



## YOUTH PROTECTION POLICY





## **Young Investors Society Youth Protection Policy**

To provide a safe environment for children and adults, Young Investors Society requires all employees and volunteers working with children to comply with the Youth Protection Policy. Those individuals will be asked to comply with at least the Basic Screening Procedures and possibly more depending on the level of interaction with a child and review the Youth Protection Policy as part of their orientation and training.

Young Investors Society has a zero-tolerance policy for incidents of child abuse. We understand that protecting children is our most important responsibility and that our programs serve no positive purpose if we do not ensure their safety. In EVERY case, the report of molestation and abuse, or suspected molestation or abuse, will be treated with absolute priority, and Young Investors Society will do everything in its power to ensure the successful prosecution of the perpetrator to the fullest extent of the law.

This document provides guidelines and establishes procedures for employees, board members, volunteers, consultants, or anyone conducting or involved (defined as “Individuals”) in youth programming on behalf of the organization. Note that such “Individuals” do not include outside vendors, contractors, or service providers, unless they are directly involved with Young Investors Society youth programming.

### **1. Compliance**

Young Investors Society, as part of its Youth Protection Policy, is responsible for appointing a Compliance Officer. The Compliance Officer ensures the organization is acting in accordance with any requirements outlined in the policy. He/she is also responsible for designing and implementing any internal controls, policies, and/or procedures to assure compliance with the internal policy and with any outside parties. The Compliance Officer audits each outside entity to make sure they are following the policy guidelines, ensures that any reports/incidents are handled appropriately and promptly, and responds to requests for information from internal and external clients.

Other duties of the Compliance Officer include but are not limited to:

- Conducting orientation and training of internal new hires
- Ensuring that annual background checks and/or disclosures are conducted internally and externally
- Notifying the President and/or Executive Director of any incident reports

### **2. Orientation and Training of Internal New Hires**

All internal new hires will be provided with training during their new hire orientation within one month of hire, but always prior to working directly with children.

Orientation/Training will cover:

- I. Complete and sign a written application for employment
- II. Provide at least 2 employment references for employees
- III. Complete a personal interview with the Executive Director, Program Director, or authorized hiring committee.
- IV. Comply with all application review and reference check processes that will be conducted by the appropriate program staff person(s). (All required background checks will be completed prior to work with youth and shall be documented in a personnel file prior to an individual beginning service.)
- V. Successfully complete employee training as well as training as a mandatory child abuse reporter
- VI. Successfully pass all criminal record/background checks

### **3. Employee's obligations about reporting incidents of child sexual molestation and abuse**

- I. The process for reporting to the proper authorities and notification of the Young Investors Society Compliance Officer
- II. Understanding what signs to look for in a child who may have been abused

### **4. Background Checks**

Until a time when national fingerprint-based criminal background checks are available, at a minimum, all Young Investors Society "Individuals" will be subject to national name-based criminal background checks and/or disclosures on an annual basis.

All background checks resulting in a positive finding of sexual abuse or molestation will result in that individual being permanently banned from working or volunteering in the organization.

I. Young Investors Society "Individuals" are defined as follows:

- All employees of Young Investors Society
- Any Mentor working directly with children on behalf of Young Investors Society
- All Board Members of Young Investors Society working directly with children on behalf of the organization
- All interns or others who may conduct youth programming on behalf of the organization
- Any Individual who may be affiliated with a Young Investors Society sponsored activity in any capacity and who is in regular contact with young people involved in YIS programming

II. Background checks will be conducted by an approved Background Check Provider. Checks will include, at a minimum:

- National Criminal File
- National Sex Offender Registry
- Social Security Number Verification

## **5. Youth Protection Guidelines and Procedures**

I. Young Investors Society, to the greatest extent possible is to have two mandated reporters present at all Young Investors Society sponsored events.

II. At no time shall one employee or volunteer be alone with a child. The only exception to this policy would be in a situation in which the contact occurs in a public place or other persons can clearly witness the interaction by being in and out of the area where the employee or volunteer is working with the child. If a situation unexpectedly does not meet this criterion, then alternatives must be put into place so the event complies.

## **6. Reporting and Responding to Reports of Suspicious/Inappropriate Activity**

Reporting and Responding must be handled with graciousness and confidentiality. To maintain an environment free of destructive acts toward all children, youth, staff, and volunteers of Young Investors Society must be aware of their responsibility to report any questionable circumstance, observation act, omission, or situation thought to violate this policy. All questions or concerns about any suspected abusive behavior or harassment shall be directed to the Compliance Officer, Executive Director, or the appropriate program staff.

In the event anyone personally witnesses an occurrence in violation of this policy, that person will be asked to complete a written Incident Report

### **A. Suspicious/Inappropriate Activities Include (but are not limited to):**

- Any display or demonstration of sexual activity, abuse, the insinuation of abuse, or evidence of abusive conduct towards a child, youth, volunteer, or staff.
- Sexual advances or sexual activity of any kind between any adult and child, youth, staff, or volunteer
- Infliction or physically abusive behavior or bodily injury to a child, youth, volunteer, or staff
- Physical neglect of a child, children, youth, volunteer, or staff including failure to provide adequate supervision concerning the activities of Young Investors Society and its' program(s)
- Causing mental or emotional injury to a child, children, youth, volunteer, or staff
- Possessing obscene or pornographic materials at Young Investors Society events or any Young Investors Society program/function
- Possessing, advocating the use of, or being under the influence of any illegal drugs

- Consuming or being under the influence of alcohol while leading or participating in a children's or youth function or while engaging in activities while representing Young Investors Society whether on-site or at a Young Investors Society function off-site

#### **B. CONTRABAND AND MISCONDUCT**

- No program participants, volunteers, or staff of Young Investors Society shall be permitted to possess or store firearms, knives, or any other weapon (legal or illegal) or items that staff determines are dangerous to persons or property during Young Investor Society sponsored programs or events. In all cases, items which are illegal or which have been obtained illegally shall be considered contraband.
- Any gang paraphernalia is deemed contraband.

#### **C. CONTROLLED SUBSTANCES**

- No program participants, volunteers, or staff of Young Investors Society shall be permitted to consume, have possession of, or store alcohol, controlled substances, or drugs (unless prescribed by a physician and the client is approved to be "self-medicating") during Young Investors Society sponsored programs or events.
- Any substance that staff determines to be actually or potentially harmful (whether legally classified as a controlled substance or not) will be restricted from youth's possession while at Young Investors Society or a Young Investors Society sponsored event.

#### **D. SEXUAL MISCONDUCT**

- Sexual activity between youth, volunteers, and employees at Young Investors Society is not permitted.

#### **E. PORNOGRAPHY**

- Pornographic material such as literature, posters, etc., shall not be permitted at Young Investors Society or at any Young Investors Society sponsored event.

#### **F. THREATENING or VIOLENT BEHAVIOR**

- Young Investors Society Employees or Volunteers shall not be permitted to engage in threatening or violent behavior that endangers the safety of others.

### **7. Incident Reports**

I. The Compliance Officer will have a form that **MUST** be filled in the event an incident is reported or occurs. The report will be submitted to senior staff and all appropriate authorities will be contacted. This form should be completed and submitted to the Compliance Officer immediately and no more than 24 hours after the incident occurs or is brought to the attention of the Individual.

II. Individuals must immediately report any incidents, suspected incidents, or allegations of molestation or abuse in accordance with the governing state law.

III. Individuals will immediately report any incidents, suspected incidents, or allegations of molestation or abuse to the proper local authorities and the Compliance Officer. It is not the responsibility of the individual to decide if an incident is valid, truthful, or worth reporting. This determination will be made by local authorities.

IV. All those participating in a Young Investors Society sponsored program event as a high-level volunteer must sign a copy of this policy that will be provided to them before the event. Individuals will not be permitted to participate in any event where children are present without signing the policy.

V. Individuals must agree to immediately report any incident or allegation of child abuse to local child welfare agencies and/or law enforcement, regardless of the inclusion or absence of this mandate within their governing state laws. Additionally, individuals must agree to immediately report any incident or allegation of child abuse to the Young Investors Society appointed Compliance Officer.

## **8. Consequences of Violation**

I. Any person accused of violating this policy, whether staff or volunteer, will immediately be suspended from participation in all Young Investors Society activities/work. Such suspension shall continue during any investigation by Young Investors Society or law enforcement and child protection agencies.

II. Any person found guilty of violating this policy shall be prohibited from future participation in all Young Investors Society activities/programs. If the person is an employee, such conduct may also result in termination of employment.

III. Failure to report an incident promptly shall be considered a procedural violation of this policy and shall be grounds for termination of employment and dismissal from any current or future participation in Young Investors Society activities.



## Young Investors Society (YIS) – Youth Protection Incident Report Form

**This form must be completed immediately (and no later than 24 hours) after an incident, suspected incident, or allegation of child abuse, neglect, or misconduct is observed or reported.**

Completed forms should be submitted to the **YIS Compliance Officer** and the **Executive Director**.

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### 1. Reporter Information

- **Name:** \_\_\_\_\_
  - **Role/Title (e.g., Advisor, Volunteer, Staff):** \_\_\_\_\_
  - **Phone Number:** \_\_\_\_\_
  - **Email:** \_\_\_\_\_
  - **Date/Time Report Completed:** \_\_\_\_\_
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### 2. Incident Details

- **Date of Incident:** \_\_\_\_\_
  - **Time of Incident:** \_\_\_\_\_
  - **Location:** \_\_\_\_\_
  - **Names of Child(ren) Involved:** \_\_\_\_\_
  - **Age(s) of Child(ren):** \_\_\_\_\_
  - **Names of Adult(s) Involved (if any):** \_\_\_\_\_
  - **Other Witnesses (if any):** \_\_\_\_\_
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### 3. Description of the Incident

Provide a detailed, factual account of what occurred. Include the sequence of events, observed behaviors, statements made, injuries (if any), and actions taken.

*(Attach additional pages if necessary.)*

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#### 4. Immediate Actions Taken

(Examples: reported to authorities, separated individuals involved, provided first aid, contacted Compliance Officer, etc.)

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#### 5. Reporting

- **Was law enforcement or child protective services notified?**

☐ Yes      ☐ No

- If yes, date/time of report: \_\_\_\_\_
- Name of agency/person contacted: \_\_\_\_\_
- Report/Case number (if available): \_\_\_\_\_

- **Was the YIS Compliance Officer notified?**

☐ Yes      ☐ No

- Date/time: \_\_\_\_\_
- Name of person notified: \_\_\_\_\_

- **Was the YIS Executive Director notified?**

☐ Yes      ☐ No

- Date/time: \_\_\_\_\_
- Name of person notified: \_\_\_\_\_

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#### 6. Reporter Signature

I certify that the information provided in this report is true and accurate to the best of my knowledge.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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#### 7. Compliance Officer Use Only

- **Date received:** \_\_\_\_\_
- **Reviewed by:** \_\_\_\_\_
- **Actions taken:** \_\_\_\_\_
- **Reported to authorities:** ☐ Yes ☐ No
- **Follow-up required:** ☐ Yes ☐ No
- **Date closed:** \_\_\_\_\_