



Elmwood CUSD #322
2021-22
Policies and Procedures

ELMWOOD CUSD #322
SEXUAL ABUSE AND MOLESTATION GUIDELINES

I. Types of Abuse

The following definitions are provided for the various types of abuse that may occur within an educational setting:

- A. Physical abuse is injury that is intentionally inflicted upon a student.
- B. Sexual abuse is any contact of a sexual nature that occurs between a student and an adult or between two students. This includes any activity which is meant to arouse or gratify the sexual desires of the adult or the other student.
- C. Emotional abuse is mental or emotional injury to a student that results in an observable and material impairment in the consumer's growth, development, or psychological functioning.
- D. Neglect is the failure to provide for a consumer's basic needs or the failure to protect a student from harm.

II. Policies

Policies define the bandwidth of acceptable behavior in an organization. Because offenders often violate policies to gain access to students, when employees know and understand policies, they can identify, interrupt, and report policy violations. Simply interrupting a policy violation can prevent a false allegation of abuse or put an offender on notice that no one works in private, the rules apply to everyone, and violations will be detected.

A. Physical Contact

Our organization's physical contact policy promotes a positive, nurturing environment while protecting students, employees and volunteers. Our organization encourages appropriate physical contact with students and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by employees or volunteers towards students in the organization's programs will result in disciplinary action, up to and including termination of employment.

The organization's policies for appropriate and inappropriate physical interactions include but are not limited to:

APPROPRIATE PHYSICAL INTERACTIONS :

- Pats on the shoulder or back
- Handshakes
- High-fives and hand slapping
- Pats on the head when culturally appropriate
- Touching hands, shoulders and arms
- Arms around shoulders
- Holding hands (with young children in escorting situations)

INAPPROPRIATE PHYSICAL INTERACTIONS:

- Full-frontal hugs
- Kisses

- Showing affection in isolated areas or while one-on-one
- Lap sitting
- Piggyback rides, wrestling
- Tickling
- Allowing a student to cling to an employee's or volunteer's leg
- Allowing students, older than kindergarten, to sit on an employee or volunteer's lap
- Any type of massage given by or to a student outside of accepted and documented medical treatment
- Any form of affection that is unwanted by the student or the employee or volunteer
- Touching bottom, chest, or genital areas that are outside authorized and documented personal care assistance.

B. One-on-One Interactions

Most abuse occurs when an adult is alone with a student. Our school aims to eliminate or reduce these situations and prohibits private one-on-one interactions unless approved in advance by the school administration.

In those situations where one-on-one interactions are approved, employees and volunteers should observe the following additional guidelines to manage the risk of abuse or false allegations of abuse:

ADDITIONAL GUIDELINES FOR ONE-ON-ONE INTERACTIONS

- When meeting one-on-one with a student, always do so in a public place where you are in full view of others.
- Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, and handshakes.
- If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.
- Inform other employees and volunteers that you are alone with a student and ask them to randomly drop in.
- Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.

C. Types of One-on-One Interactions

1. Tutoring/Private Coaching

Employees and volunteers will seek approval for any one-on-one tutoring or private coaching sessions.

- Employees or administration must keep a schedule of private tutoring and coaching sessions, which will include times, students involved, and location of the sessions.

III. Monitoring and Supervision

When staff and students are adequately supervised, they are less likely to engage in inappropriate interactions with others. Similarly, the school must be monitored, particularly out-of-the-way locations or locations that might permit an offender undue access to or privacy with a student. Effective supervision and monitoring require that a variety of methods be used frequently, at both scheduled and random times.

A. Facility Monitoring

Employees and volunteers will be made aware of all areas in the school that have unlocked privacy areas so the risk is managed. Other private areas will remain locked. These areas will be monitored by those appointed by the Superintendent. Examples of areas are but not limited to:

- Bathrooms, activity rooms, closets, boiler rooms, any unauthorized areas.

For playgrounds, employees and volunteers should be positioned around the perimeter of the playground to ensure that students are supervised and that they remain in the assigned area. Employees and volunteers should also be stationed near playground equipment (such as tunnels and jungle gyms) that do not allow for line-of-sight supervision.

1. Bath Room Monitoring Activities

- a. Prohibit staff from using the bathroom at the same time as students.
- b. Minimize students of different ages using the bathroom at the same time.
- c. If assisting young students in the stalls, the staff should keep the door to the stall open.
- d. All staff should check bathrooms on a frequented basis.
- e. Single use restroom: staff must provide permission for student use.
- f. Staff are required to take groups of two or more students to the bathroom – following the “rule of three” or more.
- g. If the bathroom only has one stall, only one student should enter the restroom while the other wait outside with the staff.

2. Locker Room Monitoring Activities

- a. Requiring employees to stand within earshot of the locker room when in use by students.
- b. Requiring employees to routinely check inside the locker room so users know the locker room is monitored.
- c. Discouraging the use of locker rooms by students of different ages at the same time.
- d. Prohibiting the use of locker room horseplay such as towel snapping.
- e. When possible, arrange lockers to minimize unnecessary privacy.