

Best Practices for Child Abuse Prevention

Students have a right to a safe school environment.

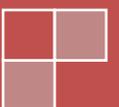


TABLE OF CONTENTS

TEACHER AND STAFF BEST PRACTICES	3
SCREENING UPON EMPLOYMENT	
HIRING PROCESS	
BACKGROUND CHECKS	
EMPLOYEE GUIDELINES	
PROPER INTERACTION WITH MINORS	
PARENT OR VOLUNTEER BEST PRACTICES	11
ONE TIME VOLUNTEERS	
REGULAR VOLUNTEERS	
PROPER INTERACTION WITH MINORS	
THIRD PARTY BEST PRACTICES	15
MINOR STUDENT-ON-STUDENT INTERACTIONS	16
EDUCATIONAL PROGRAMS AND RESOURCES	17
BIBLIOGRAPHY	19

SAMPLE FORMS

APPLICANT AUTHORIZATION TO RELEASE INFORMATION	21
APPLICANT DISCLOSURE AFFIDAVIT	22
VOLUNTEER APPLICATION	24
VOLUNTEER CODE OF CONDUCT	25
VISITOR LOG-IN	26
CONTRACTOR LOG-IN	27
ONE-TIME VISITOR/VOLUNTEER CATEGORY 1 SCREENING PROCEDURE	28
REGULAR VISITOR/VOLUNTEER CATEGORY 2 SCREENING PROCEDURE	28



BEST PRACTICES FOR PREVENTING CHILD ABUSE

Child abuse includes the physical, emotional, and sexual abuse or neglect of minors. Preventing child abuse is a complex, multi-layered social problem which extends beyond simplistic victim-perpetrator relationships. It is impossible to eliminate all potential abusers¹. However, a great place to start in your efforts to prevent child abuse is properly addressing the “low hanging fruit” - creating an “unwelcoming environment” for perpetrators to want to be employed and avoid hiring known perpetrators. This guide outlines methods for **screening adults who work or volunteer within Districts** and **defines appropriate interaction between adults and minors** in order to help provide a child-safe environment. As a bonus, sample forms and flowcharts are included at the end.

TEACHER AND STAFF BEST PRACTICES²

The goal of a District’s hiring process is to select the best possible candidates for positions while assuring the best possible learning outcomes for students. Therefore, screening out individuals who have sexually abused youth or are at risk to abuse is a critical part of this process. And any hiring protocols must include protocols responsive to child abuse prevention.³

¹ The elimination of child abuse as a social problem will require looking at and trying to understand (and change) social norms about “acceptable levels” of violence, gender relationships and equality, privacy rights and respect, and the dynamics of socioeconomic class, gender, race, sexual orientation, religious affiliation, group status, etc. The attainment of ultimate goal for the elimination of child abuse depends upon identifying the range and extent of these social norms as well as identifying the methods of and implementing the targets for appropriate modification of the norms as a means of reducing child abuse.

² Legal reference: Education Code Sections 44932 and 44933; Penal Code Sections 11165.1, 11165.2, 11165.3, 11165.4, and 11166.

³ In the legal case, C.A., a Minor v. William S. Hart Union High School District S188982, on March 8, 2012, a unanimous California Supreme Court ruled that under Government Code Section 815.2, a school district may be held vicariously liable for the negligent hiring, retention, and supervision of an employee who harms a student, even if the employee’s conduct is deemed outside the scope of employment.

SCREENING UPON EMPLOYMENT

General Principles

Before screening starts, the District should consider:

- Developing criteria that define how screening information will be used to determine an applicant's suitability.
- Identifying who will make the final selection.
- Defining areas of concern such as a fixation on a particular age or gender of youth or a history of crimes related to sex or violence.
- Developing consistent and systematic policies and processes for screening and selection, including a sequence and timeline for the various components of the process.
- Consulting with your District's labor attorney to ensure that the District's screening and selection policies do not violate Title VII of the Civil Rights Act or other federal or state laws prohibiting discrimination in the workplace.

Who should be screened?

- Screen ***all applicants for all positions*** that will have contact with youth.
- Consider more in-depth written applications and personal interviews for younger candidates (i.e., first-time job applicants) and out-of-state (or out-of-country) applicants for whom work history and criminal background checks may be unavailable or limited.
- Rigorously screen applicants who will have more autonomy as employees.
- **Do not make exceptions for people you know, relatives or friends of current or past employees, or people you have worked with in the past.**

Preliminary screening

By letting applicants know the District is serious about protecting youth, you may deter "abusers" from applying. Your preliminary screening should include:

- Informing applicants about the District's policies and procedures relevant to child abuse prevention.

- Sharing your code of conduct or ethics.
- Requiring applicants to sign a document describing the policies and procedures of the District to demonstrate their understanding and agreement (see sample document in ASCIP’s mandated reporter guidelines.)
- Asking applicants if they have a problem with any of the policies and procedures.

HIRING PROCESS

Written application for hiring

The written application provides the information you need to assess the background and interests of applicants. Questions should help you determine whether applicants have mature, adult relationships as well as clear boundaries and ethical standards for their conduct with youth.

- Ask about previous work and volunteer experiences.
- Ask direct questions pertinent to child sexual abuse screening.⁴
- The permission statement should include an indemnification clause to protect your organization from false allegations or other legal issues (see sample form in last section). **The permission should also give the District the ability to conduct additional checks, during his or her term as an employee, of personal references and criminal background from time to time in the event the applicant is hired.**
- Ask open-ended questions that encourage broad answers. These will provide material for follow-up in the personal interview and throughout the screening and selection process.
- Use disclosure statements to ask applicants about previous criminal histories of sexual offenses, violence against youth, and other criminal offenses (see sample at

⁴ Interviews should be conducted such that they probe for in-depth information that may not be available through other screening mechanisms. The specific questions asked should be tailored to the needs of your District. Sample questions might include, “Have you ever been convicted of a crime other than a minor traffic violation? If so, please describe. Have you ever worked with children, either in a paid or volunteer capacity, prior to applying for this position? If so, please describe. Have you ever been terminated from or asked to leave or resign from a position, either paid or volunteer, that involved working with children? If so, please explain.” What’s important is that the questions asked during the interview process be standardized to promote consistency among applicant interviews and to help eliminate allegations of subjectivity, bias, or discrimination. If possible, use of a team approach can help increase objectivity, obtain different perspectives, and promote adequate documentation.

end of this practice guide). The applicant may not disclose past offenses, but the inquiry will demonstrate the District's seriousness about protecting youth and potentially discourage applicants at risk for perpetrating child sexual abuse.⁵

- Clarify that you are interested in learning about an applicant's past perpetration of child sexual abuse rather than his or her history of victimization.

Personal interview

The personal interview provides an opportunity to meet applicants, determine if they are a good fit for your organization, and ask additional questions to screen for child sexual abuse risk factors. Strategies include:

- Asking open-ended questions that encourage discussion.
- Clarifying and expanding upon the applicant's answers to questions from the written application.

BACKGROUND CHECKS

Reference checks

- Reference checks provide additional information about applicants and help verify previous work and volunteer history.
- Obtain verbal—not just written—references for applicants. Conversations can elicit much more information than written responses.
- Match references with employment and volunteer history. Is anyone important missing from the references, such as the supervisor from the applicant's most recent job? To provide a more complete picture of the applicant, the references should come from a variety of sources and should not be limited to family members or friends.

Be aware that many employers will only provide basic information, such as dates of employment or rehiring eligibility. If a former employer will only provide limited

⁵ Name checks for registered sex offenders can be obtained from the Dru Sjodin National Sex Offender Public Website at <http://www.nsopw.gov/?lang=ENGLISH&AspxAutoDetectCookieSupport=1> and the California Department of Justice Megan's Law Website at <http://www.meganslaw.ca.gov/disclaimer.aspx>.

information, clarify whether the person providing the reference is limiting information because of company policy.

The following questions may be useful for reference checks:

- How would you describe the personal characteristics of the applicant?
- How does the applicant interact with youth?
- Why would this person be a good candidate for working with youth? Is there any reason this person should not work with youth?
- Have you seen the applicant discipline youth (other than his or her own children)?
- Would you hire this person again? Would you want him or her in your organization in the future?

Criminal background checks

Criminal background checks are an important tool in screening and selection. However, they have limitations. Criminal background checks will not identify most sexual offenders because most have not been caught. An efficient, effective, and affordable national background criminal screening system does not yet exist.⁶

- Use background checks as one part of child sexual abuse prevention efforts. Using background checks alone may give your organization a false sense of security.
- Save time and resources by delaying criminal background checks until the end of the screening and selection process. Applicants who do not make it through the written applications, personal interviews, and reference checks will not need a criminal background check.
- Obtain written permission from applicants before beginning a criminal background check.
- Determine the type and level of check required for each applicant. Types of checks include name, fingerprint, sex offender registries, and social security number. Checks may be implemented at county, state, and national levels. Records are not always linked or comprehensive, so a thorough search may be needed to address

⁶ When the Centers for Disease Control and Prevention (CDC) published *Preventing Child Sexual Abuse Within Youth-serving Organizations: Getting Started on Policies and Procedures* in 2007 (see <http://www.cdc.gov/violenceprevention/pdf/PreventingChildSexualAbuse-a.pdf#page=9>), it stated, in part, that “an efficient, effective, and affordable national background screening system was not available” for criminal screening.

concerns about an applicant. For example, if an applicant has moved frequently, checks in multiple states may be necessary.

- Plan for the time and financial resources needed to conduct background checks.
- Decide which offenses to examine in the background checks and which offenses will disqualify applicants. For child sexual abuse, absolute disqualifiers include violent behavior and child sexual abuse history. Drug and driving offenses may also be disqualifiers. Arrest data are not grounds for disqualification; only offenses resulting in convictions may be used. However, arrest data may be an indicator that further investigation and background screening is warranted.
- Develop procedures to keep the results of criminal background checks confidential. Select a secure storage location and limit access to the files.
- Ensure that your District's process for conducting criminal background checks is legally sound. Be aware that regulations may vary between county, state, and federal; therefore, consult with your District's legal counsel and ASCIP, as needed.

Additional Strategies to Consider:

Checking applicants against internal records

This strategy involves keeping lists of applicants who are disqualified during the screening process and employees who are dismissed because of an offense. During the screening and selection process, the District would then check current applicants against these lists to make sure the applicant has not been previously disqualified or dismissed.

Internet search

Some organizations may choose to search the internet to find additional relevant information about an applicant. Be aware that more than one person can share the same name and that it may be difficult to verify the accuracy of information found on the internet.

Continued Screening of Teachers and Staff

In addition to initial screening of candidates, continued, regular screening of District employees should occur. Such screening should include protocols responsive to child abuse prevention. **Note that such post-employment screening should be done only with the permission of the employee and/or his or her collective bargaining unit or**

as is otherwise allowed by law. Please consult with your District legal counsel for further information on this and your District's options in the event post-employment screenings turn up disturbing results.

EMPLOYEE GUIDELINES

Training Teachers and Staff

Training of District employees should include protocols responsive to child abuse prevention. This includes, but is not limited to, Mandated Reporter training (see separate ASCIP tool for mandated reporter guidelines).

Relationships With Minors Prohibited

District employees should be prohibited from having any type of sexual relationship with a minor even if the minor or his or her parent(s) provide their expressed consent.

District employees and other school-site participants that are discovered to have violated this prohibition or have committed or are reasonably suspected of committing child abuse will be reported to the proper legal authorities and shall be subject to disciplinary action up to and including termination.

Proper Interaction With Minors

The District should require that all employees and school-site participants interact with minors in a safe and proper manner, including:

- Eliminating the times employees and other school-site participants are alone with minors without other adults being present, accessible, or in view. **The District should practice no one-to-one contact without being visible to others (i.e. open door, window blinds open, etc.) and respect privacy in restrooms, locker rooms, etc. Employees must be told to promptly report violations of this and any other improper interactions among adults and minors.**
- Physical contact between employees or other school-site participants and minors should always be (a) non-sexual, (b) appropriate to the circumstance, and (c) unambiguous in meaning. Boundaries consistent with employees' and other school-

site participants' roles as educators, mentors, and caregivers shall always be respected.

- Violations of boundaries include:
 - Intentional contact that constitutes physical or sexual abuse or is otherwise potentially harmful to the well-being of a minor.
 - Physical contact with a minor that is not age-appropriate or within the scope of the employee's and other school-site participant's scope of responsibilities or duties.
 - Touching or grabbing a student to get his or her attention.
 - Physical contact that demonstrates an intent to discriminate between students or otherwise show favoritism.
 - Touching for the purpose of punishing or intimidation. This does not include manual interventions necessary to protect the safety of the student or others.
 - Any gestures or movements that imply physical or sexual contact.
- Never being with a minor in a concealed area, including a locked room or a place where other adults cannot see or hear the adult's interaction with a minor or minors;
- Never hosting an event for minors or inviting minors to employee's or other school-site participant's homes unless such hosting or invitation is part of an approved District function;
- Never inviting minors **[, not of family relations,]**⁷ to employees' and other school-site participant's home without the presence of the minor's guardians, parents, or multiple adults as part of an approved District function;
- Never entering a home with a minor **[, not of family relations,]** unless the minor's guardians or parents are present **[and/or without the guardian's or parent's consent];**
- Never giving a minor a gift **[over [\$5, \$10] in value or money]** without the consent of District **[and the guardians or parents of the minor];**
- Never providing tobacco products, drugs, or alcohol to minors or purchasing tobacco products, drugs, or alcohol for minors;
- Always reporting use of tobacco products, alcohol, or illegal drugs by minors;
- **[Never going to an off school-site event with a minor without receiving the written consent of the minor's guardians or parents [and [District]]];**

⁷ The bold red remarks are optional, at the discretion of your District.

- **[Never providing transportation to a minor or minors without approval of [District] [and consent of the minor’s guardians or parents][and without other adults being present]];**
- **[Never taking video or audio recordings, photographs, or otherwise capturing digital images of a minor without receiving the written consent of the minor’s guardians or parents [and [District]]]; and**
- **[Never communicating to a minor on matters unrelated to performance of your duties as a teacher or other education professional; in an unprofessional manner; or inappropriately via phone, letter, instant messaging, social media, email or in a chat room [without the consent of the minor’s guardians or parents].]**

District employees and other school-site participants can learn more about proper interaction with minors in support of child abuse prevention by visiting the Centers for Disease Control and Prevention’s (CDC’s) Violence Prevention website at <http://www.cdc.gov/ViolencePrevention/index.html> . The CDC also cites the Boy Scouts of America’s (BSA’s) Youth Protection Plan as a resource. The BSA publication, "Youth Protection Training Guide: Cub Scout and Boy Scout Volunteer Leaders and Parents," can be downloaded at <http://www.scouting.org/filestore/ypt/pdf/46-221.pdf> .

PARENT OR VOLUNTEER BEST PRACTICES

Category 1 Volunteer – One Time Volunteer

Category 1 volunteers are parents or other visitors or guests who enter a school for a one-time event. These persons have no unsupervised exposure or contact with children. Typical examples include guest readers, guest speakers, one-time volunteers for school or classroom events, or other day or guest-type activities. Parents who attend school to eat lunch or to participate in a parent involvement activity with their child(ren) are also considered visitors or guests.

For Category 1 volunteers, the following screening requirements apply:

1. Be sponsored or approved by a District employee.
2. Be able to present some form of current, government-issued photo identification (driver’s license, passport, military ID, U.S. or other government identification). **[By recommendation from the Department of Justice, Mexico identification and**

voter registration cards are not recognized. U.S. social security cards and birth certificates without an accompanying U.S. driver's license are also not recognized].

3. Sign in on the District approved "Volunteer Sign-in Sheet" in the main office. This form should include a criminal disclosure statement⁸ (see **Sample District Form-Child Abuse 3** form located near the end of this document).
4. Upon approval, be required to display a volunteer identification badge to be surrendered at the conclusion of the day's volunteer activity.

Category 2 Volunteer – Regular Volunteer

Category 2 volunteers are most other volunteers, including volunteers with group exposure who have no direct unsupervised exposure or contact with children, volunteers participating in school activities in open and public settings, and volunteers with classroom exposure who work with children and are supervised by District staff.⁹ For

⁸ A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a volunteer or as a volunteer nonteaching aide under the direct supervision of a certificated employee. (Education Code 35021)

⁹ Note that California school district volunteers are covered under workers compensation **if the County Superintendent or District adopts a resolution designating its volunteers as employees** (Labor Code Section 3364.5). If a District adopts such a resolution, its wording should provide that volunteers have the exclusive remedy of workers' compensation for their injuries. In addition, all volunteers, regardless of whether or not such a resolution is in force, should be required to sign a waiver of liability, including medical liability. There is a "catch all" provision in Labor Code Section 3363.5 allowing other public agencies to adopt resolutions specifically allowed for recreation and park districts, as well as school districts, designating volunteers as employees for purposes of workers' compensation benefits.

Otherwise, California Labor Code Section 3352 excludes, among others, the following from its definition of "employee:" "... (g) Any person, other than a regular employee, participating in sports or athletics who receives no compensation for the participation other than the use of athletic equipment, uniforms, transportation, travel, meals, lodgings, or other expenses incidental thereto. ... (i) Any person performing voluntary service for a public agency or a private, nonprofit organization who receives no remuneration for the services other than meals, transportation, lodging, or reimbursement for incidental expenses. (j) Any person, other than a regular employee, performing officiating services relating to amateur sporting events sponsored by any public agency or private, nonprofit organization, who receives no remuneration for these services other than a stipend for each day of service no greater than the amount established by the Department of Human Resources as a per diem expense for employees or officers of the state. The stipend shall be presumed to cover incidental expenses involved in officiating, including, but not limited to, meals, transportation, lodging, rule books and courses, uniforms, and appropriate equipment. (k) Any student participating as an athlete in amateur sporting events sponsored by any public agency, public or private nonprofit college, university or school, who receives no remuneration for the participation other than the use of athletic equipment, uniforms, transportation, travel, meals, lodgings, scholarships, grants-in-aid, or other expenses incidental

Category 2 volunteers, volunteer conditions are typically public settings and classrooms where staff or other adults can observe at all times, there is no solitary time with children, and there is always an unobstructed view of interactions with children. Typical examples include classroom tutoring, classroom reading, classroom assistance, and after-school programs, including, but not limited to, mentoring activities and athletic practices and events, where supervised by District **[or other authorized]** personnel, field trip chaperones¹⁰, and non-classroom volunteers such as office helpers, non-classroom assistance, and organized functions associated with school organizations such as the PTA.

For Category 2 volunteers, the following screening requirements apply:

1. Be sponsored or approved by a school site or district employee.
2. Be able to present some form of current, government-issued photo identification (driver's license, passport, military ID, U.S. or other government identification). **[By recommendation from the Department of Justice, Mexico identification and voter registration cards are not recognized. U.S. social security cards and birth certificates without an accompanying U.S. driver's license are also not recognized.]**
3. Complete and submit for approval the district School Volunteer Application (See **Sample District Form—Child Abuse 1** near the end of this chapter for a sample).
4. New volunteers submit their fingerprints to both State and National databases.
5. Be checked by designated site personnel against the California Department of Justice, Sexual Offender (Megan's Law) website.¹¹

thereto...." "(n) Any person, other than a regular employee, performing services as a sports official for an entity sponsoring an intercollegiate or interscholastic sports event, or any person performing services as a sports official for a public agency, public entity, or a private nonprofit organization, which public agency, public entity, or private nonprofit organization sponsors an amateur sports event. For purposes of this subdivision, "sports official" includes an umpire, referee, judge, scorekeeper, timekeeper, or other person who is a neutral participant in a sports event." and 3352.94, "Employee" excludes a disaster service worker while performing services as a disaster service worker except as provided in Chapter 10 of this part. "Employee" excludes any unregistered person performing like services as a disaster service worker without pay or other consideration, except as provided by Section 3211.92."

¹⁰ Chaperones who are drivers on field trips must also follow District driver requirements which include documentation of a current driver's license and current, automobile liability insurance coverage.

¹¹ **Live scan fingerprinting with DOJ and FBI criminal background checks.** Regular volunteers are required to be background checked for registered sex offender status and criminal backgrounds **[at their own cost]**. Locations of live scan fingerprint services can be obtained from the State of California Department of Justice, Office of the Attorney General, Applicant Live

6. Present a Tuberculosis clearance card.¹²
7. Sign the Volunteer Code of Conduct Form (See **Sample District Form—Child Abuse 2** near the end of this chapter for a sample).
8. Sign in on the district approved “Volunteer Sign-in Sheet” in the main office. This form should include a criminal disclosure statement (See **Sample District Form—Child Abuse 3** near the end of this chapter for a sample).
9. Upon approval, be required to display a volunteer identification badge to be surrendered at the conclusion of the day’s volunteer activity.

Proper Interaction with Minors

The District requires that all on-campus parents and adult volunteers interact with minors in a safe and proper manner including:

- Eliminating the times on-campus parents and adult volunteers are alone with minors **[, not of family relations,]** without other adults being present, accessible, or in view. **The District should practice no one-to-one contact without being visible to others (i.e. open door, window blinds open, etc.) and respect privacy in restrooms, locker rooms, etc. Volunteers should be encouraged to promptly report violations of this and any other improper interactions among adults and minors.**
- Never being with a minor in a concealed area, including a locked room or a place where other adults cannot see or hear an adult’s interaction with a minor or minors;

Scan Fingerprint Services at <http://ag.ca.gov/fingerprints/publications/contact.php> . Name checks for registered sex offenders can be obtained from the Dru Sjodin National Sex Offender Public Website at <http://www.nsopw.gov/?lang=ENGLISH&AspxAutoDetectCookieSupport=1> and the California Department of Justice Megan’s Law Website at <http://www.meganslaw.ca.gov/disclaimer.aspx> . Any person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a volunteer or as a volunteer nonteaching aide. (Education Code 35021)

¹² **TB Testing.** Category 2 volunteers are required to take the Mantoux PPD test for TB screening **[at their own cost]**. This is applicable to all volunteers who have repeated contact with students in the classroom setting. Volunteers who come in to assist with one time activities, such as: clerical functions, supervising field trips, or dances do not have sufficient contact with students or staff to constitute a risk and need not present proof of a test. If the skin test is negative skin, the test needs repeating at least every four years. If the skin test is positive, you must have an initial chest radiograph (X-ray). After that, screening applies every four years. You must present a certificate from a health provider stating that you are free from communicable TB. See <http://publichealth.lacounty.gov/tb/screening/emvOLTST.htm> .

- Never giving a minor a gift over **[\$5, \$10]** in value or money without the consent of District **[and the guardian or parents of the minor];**
- Never providing drugs or alcohol to minors or purchasing drugs or alcohol for minors;
- **[Never going to an event with a minor without receiving the written consent of the minor’s guardian or parents [and [District]]];**
- **[Never providing transportation to a minor or minors without approval of [District] [and consent of the minor’s guardians or parents][[and] without other adults being present][, and without current, District approved proof of automobile liability insurance on file with the District];**
- **[Never taking video or audio recordings, photographs, or otherwise capturing digital images of a minor without receiving the written consent of the minor’s guardian or parents [and [District]]]; and**
- **[Never communicating to a minor on matters unrelated to performance of your duties as a volunteer; or inappropriately via phone, letter, instant messaging, social media, email or in a chat room [without the consent of the minor’s guardians or parents].]**

Parents and adult volunteers can learn more about proper interaction with minors to prevent child abuse by visiting the Centers for Disease Control and Prevention’s (CDC’s) Violence Prevention website at <http://www.cdc.gov/ViolencePrevention/index.html> . The CDC cites the Boy Scouts of America’s Youth Protection Plan as a resource. The publication, "How to Protect Your Children From Child Abuse: A Parent's Guide (Cub Scouts)" can be downloaded at <http://www.scouting.org/filestore/pdf/46-014.pdf> or in Spanish at <http://www.scouting.org/filestore/pdf/46-073.pdf> . For parents or volunteers of older youth, the publication, “How to Protect Your Children From Child Abuse: A Parent's Guide (Boy Scouts)" is available at <http://www.scouting.org/filestore/pdf/46-015.pdf> or, in Spanish, at <http://www.scouting.org/filestore/pdf/46-072.pdf> .

THIRD PARTY BEST PRACTICES

Most third parties including District contractors or consultants who are not related to the educational programs at your schools, should **not** be allowed access to District campuses and facilities during school hours. However, for those who must have access during school hours in order to perform their scope of service for the District, the following procedures apply:

1. First, the contractor or consultant must certify, and a District employee must verify, that the proposed service or services must be performed during school hours.
2. Once (1.) is documented, the work must be approved by a District employee.
3. The contractor or consultant must be able to present some form of current government-issued photo identification (driver's license, passport, military ID, US or other government identification). **[By recommendation from the Department of Justice, Mexico identification and voter registration cards are not recognized. U.S. social security cards and birth certificates without an accompanying U.S. driver's license are also not recognized.]**
4. The contractor or consultant must sign in on the district approved "Contractor Sign-in Sheet" in the main office, which includes a criminal disclosure. (See **Sample District Form—Child Abuse 4** near the end of this chapter for a sample)
5. Upon approval, the contractor or consultant should be required to display a contractor identification badge with an ID photo at all times while on campus or at the facility.
6. The contractor's or consultant's activities must be restricted to the zone designated for contractor activities and physically separated from school activities by fencing or other approved barrier.

MINOR STUDENT-ON-STUDENT INTERACTIONS

Minors can victimize other minors. With respect to child abuse prevention, there are several behaviors common in potential perpetrators. Be aware of, look for and put a stop to, then immediately report if you consistently observe any of the following behaviors in students:

1. Minimizing, denying, and justifying inappropriate behavior.
2. Consistently ignoring or missing social cues about sexual behaviors, including inappropriately responding sexually or not taking "No" for an answer.
3. Preferring the company of significantly younger youth, or offering favors or secrets to a younger child.
4. Insisting on physical contact with other children, even when rebuffed.
5. Frequent attempts to isolate other children.

Minimize opportunities for inappropriate interactions through supervision and classroom arrangements (no hidden areas).

A potentially effective tool to educate minors about abuse, including student-on-student child abuse, is age-appropriate abuse prevention workshops. Such workshops can reduce child abuse by helping to change attitudes about “norms” - attitudes about violence, power, girls and women, and privacy.

EDUCATIONAL PROGRAMS AND RESOURCES

Following are some sample educational programs and resources that may be of use to your District and its employees for educating minors and training staff:

ChildHelp: Speak Up Be Safe

http://www.speakupbesafe.org/teacher_school.html

Childhelp Speak Up Be Safe is a school-based, child abuse prevention education program that focuses on child safety. The program provides a variety of resources to teachers, school staff and administration such as how to engage parents and also includes a community resource template help facilitate useful referrals, and guidance on building effective relationships with CPS and law enforcement.

Childwelfare.gov – National Child Abuse Prevention Month

<https://www.childwelfare.gov/preventing/preventionmonth/>

The link above is the US Department of Health and Human Services National Child Abuse Prevention Month page. The website includes the history of National Child Abuse Prevention Month and also provides resources such as tip sheets, media toolkits, and the 2014 Prevention Resource Guide.

Child Welfare Information Gateway

<https://www.childwelfare.gov/pubs/usermanuals/educator/index.cfm>

The link above will take you directly to the Office of Child Abuse and Neglect's publication "*The Role of Educators in Preventing and Responding to Child Abuse and Neglect.*"

Centers for Disease Control and Prevention (CDC) – Child Maltreatment Prevention

<http://www.cdc.gov/violenceprevention/childmaltreatment/index.html>

The link above is the CDC's page on Child Maltreatment Prevention. You can find the CDC's research and programs that allow us to understand the problem of child maltreatment and assist in preventing it before it happens.

Penal Code 11164-11174.3 – Child Abuse and Neglect Reporting Act

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=pen&group=11001-12000&file=11164-11174.3>

Child Abuse Mandated Reporter Training

<http://www.mandatedreporterca.com/>

The link above is free training for mandated child abuse reporters funded by the California Department of Social Services (CDSS), Office of Child Abuse (OCAP) and modified by the Chadwick Center for Children and Families.

Additional "**Child Abuse Prevention Resources**" are available on the ASCIP website under the "**Training**" tab:

<http://ascip.org/training/resources/child-abuse-resources/>

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SAMPLE

SCHOOL DISTRICT APPLICANT AUTHORIZATION TO RELEASE INFORMATION

REGARDING:

Applicant's name: _____

Applicant's current address: _____

Applicant's social security number: _____

District contact person: _____

Authorization expiration date: _____

I, the undersigned, authorize and consent to any person, firm, organization, or corporation that is provided a copy (including photocopy or facsimile copy) of this **Authorization to Release Information** by the above-stated School District to release and disclose to such District any and all information or records requested regarding me, including, but not necessarily limited to, my employment records, volunteer experience, military records, criminal information records (if any), and background. I have authorized this information to be released, either in writing or via telephone or digital means, in connection with my application for employment **[or to be a volunteer]** at the District.

Any person, firm, organization, or corporation providing information or records in accordance with this authorization is released from any and all claims or liability for compliance. Such information will be held in confidence in accordance with District guidelines.

Furthermore, this authorization to release and disclose any and all information or records requested regarding me automatically extends the authorization expiration date to my date of separation from the District if I subsequently become an employee of the District **[or to the end of the school year following the authorization expiration date if I subsequently become a volunteer of the District]**.

This authorization expires on the date as described above.

Signature of Prospective Employee **[Volunteer]**: _____

Date: _____

Witness to Signature : _____

Date: _____

Source: *Guidelines for the Screening of Persons Working With Children, the Elderly, and Individuals With Disabilities in Need of Support.*

1998, NCJ 167248 (Appendix C)

SAMPLE

SCHOOL DISTRICT APPLICANT APPLICANT DISCLOSURE AFFIDAVIT

(Please read carefully)

Our District screens prospective employees **[and volunteers]** to evaluate whether an applicant poses a risk of harm to the children and youth it serves. Information obtained is not an automatic bar to employment **[or volunteer work]**, but is considered in view of all relevant circumstances. This disclosure is required to be completed by applicants for positions in order to be considered. Any falsification, misrepresentation, or incompleteness in this disclosure alone is grounds for disqualification or termination.

APPLICANT: _____

Please print complete name and social security number.

The undersigned applicant affirms that **I HAVE NOT** at **ANY TIME** (whether as an adult or juvenile):

Yes **No** *(Initial answer under "Yes" or "No" and provide brief explanation for a "Yes" answer below.)*

- | | | |
|-----|-----|--|
| ___ | ___ | Been convicted of; |
| ___ | ___ | Pleaded guilty to (whether or not resulting in a conviction); |
| ___ | ___ | Pleaded <i>nolo contendere</i> or no contest to; |
| ___ | ___ | Admitted; |
| ___ | ___ | Had any judgment or order rendered against me (whether by default or otherwise); |
| ___ | ___ | Entered into any settlement of an action or claim of; |
| ___ | ___ | Had any license, certificate, or employment suspended, revoked, terminated, or adversely affected because of; |
| ___ | ___ | Resigned under threat of termination of employment or volunteer work for; |

Any allegation, any conduct, matter, or thing (irrespective of the formal name thereof) constituting or involving (whether under criminal or civil law of any jurisdiction):

Yes **No** *(Initial answer under "Yes" or "No" and provide brief explanation for a "Yes" answer below.)*

- | | | |
|-----|-----|--|
| ___ | ___ | Any felony. |
| ___ | ___ | Rape or other sexual assault. |
| ___ | ___ | Drug- or alcohol-related offenses. |
| ___ | ___ | Abuse of a minor or child, whether physical or sexual. |
| ___ | ___ | Incest. |

- ___ ___ Kidnaping, false imprisonment, or abduction.
- ___ ___ Sexual harassment.
- ___ ___ Sexual exploitation of a minor.
- ___ ___ Sexual conduct with a minor.
- ___ ___ Annoying/molesting a child.
- ___ ___ Lewdness and/or indecent exposure.
- ___ ___ Lewd and lascivious behavior.
- ___ ___ Obscene literature.
- ___ ___ Assault, battery, or other offense involving a minor.
- ___ ___ Endangerment of a child.
- ___ ___ Any misdemeanor or other offense classification involving a minor or to which a minor was a witness.
- ___ ___ Unfitness as a parent or custodian.
- ___ ___ Removing children from a State or concealing children in violation of a law or court order.
- ___ ___ Restrictions or limitations on contact or visitation with children or minors.
- ___ ___ Similar or related conduct, matters, or things.
- ___ ___ Accusation of any of the above.

Explanations:

(If you answered "Yes" to any of the above, please explain. If none, write "None.")

Description Dates

The above statements are true and complete to the best of my knowledge.

Date: _____

Applicant's signature

Date: _____

Witness to signature

Source: *Guidelines for the Screening of Persons Working With Children, the Elderly, and Individuals With Disabilities in Need of Support.*

1998, NCJ 167248 (Appendix C)

SAMPLE

SCHOOL DISTRICT SCHOOL VOLUNTEER APPLICATION

DATE _____ DISTRICT SPONSOR _____ SCHOOL _____

FULL NAME _____

(FIRST)

(MIDDLE)

(LAST)

ADDRESS _____ DATE OF BIRTH _____

(STREET)

(CITY) (ZIP)

MO/DAY/YR

HOME PHONE _____ E-MAIL _____

Gov Issued ID Type _____ ID # _____

NOTIFY IN CASE OF EMERGENCY _____

(NAME)

(PHONE)

CURRENT EMPLOYMENT _____

(EMPLOYER'S NAME) (ADDRESS)

(PHONE)

PERSONAL REFERENCE _____

(NAME)

(ADDRESS)

(PHONE)

Please check whether you are a new or returning volunteer. _____ New _____ Returning

Are you also a volunteer at another District school? _____ YES _____ NO

If yes, please indicate the school(s): _____

Do you have any criminal charges pending against you? _____ YES _____ NO

Have you ever been convicted* of a felony or misdemeanor? _____ YES _____ NO

Have you ever been convicted* of a sex, drug or weapon related offense? _____ YES _____ NO

Are you required to register as a sex offender under Penal Code 290.95? _____ YES _____ NO

*Conviction includes a finding of guilty by a court in a trial with or without a jury or a plea or verdict of guilty.

If "YES," please explain: _____

Parent Volunteers: Please check whether you plan to drive for a field trip during the school year. _____ YES _____ NO

Please list the name(s) of your child(ren): _____

For security reasons, a background check must be conducted. Volunteer assignments may be terminated if service is unsatisfactory or no longer needed by the District. You may not volunteer if you are required to register as a sex offender under California law.

I give my permission to have my personal and professional references researched and hold the District and any individuals providing the District with information harmless. By signing my name below, I declare under penalty of perjury, that all the information on this application is true and correct. I also declare that I have read and agree to follow the "Volunteer Code of Conduct."

Volunteer Signature: _____ **Date:** _____

SAMPLE

VOLUNTEER CODE OF CONDUCT

(This document defines the district's expectations for all school volunteers.)

As a volunteer, I agree to abide by the following code of volunteer conduct:

1. Immediately upon arrival, I will sign in at the main office or the designated sign-in station.
2. I will wear or show volunteer identification whenever required by the school to do so.
3. I will use only adult bathroom facilities.
4. I agree to never be alone with individual students who are not under the supervision of teachers or school authorities.
5. I will not contact students outside of school hours without permission from the students' parents.
6. I agree not to exchange telephone numbers, home addresses, e-mail addresses or any other home directory information with students for any purpose unless it is required as part of my role as a volunteer. I will exchange home directory information only with parental and administrative approval.
7. I will maintain confidentiality outside of school and will share with teachers and/or school administrators **any** concerns that I may have related to student welfare and/or safety.
8. I agree to not transport students without the written permission of parents or guardians or without the expressed permission of the school or district and will abide by District administrative procedures governing transportation arrangements with District contracted and private vehicles, whether financed by special project, district, or private funds **[(may be BP or AR 4586)]** when transporting students.
9. I will not disclose, use, or disseminate student photographs or personal information about students, self, or others.
10. I agree to follow the district procedure for screening of volunteers.
11. I agree to notify the school principal if I am arrested for a misdemeanor or felony sex, drug or weapon related offense.
12. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.

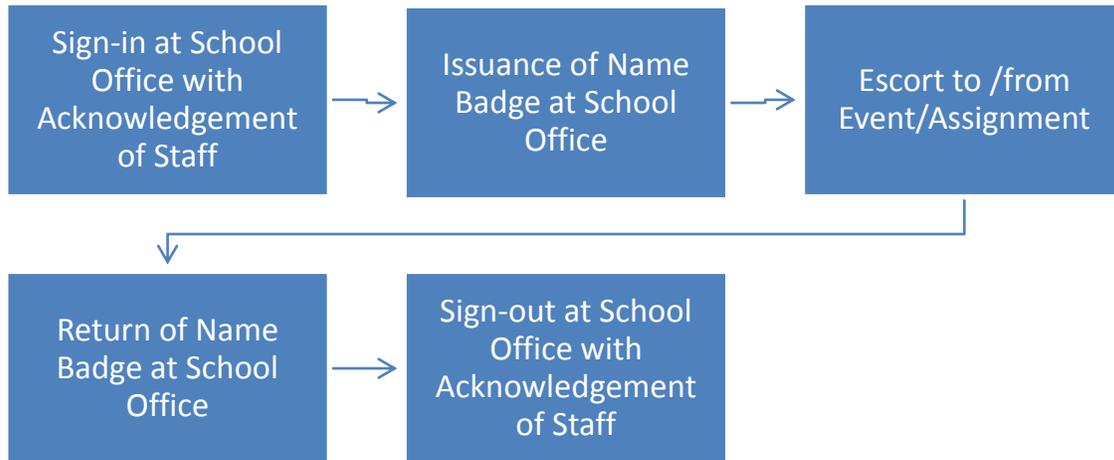
I agree to follow this Volunteer Code of Conduct at all times or cease volunteering immediately.

Name (Printed)

Date

Signature

One-Time Visitor/Volunteer Category 1 Screening Procedure



Regular Visitor/Volunteer Category 2 Screening Procedure

