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Friends of Saturday Academy
5000 North Willamette Blvd
Portland, OR 97203

ABUSE POLICY FOR THE PROTECTION OF CHILDREN, YOUTH AND ADULTS WITH DEVELOPMENTAL DISABILITIES

INTRODUCTION

It shall be the policy of Saturday Academy to do everything in our power to prevent physical, emotional or sexual abuse against children and youth who are in our programs or participating in other activities sponsored by Saturday Academy. This policy was adopted on 01/20/2022 in order to provide practices that will protect youth from incidents of misconduct or inappropriate behavior and also protect staff and volunteers from false accusations.

SCOPE

This policy and its provisions shall apply to ALL employees, volunteers, Independent Contractors and Mentors who have any direct contact with children and/or youth who patron Saturday Academy or activities sponsored by Saturday Academy. Effective 03/1/2022, no person under the age of 18 will be certified by the Administration to work or volunteer, directly with children and youth unless there is a Saturday Academy employee or designee observing the interactions.

ETHICS POLICY

Statement of Policy

All employees, volunteers, mentors, independent contractors and board members of Saturday Academy shall not engage in sexual abuse, sexual harassment, sexual misconduct, and physical abuse, physical neglect, lack of supervision, emotional maltreatment, educational maltreatment, and/or moral-legal maltreatment of children and/or youth. All employees, volunteers, independent contractors and mentors affiliated with our programs are considered mandatory reporters under ORS419B.010 and are required to report suspected child abuse to the Oregon Child Abuse Hotline by calling 855-503-7233.



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DEFINITIONS

(<https://www.oregon.gov/DHS/CHILDREN/Documents/Abuse%20Definitions%20for%20CCAs.pdf>)

1. Neglect. Negligent treatment or maltreatment of a child, including but not limited to the failure to provide adequate food, clothing, and shelter or medical care that is likely to endanger the health or welfare of the child.
 - a. Individual in charge does not take adequate precautions to ensure child or youths safety
 - b. Abandonment which includes willful forsaking of a child's care
2. Physical Abuse. Any assault, as defined in ORS chapter 163, of a child and any physical injury to a child which has been caused by other than accidental means, including any injury which appears to be at variance with the explanation given of the injury. "Abuse" does not include reasonable discipline unless the discipline results in one of the conditions described in paragraph (a) of this subsection.
3. Sexual Abuse.
 - a. Rape of a child, which includes but is not limited to rape, sodomy, unlawful sexual penetration and incest, as those acts are described in ORS chapter 163.
 - b. Sexual abuse, as described in ORS chapter 163.
 - c. Sexual exploitation, including but not limited to:
 - i. Contributing to the sexual delinquency of a minor, as defined in ORS chapter 163, and any other conduct which allows, employs, authorizes, permits, induces or encourages a child to engage in the performing for people to observe or the photographing, filming, tape recording or other exhibition which, in whole or in part, depicts sexual conduct or contact, as defined in ORS 167.002 or described in ORS 163.665 and 163.670, sexual abuse involving a child or rape of a child, but not including any conduct which is part of any investigation conducted pursuant to ORS 419B.020 or which is designed to serve educational or other legitimate purposes; and
 - ii. Allowing, permitting, encouraging or hiring a child to engage in prostitution as described in ORS 167.007 or a commercial sex act as defined in ORS 163.266, to purchase sex with a minor as described in ORS 163.413 or to engage in commercial sexual solicitation as described in ORS 167.008.
4. Mental Injury. Any mental injury to a child, which shall include only observable and substantial impairment of the child's mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child.



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5. Threat of Harm. Threatened harm to a child, which means subjecting a child to a substantial risk of harm to the child's health or welfare. The following abuse may be categorized under the Neglect or Threat of Harm abuse types:
 - a. Unlawful exposure to a controlled substance, as defined in ORS 475.005, that subjects a child to a substantial risk of harm to the child's health or safety.
 - b. Buying or selling a person under 18 years of age as described in ORS 163.537.
 - c. Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured.
6. Volunteer. A person who performs a service for Saturday Academy, willingly and without pay
7. Mentor. An employee of an organization sponsoring an ASE Internship
8. Employee. A person hired and paid wages or salary by Saturday Academy
9. Child or Youth. A person under 18 years old
10. Independent contractor. A person, business, or corporation that provides services, directly to children or youth, under a written contract or a verbal agreement with Saturday Academy.

IMPLEMENTATION

Employees, Volunteers, Mentors and Independent Contractors shall be provided a copy of this policy and shall receive information to assist in the understanding and implementation of this policy.

SCREENING AND RULES FOR EMPLOYEES AND VOLUNTEERS

Careful screening is one way to prevent the abuse of children, youth and adults with developmental disabilities. Screening calls for a careful gathering and review of information in search of persons who can provide safe contact in a safe environment.

1. Prior to making a formal job offer or accepting a volunteer who will have direct, unobservable contact with children, human resources or their designee shall contact three references and complete the reference check form.
2. Saturday Academy shall facilitate a screening check with the use of Fieldprint or a similar background check company, FBI background checks, State registries or other appropriate agencies. Instructors and Volunteers will need to renew their background check every three years.
3. Saturday Academy and its human resource department or designee shall receive the completed forms and reports, and review them. If any of the reports and/or references raise questions about the fitness of an applicant, Saturday Academy should disapprove the application and notify the applicant. Saturday Academy reserves the right to turn away any persons for employment.



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4. If the applicant is found to have been involved in any activity in which the applicant abused or exploited children, youth or adults with developmental disabilities, the applicant will not be hired/approved. Any conviction of a crime against children, youth or adults with developmental disabilities shall disqualify any applicant. A history of violence and recent felonies may also prevent employment.
5. Results of screens shall be kept confidential.
6. Employees and Volunteers will follow the rule of three whenever possible and will not accompany children or youth to the restrooms.

SCREENING and RULES FOR MENTORS and INDEPENDENT CONTRACTORS

Careful screening is one way to prevent the abuse of children, youth and adults with developmental disabilities. Screening calls for a careful gathering and review of information in search of persons who can provide safe contact in a safe environment.

1. Independent Contractors who will have unobservable, direct contact with children and youth will complete a background check through field print or submit a recent background check or license that requires background checks.
2. Mentors will acknowledge receiving a copy of Saturday Academy's mentor expectations document which includes a statement indicating they have no criminal background that would prevent them from working with kids
3. Volunteers, Independent Contractors and Mentors will follow the rule of three whenever possible
4. Adults will not accompany children or youth to the restrooms



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TRAINING

Saturday Academy shall develop and implement orientation and training procedures for all employees, contractors and volunteers who have direct, unsupervised contact with children, as part of their duties, activities and events. No person shall, after 3/1/2022, have any direct or indirect contact with children, youth or adults with developmental disabilities until they have completed this training program.

All employees, volunteers and mentors will receive an orientation that includes:

- Review and receipt of the Code of Conduct
- Review of policies related to safety, transportation, prevention and reporting of child abuse and emergency procedures
- Training in recognizing signs of suspected child abuse
- Training in the prevention of "Bullying"
- Supervisors will be trained on hiring and screening potential staff members
- Volunteers will review this policy as part of their initial orientation
- Staff training and orientations will be reviewed each year
- Documentation of all training will be maintained in each individual's personnel file.

SUPERVISION

Supervision and enforcement of policy and procedures regarding all management and employees who have direct contact with children, youth should be clearly communicated within Saturday Academy policies and procedures. At each facility, management and employees should be clear on written policy and procedures regarding staff working directly or indirectly with children, youth, and adult /children with developmental disabilities. Whenever possible, a team approach should be used with children, youth and adults with developmental disabilities. If the necessity for one-on-one interactions between adults and children, youth and adults with developmental disabilities arises, the interaction should occur in an unenclosed area and with the knowledge of another adult. Staff is to be encouraged to warn each other when questionable behavior is displayed.

MANDATORY REPORTING

All employees, volunteers and mentors affiliated with Saturday Academy programs are considered mandatory reporters under ORS419B.010 and are required to report suspected child abuse to the Oregon Child Abuse Hotline by calling 855-503-7233. Upon making a report, the reporting party should immediately notify Saturday Academy management and an incident report should be filed. Management should retain all incident reports for reference. When the necessity of reporting occurs, the protection of children, youth and adults with developmental disabilities must be paramount.



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Sample Procedures for Reporting, Investigating, and Resolving Violations of Certification Policy

1. Mentors, Volunteers, Employees and Independent Contractors who suspect a child affiliated with Saturday Academy programs is the victim of abuse or neglect, will immediately report this information to both the reporting hotline and Saturday Academy Management. Upon receipt of any report, the Executive Director and leadership Team shall also be notified. The Executive Director or their designee will facilitate communication with law enforcement agencies as appropriate according to State and Federal reporting guidelines and shall also notify the Board of Directors.
2. If the person against whom an allegation has been made ("Respondent") is associated with Saturday Academy, they will immediately be suspended, pending the conclusion of the investigation.
3. If a minor is involved, that person's parent(s)/guardian(s) shall be notified of the alleged violation by a person designated by the Executive Director or Leadership Team.
4. The Leadership Team shall assist the investigation of the complaint and the process to use to work through the complaint. This may include assistance with legal and public relations issues as well as interviews necessary for the investigation of the complaint. Decisions of resolution shall ultimately rest with the Board of Directors.
5. The person or persons who first report the alleged violation of policy will be asked to document their knowledge of this incident(s) and provide that documentation to the Leadership Team.
6. The Leadership Team will determine who needs to be interviewed to determine the nature of the alleged violation and its impact. All conversations shall be documented including such things as (but not exclusive of) date, time, place, and names of persons involved. In addition the substance of the conversation shall be documented, with the person interviewed asked to review notes for accuracy and to sign such notes. In addition, all contacts made and actions taken by the Leadership Team are to be documented.
7. Those making the allegations ("Plaintiff"), the parent(s)/guardian(s) of any minor involved, the Respondent, and any persons who supervise such persons shall be notified of any result of the investigation and final decision of Saturday Academy's documentation shall be retained in a confidential, personal file.
8. The Leadership Team will determine when and with whom information needs to be shared. If investigations or allegations of abuse should come to the attention of the media, a response shall come from a designated spokesperson. If staff, employees, mentors or volunteers are asked for comment they will direct the question to the Leadership Team.
9. If the Plaintiff should desire to appeal the decision of Saturday Academy, and The Leadership Team, or Board of Directors' legal council will be consulted.