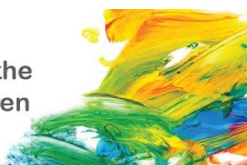




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Child Protection and Abuse Prevention Policy for drawchange™

Introduction

In the interest of child protection and abuse prevention, drawchange™ has adopted the following policy concerning interactions with children minors, under the supervision and direction of drawchange™ staff and volunteers. It is important that staff and volunteers understand the Purpose of this document and implement the Prevention Guidelines and Response Procedures of this policy. The following includes the Definitions for the various roles drawchange staff members and volunteers occupy, the Prevention Measures and Guidelines, details of drawchange's Employee and Volunteer Screening Procedure, the outline of Response Procedures, and an Acknowledgement to be signed by staff and volunteers working with children.

Purpose

The procedures outlined herein are designed to reduce the risk of child sexual abuse and staff misconduct in order to:

1. Further the pursuit of compassion and child advocacy that drawchange aims to achieve as a 501(c)(3) organization dedicated to aid global change by supplying the world's children with empowering art experiences.
2. Provide a safe and secure environment for children, youth, volunteers, location facilitators, paid staff, and visitors.
3. Assist drawchange in evaluating a person's ability to supervise, oversee, or exert control over any activity/activities involving children or youths.
4. Provide a system to respond to alleged victims of abuse and their families as well as the alleged perpetrator.
5. Satisfy the concerns of parents, staff and volunteers of drawchange, staff and volunteers of any organization or facility that allows drawchange to direct and oversee children's activities on their campuses, with a screening process for paid staff and volunteers.
6. Reduce the possibility of false accusations of abuse made against members of drawchange, including paid staff and volunteers.

Definitions

The following items are used herein and are defined as follows:

1. *Paid Staff*: Any contract worker or employee who is paid.
2. *Volunteer*: Any unpaid person who is involved in activities with drawchange and who is entrusted with the care or supervision of *Children/Youths/Minors*, or a person who directly oversees, or exerts control over any activity/activities involving *Children/Youths/Minors*. * Any volunteer who is himself/herself a *child/youth/minor* is considered *first* a *child/youth/minor* and *second*, a *volunteer* in regards to definitions of *child* and *volunteer* and will be treated accordingly as a *child/youth/minor*.*
3. *Adult*: Any person who has reached his/her 18th birthday or as defined by state law.
4. *Children/Youth/Minor*: Any person who has not reached his or her 18th birthday or as defined by state law.
5. *Facility Staff*: Any member of the organization, or organizations, which operate the homeless shelters in which drawchange conducts activities. *Facility Staff* may include teachers, aides, supervisors, counselors, or volunteers, but may not be limited to this selection of roles. Likewise, titles for various positions of *Facility Staff* may vary between *Facilities*. For this reason, all persons, paid or unpaid, who work as members of any and all particular *Facilities* will be categorized as *Facility Staff*.
6. *Facility/Facilities*: Any location in which drawchange conducts activities with children, including, but not limited to, homeless shelters, community centers, orphanages, and schools.
7. *Abuse*: Any act which may be defined by law as assault, including but not limited to physical assault, sexual assault, or emotional abuse as defined by state law.
8. *Sexual Abuse*: Any and all acts which may be defined by state or local law* as sexual assault. Sexual abuse includes coercion, inappropriate touching, stimulating, sexual intercourse and any act defined as rape or statutory rape. This includes verbal advances, leering, inappropriate jokes, inappropriate comments, suggestions, conversations, flirting, enticing, or compelling another person to engage in sexual acts by suggestion, threat, or other influence. The use of communications devices, text and SMS, email, or other online messaging to transmit images of oneself or another engaging in, inducing, or otherwise participating in sex acts with a child, a person under the age of 16, with the intent to arouse or satisfy the sexual desires of either the child, the perpetrator, or another are also defined as *sexual abuse*.

**State or local law*: Definitions and extent of child abuse, physical abuse, sexual abuse, and emotional abuse may vary between States(U.S.) or states (countries), or local municipalities (counties, cities, districts). In pursuit of the highest degree of compassion and humanitarianism, drawchange adheres to the United Nations' [Convention on the Rights of a Child](#) (1989), an *international* treaty which establishes standards for child protection and child rights.



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9. *Emotional Abuse*: Verbal or nonverbal conduct including degradation, insulting, humiliating, provoking, or bullying, or as defined by state or local law.

Prevention Measures and Guidelines

Employee and Volunteer Screening Procedure

The following details employee and volunteer background screening procedures, requirements, and disqualifications.

1. *Employee or Volunteer Application*: Applicants must provide references as well as a disclosure of criminal history.
2. *Criminal Background Check*: All applicants must submit to a third-party criminal background check which screens at the state and national level for criminal history as well as possible registered sex offender status.
3. *Disqualification*: Individuals who have been convicted of a crime involving children (e.g. child abuse or neglect, child pornography, or kidnapping, among others) do not qualify to work with or volunteer for drawchange in any capacity. Individuals who fail to disclose aspects of their criminal history on their application, which later become known through the results of their criminal background check, do not qualify to work or volunteer with drawchange in any capacity.

Because drawchange brings art experiences to children in varying locations, further background screening may be required beyond the initial background screening and qualification process required by drawchange itself. Some homeless shelters or community centers may, and often do, require a separate background check as well as written permission from an administrator of the homeless shelter, community center, school, or orphanage. The screening process drawchange uses to evaluate applicants is the first step in ensuring the safety and well-being of the children with whom drawchange works to bring enrichment and therapy through arts experiences. This initial screening process may be more exclusive than that of the homeless shelters, community centers, schools, or orphanages.

Prevention Guidelines

All volunteers and staff must follow these guidelines when conducting activities with children.

1. All activities with children/minors are conducted and supervised by no less than two individual staff and/or volunteers.
2. Avoid all inappropriate touching. In the event a child/minor initiates contact/touching with a member of staff, volunteer, or another child, inform the child/minor that such

- contact/touching is inappropriate and alert the member of the *facility staff* who is responsible for overseeing activities involving children.
3. Staff and Volunteers never physically discipline a child/minor.
 4. Staff and Volunteers never discipline children/minors through emotional, physical, or sexual abuse.
 - a. Refer to the “Interactions with Children” section of the drawchange™ *Volunteer Handbook for Homeless Shelter Work* for appropriate guidelines and interpretations of *positive discipline*.
 5. Staff and volunteers do not meet groups of children or individual children in private spaces, isolated spaces, or any location not within sight of, or under the supervision of, at least one other paid staff, facility staff, or volunteer.
 6. Staff and Volunteers do not maintain contact, including privately conducted conversations, with children/minors through the use of communications devices.
 7. Staff and volunteers do not release photographic images of children/ youth whose parents or legal guardians have not acknowledged and signed a media release waiver which permits drawchange™ and drawchange™ staff and volunteers to take and publish photographs of said children/minors.
 8. When publishing photographs of children/minors, or the artwork of children/minors, staff and volunteers may never, through deliberate verbal or written expression of their own, refer to, disclose, or impart the given name of a child/minor or their location who is currently or has been under the care or supervision of drawchange.
 9. Staff and volunteers who observe inappropriate behavior or abuse between another staff or volunteer and a child/minor must take appropriate steps to notify the observed individual(s) as well as a member of drawchange™ staff who is responsible for responding to such an event.
 10. Child pick-up/Release: Staff and volunteers do not release children under their supervision to unidentified or unauthorized individuals. The release of children to their parents is the responsibility of the shelter or facility, although drawchange staff and volunteers may assist facility staff as the children transition from the activity to leave with their parents/guardians or move within the facility.

Response to Allegations of Abuse

In the event that a drawchange staff member or volunteer is accused of abuse against a child or minor, drawchange management will respond promptly, according to the needs of the alleged *victim* as well as any and all requirements of local law enforcement should an accusation develop into a criminal investigation. The *management* staff of drawchange may investigate, suspend, dismiss or terminate staff or volunteers in the event of an accusation, observation of inappropriate behavior, or any other reason for which management deems deleterious to the cause and purpose of drawchange or in violation of a drawchange code of conduct and/or memorandum of understanding.



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Response Procedures

When responding to allegations of abuse, one designated member of *paid staff* in drawchange's *management* is required to respond to accusations.

1. Report the incident to the appropriate individual(s), at the shelter, community center, school, or orphanage, who are responsible and accountable for overseeing activities involving children.
2. Report the incident or complaint to state or local law enforcement authorities and/or any other agency as required by state or local law.
3. Report the incident to drawchange's insurance carrier.
4. Cooperate with law enforcement, insurance, or other state or local authorities as required by state or local law.
5. Management of drawchange™ may suspend, terminate, or dismiss paid staff or volunteers who are accused of abuse, for the duration of, or any period of time after, any internal investigation or any law enforcement investigation.
6. Management of drawchange™ will meet with and notify the parent(s) or legal guardian(s) of the alleged victim of the results of the investigation.
7. Management of drawchange may, but is not required to, meet with and notify the alleged perpetrator(s) of the results of the investigation.
8. Management of drawchange will make communications with, or receive the service of legal counsel in response to allegations made against drawchange or a member of drawchange paid staff or volunteers.
9. Management of drawchange will take any steps deemed necessary by management of drawchange in regards to public relations, such as reaching out to or responding to members of press, donors, or otherwise interested individuals. This may include making, or declining, public statements in response to media, or making public statements through social media.

Child Protection and Abuse Prevention Policy Acknowledgement

The guidelines, procedures, definitions, suggestions and ideas expressed within this document are designed to assist you as a volunteer or staff member of drawchange in your interactions with children/minors when you work with drawchange. The guidelines and procedures outlined within this document should not be interpreted or construed as a contract of employment. The guidelines and procedures outlined herein are tools which may assist volunteers and staff of drawchange in the pursuit of providing compassion and child advocacy, a safe and secure environment for children/minors, parents of children/minors, volunteers and staff of drawchange, and to validate our dedication to aid global change by supplying the world's children with empowering art experiences. Although some definitions and ideas expressed within this



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document refer to national, local, or state law, this document is not a legal document and it should not be construed by drawchange staff or volunteers as a contract or document of legal import or significance. Management of drawchange reserves the right to amend, or otherwise author, and implement any changes to this document with or without notice.

I have received a copy of drawchange's *Child Protection and Abuse Prevention Policy for drawchange*™ and I understand that, as a staff member or volunteer with drawchange, it is my responsibility to have read and acknowledged the content within this document. I understand that It is also my responsibility to become familiar with the definitions, procedures, guidelines, and ideas expressed within this document. I understand that the content of this document is the property of drawchange.

Print Name

Signature

Date