

**The Family YMCA Child Protection Policies**  
**Implemented October 1, 2005, rev. 1/23/12, 4/22/2014**

“Staff” refers to all Y employees, instructors, board members, coaches, assistants, instructor aides, substitutes and volunteers. “Participants” refers to all members, program participants, punch card users, community service workers, non-Y maintenance and construction workers, guests and visitors.

- 1) All staff must read and sign a code of conduct.
- 2) All staff must sign the “Abuse Prevention Agreement,” stating they have received and read a copy of this document, “The Family YMCA Child Protection Policies.”
- 3) All staff working with participants under the age of 18 must undergo a criminal background check.
- 4) All staff must complete child abuse prevention training annually. Program directors must maintain a training record of their staff. Formal training will be offered as needed. Training will include:
  - a. Abuse reporting procedures.
  - b. Supervision and bathroom procedures.Staff working with participants ages 12 and under must attend an updated formal training each year. Staff working with participants ages 13 and older may attend the formal training or read the training packet each year.
- 5) All staff must wear an ID provided by the Y, which must be returned upon termination.
- 6) Program directors or WCRs must have parents/guardians of participants ages 12 and under read and sign the “Parent Statement of Understanding” form, to be returned and filed with the child’s records.
- 7) All participants will be required to show photo identification the first time they register for a program. Participants that have registered for programs prior to October 1, 2005, will also be required to provide one-time photo identification. Verification of participants will be annotated in the Y’s computer system.
- 8) All staff and participants entering the facility must scan a membership card, wear a staff badge, or sign in and out at the front desk. Parent/ guardian may sign in for youth ages 12 and under.
- 9) Instructors/coaches at **off-site** programs must determine why any unknown individuals are present at the program. Valid reasons for being present include observing the program with an interest in registering (should not observe more than once) or individuals working without disrupting the class (i.e. PTO preparing for a school bake sale). Los Alamos Public Schools employees may be present at the program site if their presence is necessitated by their duties for LAPS; however, they may not be involved or engaged with Y program participants other than to exchange a brief greeting.
- 10) All participants ages 12 and under working out in the facility must be under the direct supervision of an accompanying adult (age 18 or over). Program participants ages 10 and under must be escorted to and from the program location by an authorized individual and checked in with the instructor/coach. Program participants ages 11 and 12 must be escorted to and from the program location by an authorized individual and checked in with the instructor/coach or have a signed “Walking Permission” form on file with the child’s records. A copy of the form will be kept by the instructor/coach.
  - a. Authorized individuals will be recorded on a registration form or liability waiver, to be kept with the child’s file and the instructor/coach.

- b. Authorized individuals that leave a program after checking in a child age 12 and under must sign out the child with the instructor/coach when picking him/her up at the conclusion of the program. Authorized individuals must present a photo ID to the instructor/coach in order to sign out the child, until the individual is known to the instructor/coach.
  - c. Authorized individuals that remain during a program, or who are enrolled in the same program with a child ages 12 and under do not have to sign out the child with the instructor/coach.
  - d. Attendance sheets must be kept for all youth ages 12 and under, and must be returned to the program director.
  - e. Instructors/coaches at **off-site** programs must keep a record of attendance for **all** participants for **all** class meetings/programs/practices to be turned in to program director.
  - f. Participants ages 11 and 12 may sign themselves in and out of programs **ONLY** if a "Walking Permission" form for the program is on file. The form states that a parent/guardian allows the participant to walk to and from the program by him/herself.
  - g. Participants ages 10 and under who are not escorted by an authorized individual, and participants ages 11 and 12 that are not escorted by an authorized individual or do not have a "Walking Permission" form on file will not be allowed entry or to participate in programs after a warning. Questions/concerns regarding participants not allowed into programs will be referred to program directors.
  - h. Youth ages 12 and under participating in **off-site** programs must be signed in and out with the instructor/coach by authorized individual, unless authorized individual remains for the duration of the program/class/practice or is also a participant, or a child ages 10 or 11 has a "Walking Permission" form on file.
- 11) Program participants ages 12 and under must notify instructor/coach if he/she needs to use the restroom. If authorized individual is present and observing or participating, authorized individual must accompany child to the restroom. If authorized individual is not present, then instructor/coach must keep track of time the child is gone. If the child has not returned in an appropriate amount of time, then instructor/coach must check on the child, or send an authorized individual (participating parent/guardian, assistant) to check on child.
- 12) Instructors/coaches at **off-site** must follow training protocol for restrooms for those ages 12 and under: restrooms should be checked/cleared, parent or volunteer should accompany 1-3 children and stand in doorway to wait for children, but if it is impossible to chaperone children, 3 children should be sent with instructions to hurry and stay together.
- 13) Registered and/or convicted sex offenders are not allowed employment, membership, participation in programs, entry onto Y property, or to loiter in the vicinity of programs and activities.
- 14) **ADDENDUM 4/2014: Special Standards**—the following YMCA programs vary from this policy because of unique program design and special standards for supervision have been developed and are detailed in their staff manual.
- Reach & Rise Mentoring Program