working with Elementary School Children

Characteristics of Elementary School Children

Ages 6-8

- **Moral Development:** For younger children, the moral code is “an eye for an eye.” If they are pinched, they pinch back. Personal values are rooted in a “law and order” approach. Things that benefit young children are almost always seen as right, whereas harmful things are almost always viewed as wrong. The world, like their faith, is black and white. At this age “might makes right”, which can lead to displays of aggressive behavior to solve problems between children.
- **Cognitive Level:** Young children think in concrete terms about the ideas and concepts they’re learning. They need help understanding symbolic or abstract ideas.

Ages 9-11

- **Moral Development:** Children at this age begin to see shades of gray in their world. They question authority more and understand that individual values can impact the lives of others. They also begin to understand that doing “wrong things” means more than just “getting into trouble” or facing punishment from parents or teachers. Faith becomes a working, personal faith.
- **Cognitive Level:** Older children continue to think in concrete terms, although by the end of childhood they can more readily understand abstract concepts.

All Elementary School Children

- Children, especially boys, in this age group need plenty of healthy physical activity.
- Potential conduct problems: Use of violence, bad language, bullying.
- Children like bathroom jokes which can gross out adults.
- Children in this age group, especially the older ones, may have some curiosity about sex, but normally little knowledge. If a child displays a level of sexual knowledge inappropriate to his age, it may be an indication of abuse. (See the presentation “Recognizing and Reporting Child Abuse”.)

Working with Elementary School Children

- SEYM recommends a ratio of one adult for every 5 children of this age, at a minimum.
- Children should be involved in setting conduct guidelines for the group. Stress respect for others. Guidelines need to be prominently displayed during all sessions.
- Plan lively, creative, cooperative activities, not competitive activities

Guidelines when Working with Middle School Youth

Characteristics of Middle School Youth

- Middle school youth are in a period of rapid change and there may be fairly large differences in size, development and maturity between individuals.
- Cognitive level: Cognitive development in the brain is basically complete by this age. All cognitive functions may be expected to be fully operative.
- Moral development: Youth of this age are well aware of right and wrong, very capable of empathy for others, and usually have strong interests in “fairness.” They have the moral concepts firmly in mind, but do not yet have the experience and maturity necessary to understand how such concepts are applied in the world.
- Children in this age group are often curious about sex, but may not have much accurate information. Most are not sexually active, but a few may be.
- Children in this age group have been exposed to and may use slurs and epithets which are insulting to women, minorities and those with different sexual orientation.

Working with Middle School Youth

- Middle school youth should be able to set guidelines for conduct within the group, with some guidance from adult leaders. Guidelines need to be prominently displayed during all sessions. They should include guidelines for acceptable or unacceptable public displays of affection within the group sessions.
- Provide an opportunity for the youth to discuss problems, such as bullying, which they have encountered.

When Middle School and High School Programs are Combined

- Combining middle school and high school programs puts together a wide range of ages and maturity levels.
- This provides the potential for older teens to develop leadership skills and for younger teens to benefit from the positive influence of older teen Friends. It also introduces the potential for some special problems, which could include bullying, intimidation, abuse, or harassment of younger children by older teens.
- Prevention of bullying and harassment in this situation begins by setting an expectation for the older youth to be positive role models and guides for the younger. This can be started during the planning process if teens are heavily involved in planning the program. Remind the older youth that the younger teens look up to them with admiration and will be eager to follow the older teens. Praise, acceptance, and approval from the older teens make a powerful and positive experience for the younger teens.
- Some discussions that are appropriate with older teens may not be appropriate with younger ones. The program needs to allow separation into smaller, age oriented groups when necessary.

Guidelines when Working with High School Students

Characteristics of High School Youth

- High school age young Friends are very creative and are capable of being self-directed. They should be closely involved in designing and carrying out the program. In some situations they will completely plan and lead the program.
- High school teens age 18 and younger may participate in the Teen program. Once the Teen has graduated, s/he is expected to become involved with the Young Adult Quakers group for ages 18-30.
- These youth can understand the need for conduct guidelines. As a group they should be able to set reasonable conduct guidelines.
- Most if not all of these youth will know a good deal about sex, but some of it may be misinformation. Some may be sexually active.
- Potential conduct problems: abuse of others in the group or younger children, sexual activity, sexual harassment or bullying. In rare circumstances sexual battery (rape or attempted rape) may occur. Young people who come to the program with a boyfriend or girlfriend may present special problems.

Working with High School Youth

- The role of the Designated Youth Program Workers with the high school group may vary with the program and from year to year. If the program is completely designed and led by the youth, the Designated Youth Workers may serve as Friendly Adult Presences to assist as requested, advise as needed, and are to be responsible for the safety of the participants. The Designated Youth Workers plan and lead sessions cooperating with the teen's Junior Yearly Meeting Clerks in creating sessions of interest.
- There must be two Designated Youth Workers for the SEYM Teen Youth Program. Teens may indicate whom they wish to request as Designated Youth Workers and Friendly Adult Presences. As maturity level and judgment vary widely among teens, the Youth Program Coordinator for the event and the committee responsible for the event shall discern whom to select from the pool of Registered Youth Workers.
- Make sure that conduct guidelines are discussed at the beginning and other appropriate times. Make sure the conduct guidelines effectively prohibit abuse, sexual harassment, bullying and sexual activity by youth. They shall include guidelines for acceptable or unacceptable public displays of affection within the group sessions.
- Guidelines need to be prominently displayed during all sessions.
- Intervene if there are serious breaches of conduct guidelines or breaches that are not addressed by the participants.
- Discussion of sexuality may be appropriate with this age group. Care must be taken to avoid harassment of any participant or overly explicit or sexually stimulating discussion.

Guidelines for Supervising Volunteers

- Many adults including guests from Quaker organizations may participate in one or more sessions of the youth program for varying periods of time. **Designated SEYM Youth Program Workers** are responsible for the Young Friends during youth program sessions and must supervise these adults who participate.
- Ordinarily, supervision consists of being present and observant.
- Some visitors/volunteers may be **Provisional Youth Workers** who have not yet taken the CAP Training session. Before any volunteer works with youth in a SEYM event youth program, a **Designated SEYM Youth Program worker** shall determine whether the volunteer has read this Manual and participated in the SEYM Youth Program Training. The Designated SEYM Youth Program worker should answer any questions the volunteer has about the SEYM Child Abuse Prevention Policy or the guidelines. This process ideally is performed ahead of time by the **Event Youth Program Coordinator**. Copies of this Manual are available online for downloading and will be available at the Registration Desk and in each classroom. If an applicant-volunteer has not availed himself or herself the opportunity to read the Manual or has been unable to attend a SEYM Youth Program Worker Training in person or online, a Registered SEYM Youth Program Worker shall provide the appropriate 1-page Guideline for the age group involved. The priority at all times in any classroom is the children; interruptions by a well intended but untrained volunteer at any given moment may not be appropriate.

Responding to Unacceptable, Inappropriate or Questionable Behavior by Volunteers

This section describes responses to unacceptable, inappropriate or questionable behavior that does not rise to the level of child abuse, by adults or older children who are leading or helping in SEYM event youth program sessions. Refer to the Definitions of Child Abuse in the front of this Manual. If the behavior falls within any of those definitions, follow the procedures for responding to child abuse. The definitions of unacceptable, inappropriate and questionable behavior are found in “Definitions” at the beginning of this Manual.

Although provisional youth workers and non-registered volunteers will receive copies of the 1-page Guidelines, those summaries do not cover all possible situations. Volunteers may inadvertently do something which is advised against, such as taking a child to the bathroom alone or asking a child for a hug.

Other people may not exercise the best judgment in working with children. This could be from lack of experience or even senility.

Any undesirable or questionable behavior by any adult, teen, or older child working or volunteering in an event youth program session must be responded to, both for the protection of the children and for the protection of the worker or volunteer from suspicion or accusation of child abuse.

- If another adult does something with the children that is inappropriate or might appear to be intrusive or invasive to youth, the Registered SEYM Youth Program Worker should ask the adult to stop or take other action to get him or her to stop, even if the incident is apparently innocently intended.
- The response should be appropriate to the situation, not an overreaction, but it should be swift. Do not just “let it go” in the expectation that won’t happen again. It is desirable to discuss minor and apparently innocently-intended incidents with the offending adult out of hearing of the children, if possible.

- If any incident occurs, regardless of how minor, discuss it with the youth program coordinator as soon as practical. A single minor incident may not be cause for alarm. A pattern of minor incidents may indicate a problem, which may be a simple lack of good judgment or something more.
- In a case where questionable behavior was observed by a number of children, it may be appropriate to discuss the incident with the group. For the benefit of the children, it is desirable to have this discussion sooner rather than later. However, this must be weighed against the privacy issues for the children and the adult and the potential further embarrassment of any child directly involved. If possible, consult with the youth program coordinator before having any discussion with the children.

PART IV: Recognizing and Reporting Child Abuse

Responsibilities of Youth Program Coordinators and Planners To Report Unacceptable or Questionable behavior

Responsibilities:

If the behavior meets the definition of child abuse, **PART I, Definitions of Terms: Definition of Child Abuse**, see following section, **Reporting Child Abuse to FL Dept. of Children & Families**.

In a situation where a youth program worker reports unacceptable, inappropriate or questionable behavior which does not meet the definition of child abuse, or occurred months prior:

- Discuss the situation with the reporting adult.
- Action may not be necessary for an isolated minor incident reported by a youth program worker, provided the person in question responded to the Registered SEYM Youth Program Worker's request to stop questionable activity, the incident was not repeated, and no apparent harm was done to any child. However, a written record shall be made of the report, so that any pattern of questionable behavior can be detected.

If you think further action is needed, consider the appropriate action for the circumstances.

Actions may include the following:

- Talk to an adult whose actions were questionable about the SEYM child abuse policies and guidelines for appropriate behavior of adults working with the youth.
- Relieve the suspected adult from working with youth at that event.
- Inform the parents or sponsor of any child who was involved in an incident with an adult. If the child relates the incident to the parents, they need to also hear from the youth program coordinator about the incident and what, if any, action is taken.
- If you take any action, discuss the situation with the clerk of EC. If warranted, the personnel committee (EC) may prohibit the adult from working in SEYM event youth programs in the future.
- Whether or not you take any action, make a written report of the incident, including information supplied by the reporting person, any actions taken, and resolution, if any. The report shall be given to the SEYM secretary to be kept in the safe in an Incident folder.
- Before any event where a Youth Program is included, the coordinator of the event may contact the SEYM secretary or SEYM staff assistant for any information pertinent to providing a functional "safety net".

If the alleged abuse is reported to have occurred days/weeks/months, prior, but fits the definition of child abuse, **PART I, Definitions of Terms: Definition of Child Abuse**, the youth worker reports the incident immediately to the Florida Department of Children & Families or may consult with the Youth Coordinator, who shall consult with the Clerk of the Yearly Meeting or the Clerk of EC to take immediate action.

There might be situations where you don't know what to do as a Youth Worker. Examples might include:

- You hear of possible abuse that did not occur at an SEYM event.
- You hear of some problem from a third party but have only partial details and it is not clear what has occurred or if there is abuse.

You should:

- Tell the person telling you this information, that you will be consulting with the Youth Coordinator and further action might be necessary.
- Invite that person to talk with you to the Youth Coordinator if that is possible
- Write what you have heard
- Consult with the Youth Coordinator, who shall consult with the Clerk of EC and together with the Clerk of the Yearly Meeting

Consulting with these seasoned Friends respects confidentiality for the alleged victim(s) and alleged perpetrator(s) and for all concerned.

Reporting Child Abuse to Florida Department of Children & Families

Observed, reported or suspicion of child abuse, as defined in **PART I: Definition of Child Abuse**, shall be reported to appropriate authorities. The Registered SEYM Youth Program Worker is responsible for reporting child abuse. You can report child abuse by calling 1-800-96-ABUSE.

Read or view the presentation “Recognizing and Reporting Child Abuse”. It includes more detail on reporting child abuse in Florida and for providing supporting information.

If you discover, suspect or receive a report of child abuse occurring at the SEYM event you shall take the following steps:

- If the child is with you, endeavor to keep him/her away from the suspected abuser. However, you may not keep a child away from his parent even if the parent is the suspected abuser. If that is the case, report the suspected abuse and let the authorities take it from there.
- Gather and put in writing the information needed to report the abuse or suspected abuse to authorities.
- Report the abuse by calling 1-800-96-ABUSE.
- As soon as possible, inform the Event Youth Program Coordinator about the situation.

If you discover evidence that a child has been abused before coming to the SEYM event:

- Gather and put in writing the information needed to report the abuse or suspected abuse to authorities.
- Report the abuse by calling 1-800-96-ABUSE.
- Inform the Event Youth Program Coordinator.

Do not attempt to do the job of law enforcement in collecting evidence, other than to provide the information as described in the presentation, “Recognizing and Reporting Child Abuse”. Incorrect evidence gathering, such as improper questioning of a child, can result in corruption of evidence.

- If there is observed, suspected or reported child abuse, there are sensitive issues of confidentiality for both the child and the accused. Your observations and the information you gather shall be treated as highly confidential. You should discuss the event, report or evidence **only** with the child or children involved and his/their parent(s) or sponsor at the event, any other youth program worker who is directly involved, the Event Youth Program Coordinator, and with law enforcement authorities. Note that publishing or broadcasting information identifying a sexual offense victim is forbidden by Florida law, Ref: Florida Statute 794.03.

- If a child reports being abused, be as supportive of the child as possible. Do not badger the child or ask leading questions in an attempt to collect evidence. Avoid having multiple adults question the child.
- Meet with the child along with his/her parent(s) or sponsor. This may be done along with the youth program coordinator. Discuss the situation and inform the parents and child of action being taken.
- In a case where other children besides the victim have observed abuse or heard reports of abuse from the child, it may be appropriate to discuss the incident with the other children along with their parents. For the benefit of the children, it is desirable to have this discussion sooner rather than later. **However, discussion shall wait until law enforcement officers have made their investigation.** This must be weighed against the privacy issues for the alleged victim and the alleged perpetrator and the potential further embarrassment to the child. If a child reports being abused, be as supportive of the child as possible. Do not badger the child or ask leading questions in an attempt to collect evidence. Avoid having multiple adults question the child.

Be familiar with laws regarding the reporting of child abuse in your state. State of Florida statutes, generally speaking, differentiate between 'good faith' reports and 'false reports,' providing for immunity from liability where 'good faith' is demonstrated, and criminal charges, penalties and fines for those filing 'false reports.'

- **The Florida Department of Children and Families website provides this link to current Florida laws:** http://www.flsenate.gov/Laws/Statutes/2012/Chapter39/PART_II/

PART V: Requirements & Job Responsibilities

Registered SEYM Youth Program Worker

A Registered SEYM Youth Program Worker is an adult who has been active in a monthly meeting or worship group for at least 6 months prior to any event where he or she will serve either as a Designated SEYM Youth Program Worker or as a stand-by substitute. Friendly Adult Presences are Registered SEYM Youth Program Workers who have been selected to participate in youth activities or to be chaperones during the hours when the formal youth programs are not being held. In all cases, the chaperone may not have been a peer-classmate of the youth she or he is supervising. Child Care Workers are Registered SEYM Youth Program Workers who have been selected to provide care during the hours when the formal youth programs are not being held.

Ongoing Requirements

- Verification from the clerk of the monthly meeting that the youth leader is still active in the monthly meeting every 4 years and confirmed in current SEYM Directory database.
- Criminal background check every 4 years.
- Repeat or review the training every 4 years, or when the training has been changed substantially.

Safety Responsibility

SEYM is responsible safety of the children during the scheduled youth program sessions. At other times, the parents or adult sponsors of the youth are responsible for them.

Responsibilities of Designated Youth Program Workers

Designated Youth Program Workers are selected from the pool of Registered Youth Program Workers for a given program or event.

- The Designated SEYM Youth Program Workers are responsible for the safety of the children during the scheduled event youth program sessions. At other times, the parents or adult sponsors of the youth are responsible for them.
- No child who is in the custodial care of a SEYM Youth Program shall be left alone with any adult who is not a Registered SEYM Youth Program Worker. Emergency situations are addressed in **Emergency Situations** in PART III.
- The Designated SEYM Youth Program Workers are responsible for maintaining a positive program environment, making sure guidelines for conduct are discussed in the program and followed.
- The Designated SEYM Youth Program Workers are responsible for preventing and responding to abuse, hostile or abusive comments, or bullying within the SEYM youth program, should they occur.
- The Designated SEYM Youth Program Workers are responsible for supervising Registered Workers and volunteer workers in their sessions.
- In addition, at YBM-Gathering, the Designated Youth Program Worker oversees the traditional Quaker Yearly Meeting activity known as **Junior Yearly Meeting** session and **epistle writing** to be presented at the Sunday morning plenary session. This provides our children with an introduction to Quaker process.

Responsibilities of Friendly Adult Presences (chaperones / child care)

- Friendly Adult Presences are selected from the pool of Registered Workers to function at an event as an assistant in a program or as a chaperone.
- During the time when a child is in an SEYM Event Youth Program session, at no time shall the child be alone with an adult who is not a Registered SEYM Youth Program Worker or the child's parent or sponsor at the event.
- Two registered adult youth program leaders shall be assigned to be the Designated SEYM Youth Workers to each age group/room.
- One registered adult youth program leader who has been asked to be a Friendly Adult Presence (chaperone or child care provider) shall invite another adult volunteer, preferably a registered adult youth program worker to be present at youth activities in informal recreational environments.
- At all times, two adults, at least one of whom is a Registered SEYM Youth Program Worker, shall be present with each group.

YBM-Gathering Youth Program Coordinator and Youth Event Planners Requirements:

- The YBM-Gathering Youth Program Coordinator and/or the Youth Event Planner shall be Registered SEYM Youth Workers.
- The YBM-Gathering Youth Program Coordinator reports to the Clerk of the Gathering Committee.

Before the Event:

- Secure list of SEYM Registered Youth Workers from Administrative Secretary or SEYM Staff Assistant.
- Make sure that two registered youth workers are scheduled for each session of the youth program, hereafter for this event to be known as Designated Youth Program Workers for this event.
- Provide a list of your Designated Youth Program Workers to your appropriate Committee Clerk (YBM-Gathering, HYM, other).
- Inform would-be volunteers who are not registered youth workers about the requirements and process for becoming Registered SEYM Youth Program Workers. Have them contact the SEYM administrative secretary or SEYM Staff Assistant as soon as possible so that the process of registration can be started in plenty of time before the event to ensure they have completed the process. See PART II.
- Review the *Child Abuse Prevention Training Manual & Prevention Procedures* and participate in a **Training Session**.
- Identify Designated and volunteer registered youth workers who need to participate in, or review, a **Training Session** before the event.
- One of your roles may be to work with the SEYM Child Abuse Prevention Training Session Trainer to provide one or more **Child Abuse Prevention Training Sessions** for youth workers who need to take it before the event.
- Give each Designated Youth Program Worker the schedule of Quaker organization guests and volunteers who will participate with his/her group, as well as known list of registered youth program workers who may wish to volunteer.
- Contact Review Committee, SEYM Staff Assistant, or Administrative Secretary for any reports of

questionable behavior or suspected child abuse made at recent SEYM events, being mindful of confidentiality, but noting what action was taken to enable you to be aware.

- When unregistered adult volunteers who will work in the event youth program are identified before the event, provide each volunteer with a copy of this Manual (available for downloading from the website) and appropriate age group Guidelines [see PART VI]. Answer any questions the volunteers have about the Child Abuse Prevention Policy or about the guidelines.

During the Event

- Hang poster-size age-appropriate one-page **SEYM Child Abuse Prevention Guideline** on classroom wall [see PART VI or download from seym.org].
- Provide copies of the SEYM Child Abuse Prevention Guidelines handout for the appropriate age group to all Designated SEYM Youth Program Workers to give to non-registered volunteers in their groups.
- Make sure you know that the Designated SEYM Youth Program Workers are present when they are scheduled to be.

Verify and record the presence of all SEYM Youth Program Workers as assigned in the Youth Program event schedule. You may be asked to submit a daily written report of which workers were present at each event or session and any substitutions or alterations in worker assignments to the Clerk or Convener of the event at the close of each day's schedule (Gathering Committee Clerk, YM Clerk, HYM Clerk, etc.).

NOTE: a copy of the day's Youth Program schedule with handwritten notes documenting in-person verification that the workers were present as scheduled, accompanied by copies of completed attendance forms, will be sufficient to verify and document compliance.)

- Ask unscheduled, Registered SEYM Youth Program Worker to fill in if a Designated Youth Program Worker cannot be present as scheduled.
- Visit the youth program sessions and speak to children in and out of the sessions to get a feel of what is happening in the youth program.
- Be observant.

If Child Abuse is Suspected or Reported

If a youth program worker reports abuse or suspected abuse, the Youth Program Coordinator or Event Coordinator shall immediately do the following:

- Discuss the incident or report with the youth program worker. Find out whether he or she has reported the abuse.
- Ask the youth program worker to document the incident or evidence for suspicion. If he or she has not reported the abuse, make sure the abuse is reported either by him/her or by you.
- Support the reporting SEYM youth worker in taking action as described in **PART IV,**

Recognizing and Reporting Child Abuse.

- If you observe abuse, suspect abuse or receive a report of abuse from someone who is not a Registered SEYM Youth Program Worker, follow the procedures for Registered SEYM Youth Program Workers described in **PART IV, Recognizing and Reporting Child Abuse.**
- Make a written report of the incident, including information supplied by the reporting person, any actions taken, and resolution, if any. The report shall be given to the SEYM designated staff to be kept in the Incident file in the safe with applicants' and Registered SEYM Youth Program Workers' records.

Responsibilities of SEYM Administrative Secretary and SEYM Staff Assistant

The SEYM Administrative Secretary is responsible for submitting applications for background checks to a provider contracted by GuideOne-Safe Church-Shepherd's Watch. The SEYM Secretary is the go-to person for information regarding the process or can direct you to the appropriate person. The Secretary oversees database of applicants and registered workers and safe storage of all files.

The SEYM designated staff assistant assists by following up with applicants to ascertain all records are in good order. The assistant keeps all data files up-to-date and provides the Designated Youth Program Workers with lists of volunteers, their interests, availability and contact information. The designated staff assistant is approved by EC and the Review Committee who also keeps any duplicate files in a safe.

Requirements and Responsibilities:

- Submit to background checks and be approved by EC and the Review Committee
- Have applicant download the forms: 1) *Permission to Obtain Background Check*, and 2) *SEYM Reference forms* from www.seymquakers.org or provide forms from Part VI of this manual.
- Obtain background check from provider as contracted by GuideOne-SafeChurch-Shepherd'sWatch.
- Create File for each individual applicant.
- Inform Review Committee when completed applications and proof of training documents are received, or immediately when a background check is problematic.
- Maintain the confidential records for SEYM youth program applicants and workers.
- Create and maintain a database of applicants and registered youth workers. This confidential database will be used by the Administrative Secretary or SEYM designated staff to provide lists of Registered Workers to Event Coordinators. These lists may include specific age preferences, activities, or interests in working with youth.
- Provide Identification of Registered SEYM Youth Program Workers to any SEYM member.
- File reports from a Registered Youth Worker, Youth Event Coordinator, Clerks of YBM-Gathering or HYM who has taken any action regarding any incident. These reports must include a written report of the incident, information supplied by the reporting person, any actions taken, and resolution, if any. The report shall be given to the designated staff to be kept in locked box.
- Provide Incident Reports to Review Committee members or members of the SEYM EC, SEYM event Youth Program Coordinators, and/or the individuals who are the subject of the reports.
- Release collected information as required by law or court order.
- Maintain the background check information in a locked box, cabinet or safe in an access-controlled room as required by FDLE and Guide One Insurance. These forms will be kept on file for a minimum of five-years and up to twenty-years as specified in the SEYM Child Abuse Prevention Policy.
- Conduct background checks in compliance with the Fair Credit Reporting ACT (FCRA). Records shall be disposed by shredding.

NOTE: The Fair Credit Reporting Act, amended July 21, 2010, is a Federal Trade Commission **Consumer Protection** law (codified at 15 U.S.C. § 1681 et seq.) that regulates the collection, dissemination, and use of consumer information. FYI, SEYM requests the volunteer **Church Worker criminal background check** which does not include financial or other searches.

Responsibilities of the SEYM Child Abuse Prevention Trainer

Requirements and Responsibilities:

- The SEYM Training Session Trainer is a member of a SEYM Monthly Meeting. The successful candidate has a background in Child Abuse Prevention leadership, is a trained social worker, psychologist, or educator who has previously taken Child Abuse Prevention Training. The SEYM Trainer most likely is or has been a member of SEYM's Executive Committee.
- Trainer(s) plan and lead interactive two-hour sessions for applicants who have completed Application Process Steps-1 and -2.
- The Trainer will be prepared to cover a broad scope of concerns as expressed in PART III of this manual, will be prepared to lead role-playing exercises, lead discussions regarding keeping our children safe, and discuss appropriate responses in difficult situations.
- The Trainer will submit a signed **SEYM Child Abuse Prevention Training Attendance Record** to the SEYM Secretary or SEYM Staff Assistant so that successful completion of Training may be added to the applicant's data file and provided to the Review Committee.

Responsibilities of the Review Committee

The Yearly Meeting Executive Committee appoints a small committee to review the applications.

Requirements and Responsibilities:

- Members of the Review Committee may be a subset of the Personnel Committee (which is the Executive Committee), or other SEYM members appointed by the Personnel Committee.
- The review committee works closely with the Administrative Secretary and/or the SEYM Staff Assistant to affirm that records being submitted to them are complete.
- The Review Committee may contact the clerk of the applicant's monthly meeting to verify affiliation and ask about the applicant's suitability as a youth program worker and contact references.
- The review committee approves (or disapproves) the applicant as a Registered SEYM Youth Program Worker and may request that the designated staff inform successful applicants.
- The review committee directly contacts the unsuccessful applicant.
- This is the go-to committee should an applicant be denied clearness: One of the requirements is that each applicant must complete and sign a form authorizing SEYM to obtain a background report. If the supervisory SEYM Review Committee decides to deny an applicant opportunity based on information contained in her or his background report, the FCRA requires SEYM to provide the applicant with the following information :
 - 1) A copy of their background report and Consumer Summary. Included within the applicant's background report is a summary of their rights under the Fair Credit Reporting ACT called a "Consumer Summary".
 - 2) 5-Day Letter—Five day's advance notice of SEYM's intention to deny opportunity to the applicant and contact information for background check provider so that the applicant may dispute information contained within her or his report.
 - 3) Notice of Adverse Action—Final notice of SEYM's decision to deny opportunity to the applicant and contact information for background check provider so that the applicant may dispute information contained with his or her report.

Privacy Protection for Registered Youth Program Workers

SEYM protects the privacy of applicants for Registered SEYM Youth Program Worker in accordance with its Child Abuse Prevention Policies and FDLE legal requirements for obtaining background checks.

- All information from references, monthly meetings, and background checks will be kept in a safe box in the SEYM office or warehouse, in a locked box. Any duplicate files for the purpose of reference will also be kept in a locked box or safe. Access to those files will be restricted to the Administrative Secretary, SEYM Staff Assistant, current and future Review Committees, and others who may in the future be approved by the Yearly Meeting on a need-to-know basis.
- Upon written request to the SEYM clerk, youth leader applicants to become SEYM Registered Youth Program Workers shall have access to his or her files except for letters of reference.
- Files will be maintained for up to 20 years.
- These files are not available to others outside of SEYM except as required by law or court order. As approved by FDLE, SEYM may provide a copy to another FDLE-approved entity at the request of a Registered SEYM Youth Program Worker who received FDLE clearness through SEYM for a 2-year period. Background checks made through GuideOne, Safe Church, Shepherd's Watch, LexisNexis are not transferable.
- By FDLE regulations, background checks may not be copied and sent to others, with the following exceptions: release a copy of the FDLE file to the applicant upon written request by the applicant.

PART VI: Forms & Handouts

Worker/Volunteer application forms (4) to send to office

1. Permission to Obtain a Background Check
2. Registered SEYM Youth Program Worker References
3. SEYM Child Abuse Prevention Training Verification
4. SEYM Child Abuse Prevention Training Record

Youth Event Registration Forms (4) to give to Registrar

1. Parent Consent and Release form
2. Parent Consent and Release Medical Authorization
3. Parent Permission for Special Event/Field Trips
4. Volunteer Driver and Automobile Insurance Information

Classroom forms (2) to be signed by parent/guardian and Youth Workers

1. Classroom Child Attendance Sheet Sign-in and -out
2. Emergency Contact Information (to post)

Handouts/Posters for Volunteers (5)

1. Wee Friends
2. Elementary Friends
3. Junior Friends
4. Teen Friends
5. Promotional Guide for Friendly Adult Presences

Permission to Obtain a Background Check

*This form authorizes **Southeastern Yearly Meeting** to obtain your background information and must be completed by the applicant. Please read our privacy statement on this page.*

I, the undersigned applicant (also known as “consumer”), authorize Southeastern Yearly Meeting, through a secure provider contracted by Guide One’s Safe Church, to procure background information (also known as a “consumer report and/or investigative consumer report”) about me. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and the state sex offender records.

I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request to Southeastern Yearly Meeting, if such is made within a reasonable time from the date it was produced. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

Signature: _____ **Date:** _____

Identifying Information for Background Information Agency

Name: _____
(Print) *First, Middle, Last*

Other Names used: _____
(maiden, nickname, alias):

Current address: _____
Street /P. O. Box, City, State, Zip Code

Former address: _____
Street /P. O. Box, City, State, Zip Code

Social Security Number: _____ **Date of Birth:** _____

Home Telephone Number: _____ **Cell phone number** _____

Driver’s License Number: _____ **State of Issuance:** _____

Please complete this form and mail to SEYM office, together with your **References** form: **SEYM, P.O.Box 4024, Winter Park, FL 32793**

Privacy Statement: *We are required to take many steps to assure your privacy. Any information obtained with background and reference checks is kept in the strictest confidence. No background or reference check information is stored on any computer or internet files. SEYM is required to keep all your documentation in a locked safe. If you have any questions about your privacy or the CAPP program, please contact the SEYM office: (407)739-4150; office@seym.org*

Step 1 SEYM CAP Program Youth Program Worker Application

REFERENCES form *To be completed by Applicant*

Your Name: _____

E-mail address: _____ Phone: _____

I am a member/attender at _____ Meeting/Worship Group.

I have been attending the above Meeting for _____ (months/years)

Please provide three references, with names, phone numbers, and e-mail addresses from people (not family members) who know you well. Include at least one reference from your Monthly Meeting or Worship Group. *(Note: It would be a courtesy to ask persons if they would agree to be a reference for you, and to let them know that an SEYM Friend will be calling them. It would be helpful to indicate which references are Quaker, and if you can, a best time to call the person.)*

1)

2)

3)

Please complete this form and return to SEYM office along with your **Permission to Obtain a Background Check** form. Mail to : **SEYM, P.O.Box 4024, Winter Park, FL 32793**

Privacy Statement: *We are required to take many steps to assure your privacy. Any information obtained with background and reference checks is kept in the strictest confidence. No background or reference check information is stored on any computer or internet files. SEYM is required to keep all your documentation in a locked safe. If you have any questions about your privacy or the CAPP program, please contact the SEYM office: (407)739-4150; office@seym.org*

Signature: _____ Date: _____

SEYM Child Abuse Prevention Training Verification

This form is to be completed by the SEYM Youth Program Worker or applicant upon completion of reading or reviewing the **SEYM Child Abuse Prevention Training Manual & Procedures** and completion of **SEYM Youth Program Training**.

The training material consists of:

1. **SEYM Child Abuse Prevention Training Manual & Procedures**
2. **SEYM Youth Program Training** (approximately 2 hours) including the presentation *Recognizing and Reporting Child Abuse*.

After completion, this form is to be sent to the SEYM office, to be kept with the records of Registered SEYM Youth Program Workers. Completed forms may be made available to SEYM youth program coordinators, the review committee for registered youth program leaders, the SEYM Review Committee, a subset of the SEYM Personnel Committee and others, as needed in the administration of the SEYM youth programs and the SEYM child abuse prevention policy.

Name (print) _____

Today's date: _____

Confirm: _____ I have read the *SEYM Child Abuse Prevention Training Manual & Procedures*

Date I completed reading the *SEYM Child Abuse Prevention Training Manual & Procedures:* _____

Fill in A or B, below:

A. ___ I am taking the SEYM Youth Program Training in person.

B. ___ I am taking the SEYM Youth Program Training online with **SEYM Child Abuse Prevention Trainer**.

Fill in A or B, below:

A. ___ I am taking SEYM Youth Program Training for the first time.

B. ___ I am taking the SEYM Youth Program Training as a review course.

Date I completed SEYM Youth Program Training: _____

Trainer's Name: _____

Your Signature: _____

Return completed form to the SEYM office:

SEYM
P.O. Box 4024
Winter Park, FL 32793

SEYM Child Abuse Prevention Training Attendance Record

The following record is to be completed by the Trainer/instructor of an SEYM Child Abuse Prevention Training Class, upon completion of the class. It includes a list of those attending the class. Note any attendees who were not present for essentially the whole class. Anyone not attending the whole class should also read all of the materials and complete the SEYM Child Abuse Prevention Training Verification form.

Class date: _____ Time: _____ to _____

Place: _____

Instructor(s) name(s) _____

Instructor's signature(s): _____

Attendees:

Return to the SEYM Office:

**SEYM
P.O. Box 4024
Winter Park, FL 32793**

Parent or Guardian Consent & Release Form

For participation in SEYM Youth Program Events

rev. Ap. 2014

Instructions:

1. This form is to be completed and signed by a child's Parent or Legal Guardian.
2. Please read the entire form. If there is anything about this form, the SEYM Youth Program, or the activities that you do not understand, please contact a Youth Program Coordinator for the event. Do not sign the form until you are satisfied that you understand the Program your child will be participating in.
3. Fill in the blanks and check the boxes that apply to your child's participation in the SEYM Youth Program.
4. If you have more than one child, complete one form for each child.

I, _____, the parent or guardian of
(parent/guardian first & last names)

_____, a minor,
(child's first & last names)

give consent to my child participating in the following SEYM Youth Programs:

- Yearly Meeting Gathering
 Wee Friends Young Friends Junior Friends Teen Friends
- Fall Interim Business Meeting Youth Program
- Half Yearly Meeting Youth Program
- Winter Interim Business Meeting Youth Program
- Other event: _____

Please check that you understand these requirements of the SEYM Youth Program:

- My child and I are required to read, fill out and sign the Rules Form. I understand it is my responsibility to meet with my youth's designated SEYM Youth Workers to answer any questions about the Rules and/or the SEYM Youth Program.
- My child and I understand that my child is under the care of designated SEYM Youth Workers during scheduled Youth Program Sessions. Other adult volunteers may be visiting the program to lead activities or provide teaching presentations.
- My child and I understand that during Intergenerational Activities, and during times that are not scheduled Youth Program Sessions, my child is under my care or the care of his/her Sponsor. I understand that I, or the Sponsor, may arrange to share our child-care responsibilities with other parents or adults at our own discretion.
- I understand that I am responsible for my child's behavior and whereabouts at any time she or he is not under the care of Designated SEYM Youth Workers.

I acknowledge that I have been fully informed as to the nature of the activities and the provisions for my child's participation in the SEYM Youth Program. In consideration of the consent I have given for my child to participate in the SEYM Youth Program, I release and hold harmless Southeastern Yearly Meeting of the Religious Society of Friends, its agents, employees, and officers from any and all actions or causes of action of any nature for personal injury or property damage of any kind arising in any way from my child's participation in the above described activity. I further acknowledge that this release is binding upon my heirs, successors or assigns, that I have read the foregoing and understand its significance, and that I have executed this document voluntarily.

Parent/Guardian signature: _____ date _____

Address: _____

Mobile phone: _____ e-mail address: _____

SEYM Parental Consent & Release Medical Authorization

1. INFORMATION

Child's first & last names: _____ age: _____ d.o.b.: _____

Parent(s)/guardian names: _____

Address: _____

Mobile Phone: _____ Home phone: _____ e-mail: _____

Sponsor's name (if child not attending with parent): _____

Sponsor's mobile phone: _____ e-mail: _____

Child's doctor's name: _____ phone _____

Insurance company & policy number _____

2. MEDICAL INFORMATION

Check boxes that apply to your child and provide detailed information.

Medical conditions: _____

Current Medications : _____

My child **may not** go on a field trip without parent/guardian present to administer medications.

I name & authorize a responsible adult to administer medications in **Section 3 below**.

Allergies, please specify: _____

My child has an EpiPen or other medication to be given in the event of an **allergic reaction**.

My child has a Doctor's order to self-administer EpiPen or other allergy medication

My child **may not** go on a field trip without parent/guardian present to administer the EpiPen or his/her allergy medication

I name & authorize a responsible adult(s) to assist my child in administering the EpiPen in event of allergic reaction in **Section 3 below**.

3. AUTHORIZATION TO GIVE MEDICATIONS: If minor will/may need EpiPen or other medication, you must complete this section.

I, _____, as the parent or guardian of
_____, a minor,

authorize _____ (responsible adult)

and/or _____ (responsible adult)

to assume care and responsibility for carrying and administering medication to my child while on this SEYM Youth Program sponsored activity. In the event that medication is needed, i.e., EpiPen, inhaler, or other prescription medications, the above listed responsible adult has my permission to dispense medication as directed.

Medication & Instructions: _____

Parent/Guardian Signature _____ Date _____

Signature of Adult Assuming Responsibility _____ Date _____

Signature of Adult Assuming Responsibility _____ Date _____

4. AUTHORIZATION for MEDICAL CARE

I give permission for my child, _____, to receive appropriate medical care at Southeastern Yearly Meeting events and at health care facilities. I understand I will be contacted as soon as possible should such care be necessary.

You have my permission to assist / supervise my child in taking the medications listed above as directed and authorized. I understand that a SEYM Youth Worker or other responsible adult designated by me, the parent, will carry and administer my child's medication as authorized and directed above.

In case of medical emergency, in the event I cannot be reached, I authorize SEYM, its agents, employees and other officers to procure and consent to any medical examination, diagnostic process or course of treatment, including hospital care, to be rendered to my child by or under the supervision of any duly licensed doctor, dentist or surgeon.

Parent's name printed: _____ date: _____

Parent's signature: _____

Parent's phone numbers:

Home: _____ Cell: _____ Work: _____

Other emergency contacts:

Name, phone: _____

Name, phone: _____

Driver and Automobile Insurance Information for event/field trips

Name of Driver: _____

Driver's mobile phone #: _____

Driver's License #: _____ State: _____

Name of automobile owner: _____

License Plate #: _____ State: _____

Make: _____ Model: _____

Auto Insurance Company: _____ Phone: _____

Auto policy number: _____

Please give this form to:

_____ YBM-Gathering Registrar

_____ HYM Registrar

_____ Other Event Coordinator

Thank you.

Parent Permission for special SEYM event/field trip Page 1 of 2

Field Trip Parental Consent and Release

I, _____ am the parent or guardian of
(parent / guardian)

_____ a minor, who desires to
(student)

participate in the following SEYM Youth Program field trip or activity:

I acknowledge that I have been fully informed as to the nature of the activity and the provisions for my child's involvement and consent to my child's participation in the above described SEYM Youth Program activity. In consideration of the permission granted to my child to participate in the above described activity by SEYM Registered Youth Workers, I release and hold harmless Southeastern Yearly Meeting of the Religious Society of Friends, its agents, employees, and officers from any and all actions or causes of action of any nature for personal injury or property damage of any kind arising in any way from my child's participation in the above described activity. I further acknowledge that this release is binding upon my heirs, successors or assigns, that I have read the foregoing and understand its significance, and that I have executed this document voluntarily.

I have signed this form on (date) _____

My signature _____
Parent or Guardian signature

Address _____

Mobile Phone Number _____

Instructions:

1. Please read entire form, if there is anything about this form or the described activity that you do not understand, do not sign the form until you are satisfied that you have obtained a complete explanation.
2. Fill in all the blanks.
3. If you have more than one child participating, please complete one form per child.

***If your student has an EpiPen, you must list a responsible adult (staff member) on your consent to administer form that will be on the field trip or another parent volunteer you have instructed in EpiPen use that will be responsible for your child.**

Field Trip Parental Consent and Release Medical Authorization Form

(To be filled out if student will/may need EpiPen medication while on a field trip.)

I, _____, as the parent or guardian of
(Parent or Guardian)

_____, authorize _____
(student) * (responsible adult)

to assume care and responsibility of my child while on the following SEYM Youth Program sponsored activity:

In the event that medication is needed, i.e., EpiPen, inhaler, or other prescription medications, the above-mentioned responsible adult has my permission to dispense medication as directed.

Parent/Guardian Signature _____ Date _____

Signature of Adult Assuming Responsibility _____ Date _____

Student Name _____ Date of Birth _____

Address _____

Parent Name (print): _____

Parent can be reached at the following phone number (M) _____

Other contact: (W) _____ (C) _____

Student's Doctor Phone # _____

Insurance and # _____

Check all that apply:

Allergic to: (food, drugs, insects)

Chronic medical problems: Current Medications:

Does your child have an EpiPen?

My child has a Doctors order to self administer EpiPen?

The parent must accompany the youth on a field trip if the youth needs to receive the following medication while on the field trip:

Name of medication _____

Time to be given _____

To be given in the event of an allergic reaction only.

Name of medication _____

Time to be given & instructions _____

To be given in the event of an allergic reaction only.

You have my permission to assist / supervise my child in taking the medications listed above. I understand that a SEYM Youth Worker or other responsible adult designated by me, the parent, may carry my child's medication. In case of medical emergency, in the event I cannot be reached, I authorize SEYM, its agents, employees and other officers to procure and consent to any medical examination, diagnostic process or course of treatment, including hospital care, to be rendered to my child by or under the supervision of any duly licensed doctor, dentist or surgeon.

Parent Signature _____ Date _____

EMERGENCY INFORMATION

(to post in classroom)

Classroom name: _____

- Wee Friends (Preschool-K)**
- Young Friends (1-6)**
- Junior Friends (6-9)**
- Teen Friends (10-12)**

Designated SEYM Youth Workers:

name: _____ Cell phone : _____

name: _____ Cell phone : _____

Youth Program Coordinators:

name: _____ Cell phone : _____

name: _____ Cell phone : _____

Clerk of Gathering Committee:

name: _____ Cell phone : _____

Registrar's cell phone: _____

SEYM office cell phone: _____

Camp front desk phone: _____

Local Emergency number: _____

SEYM Child Abuse Prevention Wee Friends

Guidelines for Registered Workers & Volunteers

Requirements for adult presence:

- In an SEYM Event Youth Program session, at no time shall the child be alone with an adult who is not a Registered SEYM Youth Program Worker or the child's parent or sponsor at the event.
- At all times, two adults, at least one of whom is a Registered SEYM Youth Program Worker, shall be present with each youth program group.
- Do not release a child from a program session to anyone other than the child's parent or sponsor or to persons specified by the parents or sponsors.

Acceptable touching:

- On the hand, shoulder or upper back
- In the company of other adults
- It is acceptable to hold babies if they do not show fear or discomfort. Only do so in the presence of another adult.

Unacceptable touching:

- Against a child's will or verbally or non-verbally expressed discomfort (unless to secure the safety or health of the children)
- When it would have the effect of over-stimulating a child
- In a place on a child's body that is normally covered by a bathing suit

Do:

- Kneel or sit to be on the same physical level as small children

Avoid:

- Teasing or embarrassing a child about his or her body
- Asking a child to sit on your lap or pulling him or her into your lap
- Asking a child to touch you other than on the hand, shoulder or upper back; asking a child for a hug or kiss
- Playing favorites
- Encouraging competition
- Using physical punishment or humiliation as discipline
- Insisting that a child trust you.

SEYM Child Abuse Prevention Young Friends

Guidelines for Registered Workers & Volunteers (Elementary School Program)

Requirements for adult presence:

- In an SEYM Event Youth Program session, at no time shall the child be alone with an adult who is not a Registered SEYM Youth Program Worker or the child's parent or sponsor at the event.
- At all times, two adults, at least one of whom is a Registered SEYM Youth Program Worker, shall be present with each youth program group.
- Do not release a child from a program session to anyone other than the child's parent or sponsor or to persons specified by the parents or sponsors.

Acceptable touching:

- On the hand, shoulder or upper back
- In the company of other adults

Unacceptable touching:

- Against a child's will or verbally or non-verbally expressed discomfort (unless to secure the safety of the child or other children)
- When it would have the effect of over-stimulating a child
- In a place on a child's body that is normally covered by a bathing suit

Do:

- Lead or encourage lively, creative, cooperative activities

Avoid:

- Teasing or embarrassing a child about his or her body
- Asking a child to sit on your lap or pulling him or her into your lap
- Asking a child to touch you other than on the hand, shoulder or upper back; asking a child for a hug or kiss
- Insisting that a child trust you
- Telling stories or engaging in conversation that is lurid or over-stimulating
- Using physical punishment or humiliation as discipline
- Playing favorites

SEYM Child Abuse Prevention Junior Friends

Guidelines for Registered Workers & Volunteers (Middle School Program)

Requirements for adult presence:

- In an SEYM Event Youth Program session, at no time shall the youth be alone with an adult who is not a Registered SEYM Youth Program Worker or the youth's parent or sponsor at the event.
- At all times, two adults, at least one of whom is a Registered SEYM Youth Program Worker, shall be present with each youth program group.
- Do not release a youth from a program session to anyone other than the youth's parent or sponsor or to persons specified by the parents or sponsors.

Acceptable touching:

- On the hand, shoulder or upper back
- In the company of other adults

Unacceptable touching:

- Against a youth's will or verbally or non-verbally expressed discomfort (unless to secure the safety of the youth or other peers.)
- When it would have the effect of over-stimulating a youth
- a place on a youth's body that is normally covered by a bathing suit

Do:

- Lead or encourage lively, creative, cooperative activities
- Observe the conduct guidelines/rules which the youth establish for their group.

Avoid:

- Teasing or embarrassing a youth about his or her body
- Asking a youth to sit on your lap or pulling him or her into your lap
- Asking a youth to touch you other than on the hand, shoulder or upper back; asking a youth for a hug or kiss
- Insisting that a youth trust you
- Telling stories or engaging in conversation that is lurid or over-stimulating
- Using physical punishment or humiliation as discipline
- Playing favorites

SEYM Child Abuse Prevention Teen Friends

Guidelines for Registered Workers & Volunteers (High School Program)

The teen program will probably be planned and run by the teens to a large extent. As a Registered Youth Program Worker or as an adult volunteer, you will act as an advisor, resource person or leader of a specific activity, as requested by the teens or their Designated Youth Program Leaders.

Requirements for adult presence:

- In an SEYM Event Youth Program session, at no time shall a teen be alone with an adult who is not a Registered SEYM Youth Program Worker or the child's parent or sponsor at the event.
- At all times, two adults, at least one of whom is a Registered SEYM Youth Program Worker, shall be present with each youth program group.

Acceptable touching:

- On the hand, shoulder or upper back
- In the company of other adults

Unacceptable touching:

- Against a teen's will or verbally or non-verbally expressed discomfort
- When it would have the effect of over-stimulating a teen
- In a place on a teen's body that is normally covered by a bathing suit

Do:

- Observe the conduct guidelines/rules which the teens establish for their group.

Avoid:

- Teasing or embarrassing a teen about his or her body
- Asking a teen to sit on your lap or pulling him or her into your lap
- Asking a teen to touch you other than on the hand, shoulder or upper back; asking a teen for a hug or kiss
- Insisting that a teen trust you
- Telling stories or engaging in conversation that is lurid or over-stimulating
- Using physical punishment or humiliation
- Playing favorites

Volunteering as a Friendly Adult Presence (Chaperone)

A guide for Youth Workers at SEYM Gatherings

Thank you so much for your interest in volunteering to be a Youth Chaperone at a SEYM's Youth Program. Thanks to you and other Friends like yourself, we are able to plan and carry out wonderful events that create opportunities for our young Friends to explore their own ideas, feelings and understandings of themselves and our constantly-changing world. These programs are especially effective in supporting the personal and spiritual journeys of Wee, Elementary, Junior, and Teen Friends, because they take place in the context of a safe, Quaker community of age-peers. Ensuring this sense of safety is our highest priority, and thanks to your generous volunteering, we have been able to maintain it.

Who can be a Friendly Adult Presence? You must be over age 24. You must have also read the *SEYM Child Abuse Prevention Training Manual & Procedures* and have taken the **Training** to become a Registered SEYM Youth Program Worker. This means that you are known in your Monthly Meeting community for a minimum of six months and have applied for SEYM-approved background check. Reference checks will be repeated every 2 to 4 years for continuing workers.

Criminal Background Checks: SEYM in conjunction with our Insurance Carrier requires that we do criminal background checks on all staff, youth workers, and volunteer Friendly Adult Presences involved in SEYM's youth programs. We use LexisNexis (GuideOne Insurance Co., Safe Church, Shepherd's Watch) for background checks. SEYM pays the charge for the background search. Once you are cleared and have read the *Manual* and completed **Training** and you have been informed of your new status as a SEYM Registered Youth Worker, you may volunteer to be a Friendly Adult Presence at any SEYM Friends' gathering.

Here is how it is done. Fill out and sign the *Permission to Obtain a Background Check and Registered SEYM Youth Program Worker References form*. Mail these two forms with attention to: **SEYM Youth Security, PO Box 510795, Melbourne Beach, FL 32951**. This information will be kept confidential.

In order for you to be covered by the Yearly Meeting's liability insurance while chaperoning at a SEYM Friends' events and in particular on the occasion that you carry children in your automobile on Yearly Meeting business, we may also need to also obtain your Driver's License and Auto Insurance information. The Registrar or Event Organizer or Coordinator of the event will require this information for each event.

We cannot run these gatherings without you. If we do not have enough volunteers our Young Friends may not have programs at our retreats and gatherings. If you have questions please call, write, or E-mail.

In the Light, YBM-Gathering Registrar, EC AdHoc Committee,
Admin. Sec., & SEYM Staff Assistant,

and SEYM YOUTH

Notes:

A SEYM Publication

