



## **Sexual Misconduct Policy**

### **General Purpose Statement**

Lake Country Classical Academy, Inc., seeks to provide a safe and secure environment for the children who participate in our programs and activities that ensures the physical and mental well-being of all children. Implementing the below practices, our goal is to protect the children of Lake Country Classical Academy, Inc., from incidents of misconduct or inappropriate behavior and cooperate in the identification and reporting of cases of child abuse or neglect in accordance with state law.

### **Definitions**

For purposes of this policy, the terms “child” or “children” include all persons under the age of eighteen (18) years. The term “worker” includes both paid and unpaid persons who work with children and shall include all staff, contractors, and volunteers who have contact with children. The term “volunteer” means anyone involved in a day care or school, in overnight activities involving minors, in counseling of minors, or in one-on-one mentoring of minors.

### **Selection of Workers**

All persons who desire to work with the children participating in our programs and activities shall be screened. This screening includes the following:

a) **Written Application**

All persons seeking to work with children must complete and sign a written Lake Country Classical Academy, Inc., application. The application will request basic information from the applicant and will inquire into previous experience with children, previous Lake Country Classical Academy, Inc., affiliation, references, and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on file at the school.

b) **Personal Interview**

Upon completion of the application, a face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position.

c) **Reference Checks**

Before an applicant is permitted to work with children, at least two of the applicants' references will be checked. These references should be of an institutional nature as opposed to personal or family references, preferably from organizations where the applicant has worked with children in the past. Documentation of the reference



checks will be maintained in confidence on file at Lake Country Classical Academy, Inc.

d) **Criminal Background Check**

A national criminal background check is required for all employees (regardless of position) and volunteers as defined above.

Before a background check is run, prospective workers will be asked to sign an authorization form allowing the school to conduct a criminal background check. If an individual declines to sign the authorization form, s/he will be disqualified from employment with children.

A disqualifying offense that will keep an individual from working with children will be determined by the principal of Lake Country Classical Academy, Inc., on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency, and any conduct contrary to our mission will preclude any individual from being permitted to work with children. Failure to disclose a criminal conviction on the application form shall also be a disqualifying event.

The criminal background check authorization form and result shall be maintained in confidence on file at the school.

## **Two Adult Rule**

It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities. Some youth classes may have only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open and there should be no fewer than three students with the adult teacher. We do not allow minors to be alone with one adult on our premises or in any sponsored activity unless in a counseling situation.

## **Responding to Allegations of Child Abuse**

For purposes of this policy, "child abuse" is any action (or lack of action) that endangers or harms a child's physical, psychological or emotional health and development. Child abuse occurs in different ways and includes, but is not limited to, the following:

- Physical abuse – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
- Emotional abuse – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- Sexual abuse – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.



- Neglect – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

Childcare workers may have the opportunity to become aware of abuse or neglect of the children under our care. In the event that an individual involved in the care of children at this school has reasonable cause to suspect child abuse or neglect has occurred or is occurring or has reasonable cause to believe a child has been threatened with abuse or neglect and that abuse and neglect is likely to occur shall be responsible for immediately reporting such incidents(s).

In the event of a worker having reasonable cause to suspect abuse or neglect shall:

1. Immediately call the local office of the child welfare department or local law enforcement agency.
2. Immediately notify the Principal of Lake Country Classical Academy, Inc., unless the report involves the principal.
3. Determine whether the parent or guardian of the child will be notified.
4. In the event a Lake Country Classical Academy, Inc., worker is alleged to be the perpetrator of the abuse or misconduct, the worker shall immediately be placed on leave from working with children, pending an investigation, and the worker shall be instructed to remain away from the premises during the investigation.
5. The school will fully cooperate with the investigation of the incident by civil authorities.
6. In the situations involving a report against a worker, Lake Country Classical Academy, Inc.'s insurance company will be notified, and an incident report shall be completed. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
7. The principal of Lake Country Classical Academy, Inc., shall be the spokesperson to the media concerning incidents of abuse or neglect, unless he or she is alleged to be involved. Lake Country Classical Academy, Inc., will seek the advice of legal counsel before responding to media inquiries or releasing information to the congregation. All other representatives of Lake Country Classical Academy, Inc., shall refrain from speaking to the media.
8. Any person who is determined to have engaged in the alleged abuse or misconduct shall be removed from their position working with children or youth.



## **Open Door Policy**

Workers are encouraged to work with classroom doors open when children are present. Classroom doors shall remain open at all times unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.

## **Teenage Workers**

We recognize that there may be times when it is necessary or desirable for babysitters (paid or volunteer) who are themselves under age 18 to assist in caring for children during programs or activities. The following guidelines apply to teenage workers:

- Shall be at least age 14.
- Shall be screened as specified above.
- Shall be under the supervision of an adult and must never be left alone with children.

## **Restroom Guidelines**

Children five years of age and younger should use a classroom restroom if one is available. If a classroom restroom is not available, a workers should escort a group of children to the hallway restroom. A worker must always escort children to the restroom in a group, and a worker shall never take a child to the restroom alone. A worker should check the restroom first to ensure that it is empty, and then allow the children inside. A worker should then remain outside the restroom door and escort the children back to the classroom after the last child exits the restroom. A worker should ensure the restroom is clear of children prior to escorting the children back to the classroom. If a child is taking longer than seems necessary, a worker should open the restroom door and call the child's name. If a child requires assistance, a worker should prop open the restroom door and leave the stall door open as the worker assists the child. In such situations, the assistance should be immediately reported to the principal for documentation.

For children over the age of five, at least one adult male must take boys to the restroom and at least one adult female must take girls. A worker should check the restroom first to make sure that the restroom is empty, and then allow the children inside. A worker must then remain outside the restroom door and escort the children back to the classroom.

For the protection of all, workers should never be alone with a child in a restroom with the door closed and a worker should never be in a closed restroom stall with a child.

## **Distribution of Policy and Worker Training**

This policy shall be distributed to all workers and shall be posted with the school's other policies on the Lake Country Classical Academy, Inc., website. Upon hire, all new workers shall be



provided with a copy of the policy and shall sign an acknowledgement indicating agreement with the same.

Lake Country Classical Academy, Inc., will provide training on this child protection policy, including prevention and reporting of sexual misconduct, to all new childcare workers and will strive to provide opportunities for additional training classes or events on an annual basis. All workers are required to attend these training events.

Please sign below and return to the Human Resource Department of Lake Country Classical Academy, Inc.

I, \_\_\_\_\_, have read and acknowledge my agreement with

the Sexual Misconduct Policy, on this \_\_\_\_\_ day of 202\_\_.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date