
CHILD SAFE POLICY

Employee/volunteer screening and selection process

- Background check
- Personal references
- In-person interview

Organizational guidelines on adult/child interaction as well as between youth

- Set adult/child ratios which specifically minimize one-adult/one-child situations when possible
- Appropriate, watchful, and harmful interactions between employees/volunteers and youth are defined clearly in a Code of Conduct .
- Contact between employees/volunteers and youth outside of organization-sanctioned activities is prohibited.
- Address youth on youth violence and bullying.

Ensuring safe environments

- When one-on-one time is necessary, the organization makes sure it happens in a place that is observable or that the activity can be interrupted easily.
- All youth are properly supervised, especially in private/isolated areas.
- System in place that allows them to monitor the presence and movement of adults that are not affiliated with the organization (e.g. visitors wear badges and are not allowed in certain areas without staff).
- Address the possible presence of people convicted of a sexual offense on site or at program activities (e.g. caregivers, other members of the organization).

Response to inappropriate behaviors, policy violations, and allegations or suspicions of child sexual abuse

- All allegations or suspicions of child sexual abuse are reported to, and investigated by, outside authorities as defined by state law.
- Defines procedure to report allegations of sexual abuse to caregivers, in compliance with state law.
- Policy outlines how violations of the established policy or Code of Conduct will be addressed with staff/volunteers in compliance with state law, and ensures documentation of violations.
- Procedures to report inappropriate behaviors, policy violations, and allegations or suspicions of child sexual abuse are described in writing and shared with all staff, volunteers, youth, and caregivers.
- Policy ensures anyone accused of child sexual abuse has no contact with youth at the organization during the investigation process.

Training for employees and volunteers

- Ensures all new staff/volunteers receive quality child sexual abuse training during orientation.
- Ensures all new staff/volunteers are trained in organizational policies, procedures, and Code of Conduct.
- Requires regular re-training of all staff/volunteers.

For more information about child sexual abuse prevention and child safe policy, contact the prevention team at the Memphis Child Advocacy Center: (901) 888-4363 or education@memphiscac.org.



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The Memphis Child Advocacy Center supports safety for children through informed prevention, community collaboration, and a team approach to healing and justice for victims of child sexual and severe physical abuse.

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CODE OF CONDUCT



Green Light Interactions

- One-on-one interactions that are observable and/or interruptible
- Statements of praise, encouragement, acknowledgement, or respect
- Compliments on a youth's achievements or actions
- Jokes appropriate for children
- Rewards available to all who achieve
- Touching or affection that is observable and initiated by the child
- Asking a youth's permission prior to appropriate touching (e.g. "Can I give you a hug?")
- Holding a young child's hand to escort them somewhere
- Pats on back, shoulder, or head
- Side hugs, arms around shoulders
- Handshakes, high fives, and daps (fist bump)
- Public social media alerts to groups of kids and parents
- Group texts or texting the youth and parent together
- Social media pages that do not have private messaging options and are not public



Yellow Light Interactions

- Isolated, one-on-one interactions
- Contact outside of program activities (e.g. babysitting on your personal time)
- Rough-housing, tickling (e.g. tossing a child over your shoulder, holding down and tickling)
- Piggy-back rides
- Sitting in your lap
- Overnight activities
- Sharing sleeping quarters
- Favoritism
- Gift giving to individual youth

- Following youth on social media
- One-on-one communication through social media, computer, or handheld devices
- Allowing an adult who has not been through the organizations employment or volunteer training process to have access to the child during program activities



Red Light Interactions

- Leaving a child or children unsupervised
- Actions or speech that humiliates, threatens, ridicules, degrades, or frightens
- Jokes that are racist, homophobic, sexist, sexual in nature, or degrading to people with a disability
- Profanity
- Teasing or name calling (including allowing children to engage in this activity)
- Encouraging youth to keep secrets
- Sharing intimate details of your personal life
- Using alcohol, tobacco, or drugs in the presence of youth
- Allowing youth to use alcohol, tobacco, or drugs in your presence
- Allowing youth to engage in sexual activity of any sort during program activities
- Sharing a bed or sleeping bag
- Patting buttocks
- Physical punishment of any kind
- Accepting expensive gifts from youth and/or their parents
- Giving expensive gifts to youth and/or their caregivers
- Touching or commenting on a youth's private parts or physical development
- Flirtatious, romantic, or sexual conduct with youth (including kissing and giving/receiving massages)
- Showing pornography or involving youth in pornography



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