



Child Abuse Prevention Policy (Page 1 of 2)

The priority of the Sonoma Community Center is the physical and emotional safety of its members, staff, and volunteers. Sonoma Community Center maintains a zero-tolerance policy for child abuse. Sonoma Community Center implements policies and procedures for members, employees, volunteers, or any victims of sexual abuse or misconduct to report any suspicion or allegation of abuse. In addition, the Sonoma Community Center does annual safety assessments and provides regular emergency procedure training for all staff. The Sonoma Community Center has also engaged local partners, such as the Sonoma Police Department. Any violation of this policy would result in disciplinary action up to and including termination.

DEFINITIONS

One-on-One Contact Prohibition: Sonoma Community Center prohibits isolated one-on-one interaction between Center youth participants and staff or volunteers, including board members. This includes prohibiting one-on-one contact at any time at the Center, in vehicles or by phone, text, social media or any other means.

All staff, volunteers, including minor staff (under age 18), and board members, are strictly prohibited from meeting Center participants outside of any Center-sponsored activities. The only exception to this rule is if the Center participant is a child or sibling of a staff member, volunteer, board members or has a preexisting relationship agreement on file with human resources.

Child abuse is when an adult or another child, whether through action or by failing to act, causes serious emotional or physical harm to a child. Sexual abuse or misconduct may include but is not limited to:

- Any sexual activity, involvement or attempt of sexual contact with a person who is a minor (under 18 years old).
- Sexual activity with another who is legally incompetent.
- Physical assault or sexual violence, such as rape, statutory rape, abuse, molestation, or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders and/or pulling against another's body or clothes.
- Inappropriate activities, advances, comments, bullying, gestures, electronic communications, or messages (e.g., by email, text, or social media).

Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation, or trafficking. Grooming behaviors may include but are not limited to:

- Targeting specific youth for special attention, activities, or gifts.
- Isolating youth from family members and friends physically or emotionally. This can include one-on-one interactions such as sleepovers, camping trips and day activities.
- Gradually crossing physical boundaries, full-frontal hugs that last too long, lap sitting or other "accidental" touches.

For the purposes of this policy, a **child** is defined as a person 12 years or younger who attends a program at the Sonoma Community Center.



Prohibition of Private One-on-One Interaction Policy

Child Abuse Prevention Policy (Page 2 of 2) MANDATED

REPORTING

The Sonoma Community Center is committed to ensuring the safety of the children who attend our programs. Every staff member of the Sonoma Community Center who becomes aware of or has suspicion of child abuse or neglect must immediately report to their direct supervisor and file a report with CPS. Center leadership is responsible for reporting the incident immediately to the appropriate authorities according to statewide mandated reporting laws. See the full Mandated Reporter Policy & Procedure.

REQUIRED TRAINING

Sonoma Community Center conducts the following training for all staff members with direct contact with children (at the intervals noted for each).

Before providing services to children, and every two years thereafter:

1. State approved mandated reporting
2. The Center’s policies, including ALL Safety Policies

PHYSICAL INTERACTIONS

Every staff member, volunteer, and board members of Sonoma Community Center is required to maintain appropriate physical contact with minors. Appropriate and inappropriate interactions include but are not limited to the following:

Appropriate	Inappropriate
Side hugs Handshakes High-fives and hand slapping Holding hands (with young children in escorting situations)	Full-frontal hugs or kisses Showing affection in isolated area Lap sitting Wrestling or piggyback/shoulder rides Tickling Allowing youth to cling to an adult’s leg

VERBAL INTERACTIONS

Every staff member, volunteer, or board member of Sonoma Community Center is required to maintain appropriate verbal interactions with minors. Appropriate and inappropriate interactions include but are not limited to the following:

Appropriate	Inappropriate
Positive reinforcement Child-appropriate jokes (no adult content) Encouragement Praise	Name calling Inappropriate jokes (adult-only content) Discussing sexual encounters or personal issues Secrets Profanity or derogatory remarks Harsh language that may frighten, threaten, or humiliate youth



Prohibition of Private One-on-One Interaction Policy

Sonoma Community Center is committed to providing a safe environment for members, staff, volunteers, and board members. To further ensure their safety, the organization prohibits all one-on-one interactions between the Center's young students (under age 12) and staff and volunteers (including board members). All staff, volunteers, and board members must abide by the following:

- Ensure all meetings and communications between children and staff or volunteers are never private (see definition below).
- Ensure in-person meetings take place in areas where other staff and/or children are present.
- Communicate to another staff member whenever an emergency arises that necessitates an exception to this policy.
- Never initiate private or isolated one-on-one contact with a child.
- Never have a private or isolated meeting or communication with a child. This includes in-person meetings and virtual communications such as texting, video chat and social media between only a staff member or volunteer and a child.
- Never transport one child at a time. This includes transportation in Center or leased vehicles. Exceptions may only be made when delivering medical services by a trained professional. All exceptions shall be documented and provided to Center leadership in advance.

If an emergency arises that necessitates an exception to this policy, the emergency exception shall be documented and mentioned to the parent as soon as possible.

DEFINITION OF ONE-ON-ONE INTERACTION

One-on-one interaction is defined as any private contact or communication (including electronic communication) between any child attending a Center program and an adult, including adult staff, minor staff, volunteers, board members and others who might encounter children during regular programming and activities.

- **Private** contact/communication is any communication, in person or virtual, that is between one child and one adult (18 or over) that takes place in a secluded area, is not in plain sight and/or is done without the knowledge of others. Private places can include but are not limited to vehicles, rooms without visibility to others, private homes, and hotel rooms. Examples of private contact include but are not limited to:
 - Meeting behind closed doors (in rooms without windows or visible sightlines) or any spaces that are not visible to others.
 - One staff member transporting one child in a vehicle.
 - Electronic communications (text, video, social media, etc.) between one child and one staff member volunteer or board member.
- **Public contact/communication** is any communication or meeting, in person or virtual, that is between at least three individuals, including two staff and one child, one staff and two children or variations of these combinations. Examples of public contact include but are not limited to:
 - Meeting in plain sight of others (e.g., in a quiet corner of an active games room).
 - Transporting children via public transportation (bus, taxis, train, air, etc.) or transporting multiple members.
 - Electronic communications (text, video, social media, etc.) between children and adults (e.g., group chats).
 - Public places can include but are not limited to buses, airports, shopping malls, restaurants, and schools.

Prohibition of Private One-on-One Interaction Policy

IMPACT ON TRAVELING TO OFF-SITE EVENTS AND ACTIVITIES

- When traveling to external events the one-on-one policy shall continue to be followed.
- Should the Center take responsibility for transporting children to and/or from an event, one staff member should not transport one single child at any time in a vehicle. Accommodations shall be made to ensure at least three people (two staff and one child or one staff and two children) are together when traveling.
- Parents and guardians should also provide written consent in each instance in which a child travels to any off-site event. NOTE: Parents or guardians are never allowed to provide consent for one-on-one interaction.
- Similar practices should be in place when coordinating field trips.

EXCEPTIONS TO POLICY

Exceptions to the one-on-one policy can be made under the following circumstances:

- When delivering medical or counseling services by a licensed, trained therapist or similar professional (e.g., counselors, social workers).
- When the emotional or physical safety of a child is at risk and a private, one-on-one communication is deemed necessary by Center leadership.
- In emergency situations that could create a safety risk, exceptions can be made (e.g., if a child is not picked up by a parent and leaving them alone at the Center could be a safety risk).
- When there is a Pre-Existing Relationship form on file.

Should exceptions need to be made, the Center shall have policies in place to monitor interactions, including but not limited to:

- Disclosing the meeting to Center leadership and regularly checking in with the child and adult during conversations.
- Meeting in rooms with clear sight lines (e.g., rooms with windows or glass doors).
- Documenting the interaction.
- In an emergency, disclosing the situation to another staff member before engaging in one-on-one interaction.



Mandated Reporter Policy & Procedure (Page 1 of 1)

MANDATED REPORTER

The Sonoma Community Center is committed to ensuring the safety of our young students. California Penal Code Section(s) 11164 to 11174.4 are labeled “The Child Abuse and Neglect Reporting Act”. California Penal Code Section 11165.7 identifies positions/functions within organizations that are mandated reporters. All mandated reporters must adhere to California Penal Code Section(s) 11164 to 11174.4 with regards to reporting suspected child abuse. Violation of this policy could result in disciplinary action up to and including termination.

In California, mandated reporters are adults who, in the ordinary course of their work and because they have regular contact with children, are legally required to report when they have knowledge of, observe, or reasonably suspect that a child has been the victim of abuse or neglect. *Intentionally failing to report is a crime, with both civil and criminal repercussions.* The purpose of this policy is to identify SCC positions identified in the Penal Code as Mandated Reporters, create training requirements for each mandated reporter, and identify the procedures for employees to follow when reporting cases of suspected Child Abuse.

TRAINING REQUIREMENTS

On or before an employee’s first day of employment, the employee must complete the Child Abuse Mandated Reporter Training: California. The employee should provide to Human Resources a copy of the certificate of completion for the “General Training”.

The SCC staff will be trained every two years using the online California Mandated Reporter training. Proof of this training will be maintained in each employee’s personnel file and training log.

PROCEDURES FOR REPORTING SUSPECTED ABUSE

1. Call the Child Protection Hotline 24/7 to make the verbal report **707-565-4304** or **800-8707064**.
2. Complete the California Suspected Child Abuse (SCAR) report and submit the SCAR Report to CPS within 36 hours of making the call.
3. Email the completed SCAR report to FYCSCAR@schsd.org, or fax the printed form to **707-565-4324**
 - a. Complete the Center’s Accident / Incident Report
 - b. Keep the original copy of written reports for yourself.
 - i. The original copies must be kept in a sealed envelope and kept confidential in a locked file cabinet.
 - ii. If you choose not to keep a copy for yourself, know that if needed you may have access to the copy by requesting it from the Director of Operations & Finance.
 - c. SCAR Reports should be turned in immediately to the Director of Operations & Finance to be filed.
 - d. The SCAR form is available at each site, online at https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf

Violation of this procedure will result in disciplinary action, up to and including termination.



Incident Management Policy

The Sonoma Community Center is committed to providing a safe environment and enforces the following Incident Management Policy.

Clear reporting policies and procedures are an important element in responding to incidents that might occur. Staff and volunteers must immediately report and document all safety incidents that might affect staff, volunteers, children, and others who visit the Center. Center leadership should be notified of all safety incidents. Unless otherwise instructed, leadership is responsible for reporting the incident to authorities and executing the organization's Emergency Communications Plan.

GENERAL INCIDENT DESCRIPTION

Safety incidents can include but are not limited to:

- Inappropriate activity between adults (18 and over) and youth;
- Inappropriate activity between multiple youth;
- Allegations of abuse;
- Bullying behavior;
- Inappropriate electronic communications between adults (18 or over) and youth;
- Minor and major medical emergencies;
- Accidents, including slips and falls;
- Threats made by or against staff, volunteers and/or children;
- Physical assaults and injuries, including fights;
- Missing children;
- Criminal activity, including theft and robbery; and
- Other incidents as deemed appropriate by Center leadership.

Safety incidents include those that occur during Center programs, on Center premises and/or during a Center- affiliated program or trip.

REPORTING SUSPICIOUS BEHAVIOR TO A SUPERVISOR

All staff members have received training concerning the requirement to report violations of Organization Policies immediately to their supervisor. If the supervisor does not effectively respond, the staff members have been trained to notify the next level supervisor. Organization staff are expected to observe other staff members' behaviors, including that of supervisors, and to report any suspicions to that supervisor.

MANDATED REPORTER

SCC youth program staff members are mandated reporters with regard to child abuse. Any evidence of potential child abuse or observation of inappropriate contact by a parent, staff member, volunteer or other child will be reported to Child Protective Services in addition to above. To view our full policy on Mandated Reporter please reach out to the Youth Program Coordinator or Director of Operations & Finance.



Incident Management Policy

INTERNAL INCIDENT REPORTING

Any employee or volunteer who becomes aware of an incident, as defined in this policy, shall immediately complete an incident report, and submit the incident to Center leadership.

The following information shall be included on an Incident Report:

- Date, time, and location
- Incident details (if applicable)
- Witnesses and contact information
- Names of all involved (youth and staff if applicable)
- All notifications made (first responders, parents, leadership, etc.)

EXTERNAL INCIDENT REPORTING

Sonoma Community Center follows all applicable mandated reporting statutes and regulations and all applicable federal, state, and local laws (including those around licensing, for licensed organizations) for the protection and safety of youth. Types of incidents reported include but are not limited to:

- Inappropriate activity between adults (18 or over) and youth;
- Inappropriate activity between multiple youth;
- Allegations of child abuse;
- Any form of child pornography;
- Criminal activity, including assault, theft, and robbery; or
- Children missing from the premises.

INCIDENT INVESTIGATION

Sonoma Community Center takes all incidents seriously and is committed to supporting external investigations of all reported incidents and allegations or internal investigations by the Safety Committee when not an externally reportable incident. The Center will perform an investigation following any allegation of child abuse by a staff member, participant, volunteer, child, or board member. The Center may utilize its insurance company or other agencies to interview staff, witnesses and /or children.

Federal, state, and local criminal and or mandated child abuse reporting laws must be complied with before any consideration of an internal investigation. The internal investigation should never be viewed as a substitute for a required criminal or child protective services investigation.

In the event that an incident involves an allegation against a staff member, independent contractor or volunteer, the Center shall suspend that individual immediately (employees with pay) and maintain the suspension throughout the course of the investigation. Depending on the severity of the incident the person may be terminated from the program.



Incident Management Policy

PROCEDURES FOR SAFETY REPORTING

For Program Staff - Inform your Supervisor/Director

- a. If your Supervisor/Director is not there, report to the following in this order
 1. Director of Operations & Finance,
 2. or the Executive Director.
- b. Supervisors/Directors should notify the Director of Operations & Finance or Executive Director.

If medical, fire, or police is needed call 911

- a. * Notify Leadership right away

Complete an Accident/Incident Report

- a. The accident/incident report form is available in the main office and Google Drive
- b. Once the form has been completed the director calls the parents of all students involved.
- c. Turn form into your direct supervisor
- d. Directors are to turn in reports weekly, giving the original form to the Director of Operations & Finance to be filed.
 - a. If you wish to keep a copy of forms; they must be kept in a locked file cabinet

If a SCAR (Suspected Child Abuse Report) report is needed

4. Call the Child Protection Hotline 24/7 to make the verbal report **707-565-4304** or **800-8707064**.
5. Complete the California Suspected Child Abuse (SCAR) report and submit the SCAR Report to CPS within 36 hours of making the call.
6. Email the completed SCAR report to FYCSCAR@schsd.org, or fax the printed form to **707-565-4324**
 - a. Complete an Accident / Incident Report
 - b. Keep the original copy of written reports for yourself.
 - i. The original copies must be kept in a sealed envelope and kept confidential in a locked file cabinet.
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 - d. The SCAR form is available at each site, online at https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf

Violation of this procedure will result in disciplinary action, up to and including termination.



Supervision and Facilities Policy

SUPERVISION

Sonoma Community Center is committed to providing a safe environment. All Youth activities and program spaces shall always be under continuous supervision. To ensure appropriate supervision, staff, and volunteers:

- Must abide by the prohibition of private one-on-one interaction policy.
- Must abide by all the organization's disciplinary policies and procedures.
- Must ensure that at least one adult staff (18 and over) is present when supervising children.
- Must always maintain proper supervision ratios.
 - Proper ratios when supervising students (1:20 – max)
 - Proper ratios when on Field Trips (1:10 – max)
- Must ensure that all youth staff and volunteers are supervised by an adult (18 and over) staff member.
- Immediately notify Center leadership and/or submit written reports detailing supervision issues, accidents, or critical incidents.

ACTIVE SUPERVISION

Sonoma Community Center staff need to always keep track of all children under their supervision. It is not sufficient to just be present in the room/outdoor area and for children to be within their sight. Staff members need to be actively observing and noticing what all children are doing. If they feel the need to focus on a small group of children (for instance, to help with conflict resolution) and cannot observe the rest of the group, they need to call their director to come and support them.

- If a child needs to leave an area that is out of the sight of the supervising staff (to use the bathroom, etc.), the child needs to ask permission, and they need to go with a buddy. Middle school students need to ask for permission; however, they can leave the group by themselves.
- It is the responsibility of our staff, not the children, to keep the group together and within their eyesight. Also, when a child leaves a group to go to the bathroom, it is the responsibility of the staff to monitor when they return.

FACILITY CONDITION

All program spaces shall have clear lines of visibility and be monitored by adult staff when in use.

All interior and exterior spaces, hallways, stairs, and stairways shall be maintained, well-lit, clean, and free of hazards and obstructions.

Damages to facilities shall be repaired in a reasonable manner. Damages that pose imminent risk to the health and safety of children, staff or volunteers shall be repaired immediately. If immediate repair to damage that poses imminent risk is not possible, Center leadership shall determine whether temporary or permanent closure of the facility may be required. Any damage to a facility that results in an incident deemed critical to the organization shall be reported to the appropriate authorities as a critical incident.

FOOD AND DRINK

Any distribution, preparation, or consumption of food and/or drink at any facility shall comply with all applicable food services sanitation and public health codes. If food is prepared and served on site, required city or county health department inspection certificates shall be posted. Any dangerous kitchen utensils, including knives, shall be properly and securely stored.



Sign In & Out Procedure (Page 1 of 1)

The Sonoma Community Center is committed to providing a safe environment and enforces the following Sign In & Out Procedure for staff. Having clear policies and procedures is an important step in assuring that all children are safe and accounted for.

SIGN IN

Parents must sign in their child upon arrival to the Center. If you have questions on where to sign in, please contact the Program Director.

NOTE

Children may not be left unsupervised without a parent or guardian present prior to the start of the program. Therefore, children should NOT be dropped off prior to the opening of the facility, or be on SCC property after checking out, as Center cannot be held responsible for their supervision.

SIGN OUT

We ask that all children be picked up by a parent/guardian or authorized contacts, as stated in their registration information. Please update your authorized contacts in your account as needed. If a child wishes to leave during a program they must check out and will not be allowed to return afterwards.

- In the case that a custody or visitation situation arises the Center can ONLY ban pickup if provided with legal documentation that states the arrangement or agreement.
- We ask that children 12 and under be escorted by a parent, guardian or authorized adult or older sibling when departing the Center. Please communicate departure expectations for your child with your Program Director.

PLEASE NOTE THE FOLLOWING

Sonoma Community Center's after-school program is NOT a daycare; therefore, we must abide by California's License-Exempt Child Care Standards.

We strongly discourage families from allowing their children to leave Center premises prior to the end of the program day without an adult. However, it is the responsibility of the child AND parent/guardian to determine, understand, and enforce whatever arrival and departure methods they see fit prior to coming to the Center. We strongly discourage children from leaving the Center without an adult; however, we cannot legally require a child to stay. Children not mature enough to handle this responsibility should have the close supervision of other suitable programs.

It is important to remember the Sonoma Community Center is NOT a daycare, this is what allows us to provide an after- school program which is financially accessible for any family. We have found through years of experience that your communicating expectations with your child regarding check in and departure, and our consistent staffing is able to keep children safe within parameters parents feel comfortable with.

If you have any questions, please do not hesitate to reach out to the Youth Program Coordinator or the Director of Operations & Finance.

LATE PICK UP

While we understand that situations can happen when you are running late, please understand that we have a responsibility to our staff to have them leave the Center promptly after their shift. If you are running late, please call the site to inform staff. If attempts to reach the parent/guardian or emergency contacts are not successful, children not signed out of the program may be placed in the custody of local law enforcement, or Child Protective Services (CPS). CPS may be reached at (866) 363-4276, 24 hours- a-day. If a parent is running more than 30 minutes late, we will determine if this is something that needs to be reported to CPS.



Restroom Usage & Restroom Monitoring Policy (Page 1 of 1)

RESTROOM USAGE

Sonoma Community Center is committed to providing a safe, clean environment and enforces the following restroom policy for children, staff, volunteers, and other adults. There will be a background-checked adult monitoring bathroom usage to ensure minors are accompanied.

- Restrooms located in the downstairs corridor outside Andrews Hall are multi-user restrooms and are designated for all populates of the building.
- Restrooms located on the second floor at the top of the main entry are single use and designated for all populates of the building.
- Restroom in the Andrews Hall lobby is single use and designated for all populates of the building.
- The Center will either have single-user restrooms or multi-user restrooms with single stalls that can be secured from the inside.
- When using restrooms at public facilities during field trips, a minimum of three youth will be escorted by one staff member, who will wait outside the main entrance of the restroom.

RESTROOM MONITORING

Restrooms shall be used according to the best practices outlined below:

- Implementing procedures to limit the number of children using restrooms at the same time.
- Staff should be thoughtful when choosing the groups/pair for the restroom. Relationship and interaction between children should be considered to reduce the chance of inappropriate behavior and or bullying.
- Prohibiting younger children and teens from sharing a restroom.
- Positioning staff near restroom entries to maintain auditory supervision of space.

Staff observing unacceptable restroom conditions or incidents shall:

- Intervene and notify Center leadership should inappropriate conduct be observed
- Immediately notify Center leadership of the incident.
- Document, in writing, restroom conduct incidents and report them to Center leadership as soon as possible in compliance with the Center's Incident Reporting Policy.



Screening and Onboarding Policy

The Sonoma Community Center is committed to ensuring equal employment opportunity to all qualified individuals. Sonoma Community Center is committed to selecting and retaining effective staff and volunteers to serve our youth. Sonoma Community Center is committed to taking affirmative steps to create a workforce that reflects the diversity of our community and prohibits discrimination. Sonoma Community Center believes a diverse workforce will enhance its ability to fulfill its mission of education, and public service. This policy describes recruitment and hiring policies and employment restrictions for all staff employees, volunteers as part of the selection process and in accordance with state background check regulations, background checks and screening procedures are conducted in accordance with this policy.

BACKGROUND CHECKS

Sonoma Community Center conducts criminal background checks of all employees, including minors; board volunteers and others who serve on a standing committee; and all other volunteers, including partners and minors, who have direct repetitive contact with minors and will be continuously monitored while employed at the Sonoma Community Center. This includes FBI & DOJ via Live Scan.



Screening and Onboarding Policy

Name-based or fingerprint-based record searches may be used in any combination, but the background check shall at a minimum:

- Driver's license
- Verify the person's identity and legal aliases through verification of a social security number.
- Provide a national Sex Offender Registry search.
- Provide a comprehensive criminal background check
- Such checks will be conducted prior to employment and at regular intervals not to exceed twenty- four months.

All background check findings shall be considered when making employment, volunteer or board member decisions, and Sonoma Community Center will not employ potential youth staff or engage potential youth volunteers if such individual:

- a. Refuses to consent to a criminal background check.
- b. Makes a false statement in connection with such criminal background check.
- c. Is registered, or is required to be registered, on a state or national sex offender registry.
- d. Has been convicted of a felony consisting of:
 1. Murder
 2. Child abuse
 3. A crime against children, including child pornography
 4. Domestic violence
 5. Abduction or human trafficking
 6. A crime involving rape or sexual assault
 7. Arson
 8. Weapons
 9. Physical assault or battery
 10. Drug possession, use or distribution in the last five years

The final candidate must complete a Mandated Reporter Training before the first day of employment. If the candidate fails to pass any of these, the job offer will be rescinded.

INTERVIEWING

Sonoma Community Center will conduct in-person interviews with every candidate for employment or program volunteer service.

CRIMINAL BACKGROUND CHECKS

Criminal background checks are required for every staff member and volunteer who has direct contact with children. Sonoma Community Center conducts a upon initial hire. Background checks are then conducted every two years.



Screening and Onboarding Policy

REFERENCE CHECKS

Sonoma Community Center conducts reference checks on any candidate for employment or volunteer with direct repetitive contact with young people. If more than one finalist is identified after the interview process, then reference checks on all identified finalists may also be conducted provided that consistent and defensible criteria are used to select finalists for reference checking.

STAFF AND VOLUNTEER ONBOARDING

All offers of employment should be completed in writing using the standard Sonoma Community Center employee contract. Hiring salary is to be determined by the hiring manager with approval from the Director of Operations & Finance or ED. Upon offer of a position, each new Center employee shall receive and confirm in writing receipt of an up-to-date employee policies and procedures manual or handbook that, at a minimum, articulates current:

- Conditions of employment;
- Benefits;
- Rights and responsibilities of employees;
- Center safety policies; and
- Any other important employment-related information.

Before working with any children, all staff and volunteers at a minimum shall be given an orientation offered by the Director of Operations & Finance. The new employee checklist must be completed and all documents should be placed in the New Employee file. The orientation includes an overview of the following:

- The organization's mission, goals, policies and procedures and schedule;
- Job descriptions and performance standards for their position;
- The needs and other relevant characteristics of program participants, including cultural and socioeconomic characteristics;
- Personnel and volunteer policies and procedures, including expectations regarding work hours and schedules, breaks and planning time;
- Operational policies and procedures related to safety, supervision, transportation, facilities, emergency operations, etc.; and
- Completion of the required trainings.



BULLYING PREVENTION POLICY

Sonoma Community Center is a safe and positive place for kids. Sonoma Community Center has developed and documented practical policies, procedures, and strategies for ensuring the safety of children. The Sonoma Community Center is committed to providing all children with a safe environment and will not tolerate any form of bullying at any Center activity on or off Center property.

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Staff and/or volunteers who observe an act of bullying shall take immediate, appropriate steps to intervene. If the staff member and/or volunteer believes his/her intervention has not resolved the matter, they shall report it to Center leadership and document the incident in writing. Center leadership or appropriate staff member shall inform the parent or guardian of any child who was observed as a victim or perpetrator of bullying.

If a child's behavior is considered bullying, we will work with the parents / guardians on age-appropriate interventions and consequences. If the bullying behavior does not stop, the child may lose their right to attend Center programs.

For more information on bullying prevention, visit <https://www.stopbullying.gov/prevention/at-school/rules/index.html>

BEHAVIOR AND REPORTING POLICY

The Sonoma Community Center takes the safety of children, staff, and volunteers seriously. If a child is exhibiting behavior that negatively impacts someone else or disrupts a class, the child will be asked to stop the behavior and given a warning. If the behavior persists, another warning will be given. On the third warning the child will be asked to take a break from the activity. A staff member will address the behavior with the youth to assess if something is wrong or needed. The staff member will notify the Director of Youth Programs and the parent will be notified.

In the event of a behavior issue or a minor injury that occurs while at the Sonoma Community Center, the parent will be notified at pickup and will be asked to initial their name on the sign-out sheet, acknowledging that the parent was notified of the occurrence.



Discrimination & Inclusion Policy (Page 1 of 1)

Sonoma Community Center is committed in all areas to providing an environment that is free from discrimination and harassment. We will not tolerate discrimination and harassment based upon an individual's sex, race, ethnicity, national origin, age, sexual orientation, religion, or any other legally protected characteristics. All Center staff, children, and volunteers are expected and required to abide by this policy. We strive to engage youth in programs that support the development of cultural competency. Our programs help youth understand and respect their own culture and the cultures of others, where they are able to contribute to a multicultural society and demonstrate acceptance for differences among people. All people are welcome at Sonoma Community Center regardless of race, religion, sex, age, national origin, marital status, sexual orientation, gender assignment, political ideology, or ability.

DISCRIMINATION DEFINED

Discrimination under this policy means treating differently or denying or granting a benefit to an individual because of the individual's protected characteristic.

INCLUSION POLICY

Sonoma Community Center seeks to serve all people. It is our intention to include people of all abilities in our programs in the most integrated setting and wherever it is reasonably possible to do so. (This includes individuals with a physical, mental, or emotional need that substantially limits a major life activity, individuals with a record of such need, or individuals who are regarded as having such needs). Despite our best efforts, it may not be possible in certain circumstances for Sonoma Community Center to accommodate the disability or special needs of a particular child. This could occur in the following examples:

- The individual's disability or special needs present a significant direct threat to the health or safety of others and such risk cannot be eliminated or reduced to an acceptable level; or
- The required accommodation would require a fundamental alteration to the Center youth programs or otherwise would present an undue burden for the Center.

For some children, special accommodation needs may appear later, or may differ over time. Failure to share information about your child that identifies special care, accommodations or supervision needs may jeopardize the placement of or continued participation by your child in the program. All children are expected to abide by the *Code of Conduct* or stated behavior expectations. An individual plan of care stating needs is required prior to starting the program.

OUR COMMITMENT TO INCLUSION

The mission and core beliefs of Sonoma Community Center fuel our commitment to promoting safe, positive, and inclusive environments for all. Sonoma Community Center supports all youth and teens – of every race, ethnicity, gender, gender expression, sexual orientation, ability, socio-economic status, and religion – in reaching their full potential



Electronic Communication Policy (Page 1 of 1)

The Sonoma Community Center recognizes that social media sites, such as Facebook, Twitter, LinkedIn, Instagram, and YouTube, have become important and influential communication channels for our community. If you choose to participate in these platforms or any other social media sites, we have developed general guidelines and rules of engagement that apply to all Sonoma Community Center employees and volunteers. Violation of this policy could result in disciplinary action up to and including termination.

A major component of the abuse prevention code of conduct used by the Sonoma Community Center is that no communication with children is allowed outside of Center activities. Current technology has made monitoring and enforcement of that standard extremely challenging; yet it must be done to protect both our staff, volunteers, and board members as well as the children in our programs.

TELEPHONES/CELL PHONES

Employees, volunteers are prohibited from initiating or receiving personal phone calls with youth who are in, or whom they have met through, SCC programming. A call is considered personal if it does not involve both a SCC phone and program-specific subject matter. Staff members and volunteers are required to report incoming calls to their supervisor immediately.

TEXT MESSAGES

Regardless of the instrument of origin or receipt, text messaging with youth (as defined above) is strictly forbidden. If a text message is received from such a party, SCC policy requires immediate notification to a supervisor.

EMAIL/INSTANT MESSAGING

Staff, volunteers, and board members may not share any personal email address or instant message name or nickname with youth. Staff may neither initiate nor respond to email or instant message communication from youth while using any personal (i.e., non-SCC) connection to the Internet.

SOCIAL NETWORKING WEBSITES

Any communication with youth using this medium (e.g., Facebook, WhatsApp, Snapchat, Instagram, Tumblr, Twitter, Kik, etc.) must use SCC sponsored or approved sites and logins– no personal blog or social networking website or login may be used.

- Any staff, volunteer, or board member's profile or blog must be private and inaccessible to youth; the site should not have pictures of, or make references to, specific youth.
- Staff, volunteers, or board members with profiles on social networking sites may neither request to be friends with, nor accept as a friend, a youth, as described in the policy.

APPROPRIATE PROTOCOLS

All communication with youth must be from SCC email accounts and/or phones. Email communication from youth must be forwarded to supervisory staff, and the youth's parents or guardians must be notified. All communication with youth must be documented immediately with the staff member's supervisor.

Teen programming requires communicating with teens and being effective necessitates use of their preferred methods. SCC requires teen staff to use only SCC phones or computers for such communication and may regularly monitor the contact records to identify excessive texting to any individual numbers.



Medication Policy & Procedures

The Sonoma Community Center is deeply committed to protecting and preserving the health and well-being of the children whom the Center serves and the staff and volunteers who provide services to these children. SCC staff may administer medication **ONLY** when a Request & Authorization for Administration of Medication (RAM) form signed by parent/guardian **AND** a physician is on file. Any violation of this policy could result in disciplinary action up to and including termination.

The Sonoma Community Center is not legally obligated to administer medication to any child. SCC can administer medication to children for whom a plan has been made and approved by the Youth Program Coordinator. Because medication poses an extra burden on staff and having medication in the facility is a safety hazard, parents/guardians are asked to check with the child's health care provider to see if a dose schedule can be arranged that does not involve the hours the child is in care of SCC. Parents/guardians may come to administer medication to their own child during the day.

MEDICATION

1. All prescription medications shall be maintained with the child's name, shall be dated, and stored in the administrative office. Children are not allowed to keep and self-administer medication without supervision.
2. Medications must be stored in the original bottle with unaltered label. Medications requiring refrigeration must be properly stored in a cooler provided by parents/guardians.
3. Prescription and nonprescription medication shall be administered in accordance with the label directions.
4. Written consent must be provided from the parent, permitting SCC personnel to administer medications to the child. Instructions shall not conflict with the prescription label or product label directions.

ASTHMA INHALERS & EPIPENS

Children who have a completed Request & Authorization for Administration could keep their Asthma Inhaler or EpiPens with them with. In an emergency, the Sonoma Community Center staff can help assist to administer the EpiPen as prescribed by a physician for a particular child.

MEDICATION PROCEDURES

1. Medication is kept in a secure Medical Box in the administrative office, filed with the child's name and RAM form attached.
2. Director and/ or authorize staff **ONLY** can assist with administration of medication.
3. Staff assisting the child needs to cross-reference the RAM form with labeled medication. Child's name, medication administration details (medication name, time, and dosage instructions) need to match.
4. After administration of medicine, staff is to fill out medication record in the Medication binder, including their name and initial.
5. Upon completion of medication cycle, medicine it to be returned to parents.
6. If we run out of medicine before completion of authorized medication cycle (i.e., child has used the last dose, but child needs to continue receiving medication), staff must notify parents the same day.



EPIPEN PROCEDURES

1. Parent and physician have completed the Request & Authorization for Administration of Medication (RAM) form.
2. EpiPen is stored in safe place inaccessible to children but available to all staff.
3. EpiPen has all original labeling and is labeled with child's name and any specific directions.
4. EpiPen is stored to protect it from exposure to light and extreme heat and expiration date is checked to make sure it has not expired.
5. The staff have not been trained on the administration of the EpiPen but can assist the member in using it.

In the event of an emergency where the EpiPen is administered, staff are to immediately call emergency personnel, notify the parent and the SCC office – Youth Program Director or an available member of the leadership team.

Administration of an EpiPen is considered an Incident and staff need to complete an ACCIDENT/INCIDENT FORM to the Director of Operations & Finance no later than the next day to be filed.



Emergency Operations Plan Policy (Page 1 of 1) EMERGENCY

OPERATIONS PLAN (EOP)

Although the mission of SCC is positive, it is not immune to negative circumstances. Circumstances such as earthquakes, fire, or accidents could affect the Center at any time. While great lengths are met daily to prevent these types of crises, it is important to be aware that they can happen at any time.

Sonoma Community Center shall create and maintain an Emergency Operations Plan (EOP). At minimum, the plan shall encompass the following elements:

- Mitigation, preparedness, response, and recovery for the following types of emergencies:
 - Fire
 - Weather (severe rain, severe wind, tornado, flooding, hurricane, etc.)
 - Earthquake
 - Intruder (Lockdown - for interior or exterior threat)
 - Explosion
 - Bomb threat
 - Suspicious package
 - Infectious Disease
- Training/drill schedule and reporting procedures for staff, independent contractors, and volunteers.
 - Fire, Earthquake, and Intruder/Lockdown Drills – each conducted quarterly
 - Training Logs kept on file
- Developed and shared with local first responders, such as fire department and law enforcement agencies.

EOP ANNUAL REVIEW

Sonoma Community Center leadership will be responsible for reviewing and updating the emergency operations plan annually.

FIRST AID AND CPR TRAINING

Sonoma Community Center always maintains a minimum of one CPR- or first-aid-trained staff on site during all operating hours when children are being served.

KEY DEFINITIONS

Emergency: An emergency is any event, natural or man-made, whether expected or unexpected, that places life or significant Center assets in danger or threatens the ability to conduct normal business operations and usually involves abnormal time constraints and resource responses.

Mitigation: Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters or emergencies. For mitigation to be effective, we need to take action now — before the next emergency occurs — to reduce human and financial consequences later.

Preparedness: Preparedness helps everyone act quickly and decisively in the face of a disaster or emergency and can minimize loss of property and prevent death and injury. An effective emergency plan should include steps to ensure that those with disabilities or special needs are provided with a proper evacuation strategy.



Confidential Help Hotline (Page 1 of 1)

NATIONAL CHILD ABUSE HOTLINE

800-422-4453

- Provides free 24/7 access for adults and youth to professional child abuse crisis counselors who offer crisis intervention and confidential referrals.

CHILD SAFETY HELPLINE

866-607-7233

- Praesidium provides employees, volunteers, parents, and youth with anonymous helpline for reporting of suspicious or inappropriate behaviors regarding children.

ETHICS POINT HOTLINE

866-295-3701

- Provides employees, volunteers, and parents anonymous reporting of any unethical or illegal workplace activities.

REPORT TO CHILD PROTECTIVE SERVICES # 707-565-4300

- Provides 24/7 access for adults and youth local anonymous reporting of child abuse and/or neglect.