

CHILD SAFETY POLICY

The DRC strives to provide safe programs for all participants. This includes safe equipment, providing safe locations for events and practices, and the safe conduct of all staff and volunteers associated with our programs. To ensure the safety of all participants, particularly children, the DRC has adopted the following set of safety policies and procedures:

1. Applications will be taken and background checks conducted on all employment and volunteer positions. Employees/Coaches/Volunteers will be required to provide:
 - A signed release consenting to the verification of the information provided on the application and a search of criminal history and sexual offender registry records.
 - A statement verifying the applicant's understanding that the falsification of information is grounds for termination and/or disqualification.
 - The DRC will refrain from gathering information that cannot be confirmed and will employ the services of a licensed Background Screening Agency.
 - Volunteers for single day events are exempt from background checks. In these cases volunteers should not transport children or otherwise be put in a position where they can be alone with children. These one day volunteers should be supervised by paid staff.
 - Volunteers under the age of 16 are exempt from background checks.
 - Volunteer instructors or others with day to day contact with children should clear a background check prior to assuming their duties.
 - Director of Administration is responsible for submitting background checks and communicating disqualifiers to employees. Director of Administration, Superintendent and DRC Board if appropriate are the only DRC officials who should be aware of the nature of disqualifiers. Appropriate supervising staff will notified if a disqualifier was present so they may properly execute their responsibilities.
 - Applicants with disqualifiers will be notified in writing by the DRC.
2. Expectations of employees, coaches and other volunteers.
 - All employees and volunteers are expected to adhere to the highest standards of ethical conduct in the performance of their duties with the DRC and ensure that the public's trust is never violated.
 - The following basic risk management guidelines are presented to help reduce compromising situations:
 - Never allow yourself to be in a one-on-one situation with a child.
 - Always have two adults participate in all practices and games.
 - Private transportation is not allowed in a vehicle unless it is an emergency situation.
 - In case of emergency, call 911 and notify a DRC Supervisor or Manager.
 - Never leave a child unattended at the site following an activity. All children must be supervised until their parent, guardian or designated individual has picked them up from our site.
3. Ongoing supervision and oversight of staff, coaches and volunteers will be maintained.
 - Random, unannounced visits will be made to all activity rooms and sites of sports or programming activities.
 - Staff and volunteers will be observed to determine if they are using good judgment and following established guidelines.

4. Employees

- Hired Law Enforcement security officers are exempt from background checks.
- Day Camp employees are exempt if they have undergone a background check by the Sedgwick County Health Department.
- Any employee under the age of 16 is exempt from background checks.
- DRC Superintendent has the option to waive certain disqualifiers for new employees if it is deemed in the best interest of the DRC. These include misdemeanors and non violent felonies. He/she may not waive any sex crime or any crime perpetrated against children regardless of misdemeanor or felony status. Superintendent should report any waivers of policy to the DRC Commission.
- DRC Superintendent has the option to waive certain disqualifiers for employees of the DRC that were employed prior to the adoption of this policy if it is deemed in the best interest of the DRC. This does not include any sex crime or any crime perpetrated against children regardless of misdemeanor or felony status. Superintendent should report any waivers of policy to the DRC Commission.
- Director of Administration is responsible for submitting background checks and communicating disqualifiers to employees. Director of Administration, Superintendent and DRC Board if appropriate are the only DRC officials who should be aware of the nature of disqualifiers. Appropriate supervising staff will notified if a disqualifier was present so they may properly execute their responsibilities.
- Applicants with disqualifiers will be notified in writing by the DRC.

Background re-screening of employees, coaches and volunteers will be performed at a minimum of once every three years. Background checks will be stored in a locked secured location.

Volunteer and Employee Criminal Background

DISQUALIFIERS

1. Sex Offenses

- **All Sex Offenses** – Regardless of the amount of time since offense.

Examples:

Child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

2. Felonies

- **All Felony Violence** – Regardless of the amount of time since offense.

Examples:

Murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.

- **All Felony offenses** other than **violence** or **sex** within the past 10 years.

Examples:

Drug offenses, theft, embezzlement, fraud, child endangerment, etc.

3. Misdemeanors

- **All misdemeanor violence** offenses within the past 7 years

Examples:

Simple assault, battery, domestic violence, hit & run, etc.

- **All misdemeanor drug & alcohol offenses** within the past 3 years or multiple offenses in the past 10 years.

Examples:

Driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.

- **Any other misdeameanor** within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.

Examples:

Contributing to the delinquency of a minor, providing alcohol to a minor, theft- if person is handling monies, etc.