



# CHILD PROTECTION POLICY

LATEST REVISION 7.16

**BY  
THE  
HAND  
CLUB  
FOR  
KIDS™**



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## CHILD PROTECTION POLICY

### **Policy Overview**

#### ***Why does By The Hand have a Child Protection Policy?***

By The Hand has created a Child Protection Policy to do everything practical to provide a safe environment for children under the age of 18 who participate in programs and activities, while protecting the staff and volunteers who serve them from false allegations.

#### ***What steps does By The Hand take to protect children and adults?***

By The Hand relies on legal standards and common sense approaches such as written procedures, screening workers, criminal background checks, training staff and volunteers, monitoring compliance, and taking every allegation or violation seriously.

#### ***How does By The Hand screen those who have contact with children?***

By The Hand customizes its screening process to match the exposure of the staff, volunteer supervisors, volunteers, and guests with children. More details are in the Screening Process section.

#### ***What is the difference between the exposure of the staff, volunteer supervisors, volunteers, and guests to children?***

Staff and volunteer supervisors teach children, visit their schools and homes, and escort them to offsite activities. Volunteers may work with children but are always supervised by staff and/or volunteer supervisors. Guests come to visit and learn about By The Hand or to communicate specialized knowledge, instruction or training to children.

#### ***Why did By The Hand establish written procedures?***

By The Hand established written procedures to provide good and consistent information to guide staff and volunteers in their interactions with children. More details are in the Procedures section.

#### ***What training does By The Hand provide to those who have contact with children?***

Staff and volunteer supervisors get in-depth training in the Child Protection Policy, recognizing the signs of child abuse and complying with child abuse reporting laws. Others get a more condensed training appropriate to their supervised exposure to the children. More details are in the Training section.

#### ***How does By The Hand monitor compliance with this policy?***

The director of volunteer development reviews the policy regularly with a designated board member. They propose updates to the policy as needed. Senior staff in the volunteer department reviews applications for completeness, audits training records and reviews other records for compliance. More details are in the Monitoring Compliance section.

#### ***How does By The Hand take allegations seriously?***

For everyone's protection, By The Hand assumes that every allegation is true until fully investigated. Mandated reporters respond immediately, make all required reports and coordinate an appropriate response. More details are in the Responding to Allegations of Child Abuse and Neglect and the Reporting Child Abuse and Neglect sections.



## **Procedures**

### ***Two-Adult Volunteer Supervisor Rule***

All children participating in offsite By The Hand programs and activities should be supervised by at least two unrelated staff and/or volunteer supervisors. Thus, volunteers and guests do not satisfy this requirement.

The rule applies wherever children are – including motor vehicles. Offsite activities, activities held on premises during odd hours, or activities that otherwise present increased risks may require more than two staff and/or adult volunteer supervisors. Part of the planning for such activities and programs will be to develop an appropriate supervision plan.

The executive director or the managing director of operations may approve any exceptions to this rule. Only staff and/or volunteer supervisors may request such an exception. In making the decision to allow unsupervised offsite contact, executive director or managing director of operations should identify substitute safeguards that will be utilized to increase accountability and avoid inappropriate isolation in contacts between minors and adults. In any and all instances of offsite contact without two-adult supervision, the staff and/or volunteer supervisor must complete and submit an Unsupervised Contact Report to the director of volunteer development within 24 hours of the contact.

Onsite, if two adults cannot be present during regular programming, By the Hand relies on additional safeguards such as the Open Door Policy and unannounced visits by other staff and/or volunteer supervisors.

### ***Open View Policy***

All onsite By The Hand Club programs and activities involving minors should be conducted in full view or potential full view of others. Thus, where practical, the door to any function room used by minors will contain a window or a glass panel beside the door. If there is not a window or a glass panel, the door must be left open.

By The Hand does not allow activities to take place in private rooms or isolated parts of the building. All remote areas, such as closets and unoccupied rooms with doors, are locked.

### ***Participant Identification***

Compliance with the Child Protection Policy requires that the roles of all people working be clear to all. Thus, everyone involved must wear appropriate identification when having contact with children. Staff will wear nametags with their picture on it. Volunteer supervisors will wear a green identification badge. All others will wear a temporary nametag with their name printed on it.

### ***Release of Minors***

Many children are transported to and from By The Hand programs and activities by staff and/or volunteer supervisors. Other children arrive at and leave on their own. Children will not be released from programs and activities into the custody of an outside adult without prior written authorization signed by a custodial parent or a guardian.



### ***Sign In and Out Policy***

1. All outside doors shall remain locked at all times so that no one may enter without prior approval.
2. When children are present, anyone entering the building will be checked in and given the appropriate identification badge. No one will be allowed in the building without the proper screening or escort.

### ***Bathroom Use***

All children shall go into the bathroom without adults. However, staff and/or a volunteer supervisor will supervise the amount of time that a child is in the bathroom. If a child needs help, two staff and/or volunteer supervisors must enter the bathroom together to assist him or her. No adult should be in the bathroom or in a bathroom stall alone with a child with the door closed at any time. All sites must designate separate bathrooms for children and adults wherever possible.

### ***Discipline Policy***

No staff or other person involved in any By The Hand program or activity will administer corporal punishment, even if parents, guardian, or caretaker have suggested it or given permission for it. No one shall spank, grab, hit, or otherwise physically discipline a child during any By The Hand program or activity.

### ***Accidental Injuries***

All injuries regardless of their severity must be reported to onsite staff. For injuries requiring more than simple first aid, staff will contact the child's parent, guardian, or caretaker immediately. Once the child has received appropriate medical attention, an Accident Report form shall be completed and given to the managing director of operations.

### ***Parental Consent***

Parents or legal guardians must consent in writing for their children to participate in onsite and offsite programs. Parents must sign a separate permission slip for each offsite activity such as a field trip, camping trip, attending church, etc. Parents must also sign a separate permission slip for onsite activities conducted during off hours or that otherwise present an increased risk. Handwritten notes are also acceptable. Slips may be submitted via paper or electronically.

### ***Screening Process***

#### ***What is the difference between the two categories of people who work with children?***

Staff and volunteer supervisors work directly with children without supervision. Volunteers work directly with children, but only with continuous supervision of two staff and/or volunteer supervisors.

#### ***Why is the screening different for the two categories?***

The screening is different because the level of risk is different. The risk of a particular program or activity depends on the following three risk factors: (1) isolation; (2) accountability; and (3) imbalance in power and control. Risk can be reduced by eliminating isolation, increasing accountability, and reducing the opportunity for the misuse of power and control. As a result, those who may have unsupervised contact with children must undergo a more vigorous screening.



### ***How does By The Hand screen staff and volunteer supervisors?***

Staff and volunteer supervisors must satisfy the following requirements:

1. Be at least 18 years of age;
2. Have accepted Jesus Christ as their personal Savior;
3. Be in full agreement with By The Hand Statement of Faith and agree to teach consistent with its doctrines;
4. Be living in accordance with biblical standards and seek to model them to the children;
5. Fully complete the staff and volunteer supervisor application;
6. Receive positive recommendations from at least three references who are not related to them and have known them for at least six months (if possible, receive one from each of the following categories):
  - a) One from a current or former pastor or other church leader in a Bible-believing church, who knows them personally;
  - b) One from a current or former employer, if applicable;
  - c) One or more from organizations that work with children, if applicable; and
  - d) Other references if references from the above are not applicable.
7. Authorize and provide all necessary information for a thorough criminal background check;
8. Read and certify understanding of the Child Protection Policy at application and annually thereafter;
9. Complete a training in recognizing the signs of child abuse every five years;
10. Demonstrate an understanding of the child abuse and neglect reporting requirements;
11. Submit to a personal interview with the director of volunteer development or other appropriate staff person to determine suitability for the position; and
12. Be approved by a manager or director of the volunteer department.

### ***How does By The Hand screen volunteers?***

Volunteers must satisfy the following requirements:

1. Be at least 12 years of age;
2. Agree to not intentionally contradict any of the doctrines of the By The Hand Statement of Faith while volunteering at By The Hand;
3. Fully complete the volunteer application;
4. Receive positive recommendations from three references who are not related to them and who have known them for at least six months;
5. Authorize and provide all necessary information for a thorough criminal background check (for volunteers 18 and over only);
6. Read and certify understanding of the Child Protection Policy and Signs of Child Abuse Summary;
7. Submit to a personal interview if requested by the director of volunteer development or other appropriate By The Hand staff to determine suitability for the position;
8. Agree to serve only under the direct and continuous supervision of staff and/or volunteer supervisors, and not, at any time, work with minors without that supervision;
9. Be approved by the director of volunteer development; and
10. Obtain written approval of a custodial parent or guardian (for volunteers under 18).



***Is the screening process different for a youth group or other small group that is only volunteering for 1-2 weeks a year and is sponsored by an organization?***

The information gathered does not change, but the method of gathering it may. The sponsoring organization must do the following: (1) certify that it has checked the applicants' references, (2) certify that it has performed background checks on the applicants if age 18 and over; and (3) provide an acknowledged copy of the Child Protection Policy and of the Signs of Child Abuse Summary for each applicant.

***Why does By The Hand require only staff and volunteer supervisors to have a personal relationship with Jesus Christ and seek to walk in obedience to Him?***

By The Hand focuses on the whole child – mind, body and soul. Thus, staff and volunteer supervisors must be able to be good role models and able to mentor children spiritually. Volunteers are allowed to serve at the discretion of site directors based on the site's volunteer needs and ability to supervise.

***How does By The Hand screen guests?***

Because guests do not have individual contact with children, By The Hand does not screen guests. All guests must be escorted into and out of the building as well as accompanied at all times while in the building. Guests include pastors, professionals, special speakers, specialized instructors, etc. They may visit to address children as a group, participate in panel discussions, teach specialized classes, or visit for a tour. Unless prior approval is given by the executive director, guests may visit By The Hand while children are present only one time annually.

***Is all the information gathered about an applicant kept confidential?***

Yes. The application, letters sent to references, all responses to reference letters, notes of telephone interviews, and documentation of all other successful and unsuccessful efforts to obtain reference information will be maintained in secure files. Electronic documents must be password protected. All information regarding the applicant will be treated as confidential and will be revealed only to those involved in processing the application, placing the volunteer, and to the executive director, the managing director of operations or a director with a need to access such information.

## **Criminal Background Checks**

***On whom does By The Hand conduct criminal background checks?***

Criminal background checks are conducted on all staff and volunteer supervisors. By The Hand reserves the right, in its sole discretion, to conduct criminal background checks on other applicants.

***What are the components of the background check?***

Background checks include the following:

1. a criminal history check via fingerprints of staff members that are submitted to the Illinois State Police and the Federal Bureau of Investigation (FBI) for comparison to their criminal history records or the National Crime Information Database (NCID). Supervisor Volunteers receive a background check of criminal history via Secure Search. Fingerprints are done once when the staff member joins the organization. Staff members and supervisory volunteers are then required to report to executive director, managing director of operations, director of volunteers, and site director if they are charged with a crime or indicated of child abuse or neglect.



2. a check of the Child Abuse and Neglect Tracking System (CANTS/SACWIS) and other state child protection systems, or the National Registry, as appropriate, to determine whether an individual is currently alleged or has been indicated as a perpetrator of child abuse or neglect; and
3. a check of the Illinois Sex Offender Registry and the National Sex Offenders Registry.

***Can someone currently alleged or who has been indicated as a perpetrator of child abuse or neglect serve with children?***

No volunteer applicant currently alleged or who has been indicated as a perpetrator of child abuse or neglect shall be approved unless the indicated finding is later overturned by the agency or a court on the ground that there is no credible evidence that the abuse or neglect occurred.

***What crimes automatically disqualify someone from participating in programs with children?***

Whether disclosed voluntarily or by the background check, conviction of committing or attempting to commit any of the offenses listed in Appendix A of this policy may disqualify an applicant from participating in By The Hand's programs or any other activities. The final decision will be determined by the executive director who considers circumstances such as the particular conduct that led to the charge or conviction, the length of time since the charge or conviction, the applicant's subsequent history, and whether or not the applicant voluntarily disclosed the charge or conviction, among other considerations.

By The Hand Club may suspend any staff or volunteer, with or without pay, if a criminal background check or other information received reveals criminal activity that needs further investigation. Such suspension shall be for any period that By The Hand, in its sole discretion, deems necessary.

***If an applicant has been convicted of a crime other than those that result in automatic disqualification, can he or she serve with children?***

Yes, depending on the circumstances.

***What circumstances does By The Hand consider to determine if an applicant, that has been convicted of a crime that does not result in automatic disqualification, is allowed to participate in programs with children?***

The director of volunteer development, with input as necessary from the executive director and the managing director of operations, will determine if an applicant is qualified to serve, considering circumstances such as the particular conduct that led to the charge or conviction, the length of time since the charge or conviction, the applicant's subsequent history, and whether or not the applicant voluntarily disclosed the charge or conviction.

***What if the applicant was not convicted of the crime?***

Other dispositions, including receiving probation or deferred adjudication, still require the applicant to disclose the underlying arrest or suspicion leading to criminal charges. Even if the criminal charges were dropped or dismissed, either due to lack of evidence, at the request of the victim or the victim's family, due to technical or legal deficiencies, or for any other reason, the applicant is still obligated to report the initial charges, allegations, or suspicion.





## **Training**

### ***What training does By The Hand provide to staff and volunteer supervisors?***

All staff and volunteer supervisors are trained to understand and comply with this Child Protection Policy, to recognize signs of child abuse and neglect, and to comply with mandatory reporting laws.

### ***What training is provided regarding understanding and complying with the Child Protection Policy?***

The director of volunteer development reviews this policy with all staff and volunteer supervisors prior to their hiring or approval and at least once per year thereafter. Documentation of this review will be maintained in secure files. Other volunteers receive training sufficient to cause them to recognize issues of concern and report them to staff or volunteer supervisors for an appropriate response.

### ***What training is provided to staff and volunteer supervisors regarding recognizing the signs of child abuse and neglect?***

All staff and volunteer supervisors receive an initial training and an update training every 5 years in recognizing the signs of abuse and neglect such as those set forth in Appendix B, DCFS Child Abuse/Neglect Definitions and Signs.

### ***What training is provided to staff and volunteer supervisors regarding complying with mandatory child abuse reporting laws?***

All staff and volunteer supervisors receive a thorough review of the mandatory reporting laws and the forms used to document child abuse and neglect so that they will be comfortable responding properly to an allegation.

### ***What happens if staff and volunteer supervisors do not attend the annual trainings?***

Any staff or volunteer supervisor who fails to complete a documented review will automatically become ineligible for work in programs or activities. If a volunteer supervisor fails to complete a documented review within three months thereafter, he or she will be removed from the list of volunteer supervisors. He or she will be restored to the list only by completing the application and screening process applicable to new applicants.

### ***What training does By The Hand provide to those who are neither staff or volunteer supervisors?***

They also receive training so that they will be aware of issues and can immediately involve staff or a volunteer supervisor should they witness or hear about any improper or suspicious activity.

## **Monitoring Compliance**

### ***How does By The Hand monitor compliance with the Child Protection Policy?***

Compliance with the Child Protection Policy is monitored through annual reviews and audits.

### ***What reviews does By The Hand conduct?***

The director of volunteer development reviews the Child Protection Policy and all associated forms with a designated member of the board of directors on an annual basis. If changes are warranted, they are presented to the board of directors for review and approval.



### ***Why does By The Hand audit applications?***

The information collected through an application forms the basis for the initial evaluation of an applicant's suitability to work with children. Once a quarter, a director other than the director of volunteer development, will review a sampling of applications completed since the last audit to ensure that the information is complete.

### ***Why does By The Hand audit training documentation?***

The Child Protection Policy will only be effective if it is understood and properly implemented. The same is true for responding appropriately to child abuse and neglect allegations. Records of annual training and certifications of understanding will be reviewed once a quarter to ensure training has occurred.

## **Reporting Policy Violations**

### ***What conduct should be reported and to whom should the report be made?***

Any and all inappropriate conduct of an adult adversely affecting minors in By The Hand programs or any other conduct that the person in charge of the particular program or function views as significant should be discussed with the most senior staff on site to determine if the executive director or managing director of operations should be advised. The executive director or managing director of operations will then determine whether to advise the chair or vice chair of the board of directors. This is true whether or not the conduct falls within the legal definition of child abuse or neglect.

### ***Is there conduct that is an automatic violation of this policy?***

All of the following actions violate this policy and must be immediately reported to the executive director or managing director of operations or, in their absence, to a site director after the safety of the child has been assured. Some of these violations also require a mandatory report.

1. Sexual advances or sexual activity of any kind between any person and a child;
2. Sexual advances or sexual activity of any kind in the presence of a child;
3. Sexual abuse, insinuation of sexual abuse, or evidence of such abusive conduct towards a child;
4. Physical abuse, insinuation of physical abuse, or evidence of such abusive conduct towards a child;
5. Emotional abuse, insinuation of emotional abuse, or evidence of such abusive conduct towards a child;
6. Physical neglect, insinuation of physical neglect, or evidence of such abusive conduct towards a child, including failure to provide adequate supervision in relation to the activities of By The Hand;
7. Any physical, mental, or emotional injury to a child;
8. Presence or possession of obscene or pornographic materials at any function of By The Hand;
9. Possession or being under the influence of any illegal or illicit prescription or non-prescription drugs while leading or participating in a function for minors at By The Hand; and
10. Possession or being under the influence of any alcohol while leading or participating in a function for minors at By The Hand.



***Does suspected child abuse or neglect have to be reported?***

Yes. Any person who suspects that a child known to them may be an abused or neglected child may report suspected abuse or neglect to DCFS. Additionally, certain classes of professionals are mandated reporters of child abuse and neglect under Illinois law. More details are in the Reporting Child Abuse and Neglect section.

***Do possible violations of the Child Protection Policy have to be reported?***

Yes. Everyone involved with children should err on the side of reporting any behavior that seems unusual or that may violate this policy.

**Responding to Allegations of Child Abuse or Neglect**

***Receiving the Initial Report of the Allegation***

At the first mention or suspicion of an allegation of child abuse or neglect against anyone, the person taking the report must immediately inform the executive director, the managing director of operations or another director of By The Hand Club. The person informed is responsible to inform the chair or vice chair of the board of directors.

If the allegation is against anyone involved with By The Hand in any capacity, the initial responsibility for discussing the allegation with the complaining party is the responsibility of the executive director or a site director. If the executive director or site director is unable to do so, it will be the responsibility of a person designated by and operating under the supervision of the chair or vice chair of the board of directors. All information, including the identity of all persons involved, should be disclosed only to those who have a need to know.

The person taking the report must follow these directives: Do not express disbelief, minimize the complaint, or attempt to shift blame. Thank the person for sharing the information. Advise the person that By The Hand takes the allegation seriously. Let him or her know that By The Hand has a policy against child abuse and neglect and that it will take appropriate action under that policy. Express concern and make appropriate support services available to the alleged victim and suggest that the child receive medical treatment if indicated.

Informing By The Hand of the allegation does not relieve mandatory reporters of the obligation to form a report.

***Documenting the Allegation***

During the initial contact with the person making the allegation, the person taking the report needs to document all information. He or she should not attempt to investigate the allegations or to determine the validity of the accusation. The purpose of documenting all information is to enable an appropriate response, to determine whether a report of child abuse or neglect must be made to the Illinois Department of Children and Family Services ("DCFS"), and to obtain the necessary content for such a report. The information collected should include the following:

1. Alleged Victim(s)
  - a. Name(s) of victim(s)
  - b. Birthdate(s) of victim(s) or approximate age
  - c. Address (or approximate address)
2. Alleged Perpetrator(s)
  - a. Name(s)
  - b. Birthdate(s) or Age(s) or some approximation so role of DCFS can be determined
  - c. Relationship to Victim(s)
  - d. Address



3. Harms to Victim(s)
  - a. Physical Abuse
  - b. Sexual Abuse
  - c. Risk of Harm
  - d. Neglect
  - e. Death

The following information should also be documented as the report should be prepared to give a brief description of the incident(s) of abuse to DCFS. This description should include:

1. as much detail as you have about the actual incident
2. indication of intention (especially in physical abuse)
3. description of the time and place of the incident
4. information, if any, about possible witnesses to the abuse
5. evidence of abuse (physical evidence, behavioral indicators, disclosure by the victim, etc.)

#### ***Confronting the Alleged Abuser***

No one should confront or interview the alleged perpetrator in any manner unless immediate steps are necessary to ensure that the alleged perpetrator is not left alone with minors.

By The Hand will follow its attorney's advice as to when to confront the alleged perpetrator and what other steps should be taken, including the best way to promptly relieve the alleged perpetrator from any further duties involving contact with minors.

#### ***Reporting the Incident***

A mandated reporter must report when there is reasonable cause to believe a child known to them in their professional or official capacity may be an abused child or a neglected child. More details are in the Reporting Child Abuse and Neglect section.

#### ***Notifying the Insurance Company***

The executive director or the managing director of operations will call Fred Hardy at GuideOne Insurance at 708-478-3170 or the 24-hour claims reporting center at 1-888-748-4326.

#### ***Responding to the Alleged Abuser***

If the alleged perpetrator is an employee, he or she will be relieved of responsibilities while the official investigation is conducted. The decision whether or not the alleged perpetrator will continue to receive pay and, if so, how long pay should continue, will be made by the executive director. If the employee is indicated for child abuse or neglect, his or her employment shall be terminated. Inappropriate conduct that falls short of the legal definition of child abuse or neglect may nevertheless justify termination of employment.

If the alleged perpetrator is a non-employee, he or she will be relieved of any involvement in any program requiring contact with minors until the official investigation is completed. If the non-employee is found to have engaged in child abuse or neglect, he or she can no longer be used in By The Hand in any capacity.



After any investigation by DCFS or law enforcement is completed, there may be a need to conduct a further investigation to determine additional appropriate action. Such an investigation should be done with the advice of counsel and under the direction of the executive director or, if the executive director is unable to do so, the chair or vice chair of the board of directors. The investigation may include interviews with appropriate law enforcement personnel and any other information regarding the official investigation that can be obtained from DCFS.

### ***Responding to the Media***

Allegations of child abuse or neglect may result in media coverage. The executive director will designate a media spokesman to handle all media inquiries. All media inquiries must be referred to the designated person who will prepare an appropriate statement for public release after consulting with an attorney.

Until such statement is developed, any statement to the media should emphasize that By The Hand is concerned for all victims of child abuse and neglect and that By The Hand takes all allegations of abuse seriously. When truthful, the statement should say that the matter has been reported to the appropriate authorities and that By The Hand is cooperating fully in their investigation. Under no circumstances should the details of the allegations be discussed with the media.

### ***Maintaining Confidentiality***

Abuse and neglect cases contain very personal and sensitive information so maintaining confidentiality is a high priority for all individuals involved. However, internal communications will be necessary to relieve alleged perpetrators of their duties, deal with outside publicity and conduct necessary follow up. No information should be imparted beyond that which the disseminator, in good faith, believes is needed for the recipient to carry out his or her responsibilities under the bylaws or policies of By The Hand.

## **Reporting Child Abuse and Neglect to DCFS**

### ***Who is required to report suspicions of child abuse and neglect to DCFS?***

All staff or volunteer supervisors who have reasonable cause to believe a child known to them in their professional or official capacity may be an abused child or a neglected child must immediately report or cause a report to be made to DCFS. Anyone considered to be a mandatory reporter under Illinois law (usually determined by occupation) must file a report with DCFS.

### ***Is it a crime not to report suspicions of child abuse and neglect?***

Yes, for any mandatory reporter. Not filing a report may also result in a lawsuit.

### ***What if a report is filed and there is no child abuse or neglect?***

If a report is filed in good faith, the reporter is protected from criminal and civil liability based on filing the report.

### ***What is Child Abuse?***

Child Abuse means when a person responsible for the child's welfare:

1. Causes a physical or mental injury (including emotional harm) by other than accidental means;
2. Creates a substantial risk of such an injury;
3. Commits a sex offense or the offense of female genital mutilation against the child;
4. Commits torture or inflicts excessive corporal punishment on a child; or
5. Causes drugs or other controlled substance, except for prescription medicine given in substantial compliance with the prescription, to be sold or given to a child.



### ***Is failure to supervise a form of child neglect?***

Inadequate supervision of a child may be considered neglect. Examples include leaving children alone when they are too young to care for themselves, leaving children alone who have a condition that requires close supervision, leaving children in the care of an inadequate or inappropriate caregiver, being present but unable to supervise because of the caregiver's condition, and leaving children unattended in a place that is unsafe for them when their maturity, physical condition, and mental abilities are considered.

This creates the possibility that persons supervising minors at By The Hand who fail to provide adequate supervision could be charged with child neglect. Thus, it is crucial that all staff and volunteer supervisors are diligent in complying with this policy and in discussing any questionable conduct with a senior staff member as soon as practicable.

### ***How does someone make a report?***

A report can be made by calling the following toll-free hotline number established by DCFS at any time 24 hours per day, 7 days per week:

- 1-800-25-ABUSE (Illinois)
- 1-800-358-5117 (TTY)
- 217-785-4020 (outside Illinois)

Within 48 hours after the call, the reporter must follow up with a written report. DCFS has provided the attached form to use to make the report.

### ***What information is needed to make a report?***

The following information is needed:

1. Alleged Victim(s)
  - a. Name(s) of victim(s)
  - b. Birthdate(s) of victim(s) or approximate age
  - c. Address (or approximate address)
2. Alleged Perpetrator(s)
  - a. Name(s)
  - b. Birthdate(s) or Age(s) or some approximation so role of DCFS can be determined
  - c. Relationship to Victim(s)
  - d. Address
3. Harms to Victim(s)
  - a. Physical Abuse
  - b. Sexual Abuse
  - c. Risk of Harm
  - d. Neglect
  - e. Death

The following information should also be documented as the report should be prepared to give a brief description of the incident(s) of abuse to DCFS. This description should include:

1. as much detail as you have about the actual incident
2. indication of intention (especially in physical abuse)
3. description of the time and place of the incident
4. information, if any, about possible witnesses to the abuse
5. evidence of abuse (physical evidence, behavioral indicators, disclosure by the victim, etc.)



***Can DCFS refuse to take the report?***

The hotline representative may decline to accept a report. If he or she does, the fact that the call was made and the identities of the caller, any witnesses, and name of the DCFS representative should be documented and placed in secure files.

The executive director, or in the absence of the executive director, the managing director of operations, should be promptly advised when an oral report has been filed. It is critical to be aware that the filing of a report by one mandatory reporter does not relieve other mandatory reporters who have reasonable cause to suspect child abuse or neglect of the obligation to file a report.

***Can anyone prevent a reporter from filing a report?***

No person of authority at By The Hand can exercise any control, restraint, modification or any other change in the report or prevent the forwarding of the report to DCFS. This does not preclude the reporter from consulting with a By The Hand attorney, staff or board members regarding the report. It does mean that the reporter must make an unconstrained decision as to the need for a report, its content and the timing of such a report.

Because neglect may, in some cases, be difficult to distinguish from poverty or other conditions, it may be advisable to consult an attorney to determine whether a report of child neglect is required. Written reports may be admissible as evidence in judicial proceeding relating to child abuse or neglect so should be complete and carefully prepared.

***What if the suspected abuse did not occur at a By The Hand program or activity?***

It still must be reported. This policy is primarily directed to child abuse or child neglect that occurs at By The Hand. However, all persons working with minors at By The Hand should be aware that child abuse or neglect caused by a parent, caregiver, or other person outside of By The Hand, or if reasonable cause exists to believe that such abuse or neglect has occurred, a report of child abuse or neglect must be made to DCFS.

***If the title of any individual named in this policy changes or the duties are shifted from one job description to another, the policy shall be interpreted with those changes until the policy is formally amended.***



**Acknowledgment**

This policy is issued to inform By The Hand staff and volunteers of the expectations of the board of directors regarding all programs and activities involving minors. This policy is not a contract and creates no contract rights for staff members, volunteers, participants or any other persons. Except as noted herein, no one is authorized to modify this policy, and there can be no waiver of its requirements without the approval of the board of directors.

I, the undersigned, acknowledge that I have been provided a copy of this Child Protection Policy. I have read and understand it and agree to abide by its terms. I know no reason why I would be unsuited or unqualified to serve as a volunteer in By The Hand and state that I am qualified to serve as a volunteer. I have no prior incidents or criminal history that I have not reported to By The Hand. I agree to promptly notify By The Hand should there be any change in my circumstances which would call into question my suitability to serve as a staff member or volunteer.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## **APPENDIX A**

1. Murder;
2. Solicitation of murder;
3. Solicitation of murder for hire;
4. Intentional homicide of an unborn child;
5. Voluntary manslaughter of an unborn child;
6. Involuntary manslaughter;
7. Reckless homicide;
8. Concealment of a homicidal death;
9. Involuntary manslaughter of an unborn child;
10. Drug-induced homicide;
11. A sex offense under Article 11, except offenses described in Sections 11-7, 11-8, 11-12, 11-13, 11-35, 11-40, and 11-45;
12. Kidnapping;
13. Aggravated unlawful restraint;
14. Forcible detention;
15. Harboring a runaway;
16. Aiding and abetting child abduction;
17. Abduction;
18. Aggravated battery of a child as described in Section 12-4.3 or subdivision (b)(1) of Section 12-3.05;
19. Criminal sexual assault;
20. Aggravated criminal sexual assault;
21. Predatory criminal sexual assault of a child;
22. Criminal sexual abuse;
23. Aggravated sexual abuse;
24. Heinous battery as described in Section 12-4.1 or subdivision (a)(2) of Section 12-3.05;
25. Aggravated battery with a firearm as described in Section 12-4.2 or subdivision (e)(1), (e)(2), (e)(3), or (e)(4) of Section 12-3.05;
26. Tampering with food, drugs, or cosmetics;
27. Drug induced infliction of great bodily harm as described in Section 12-4.7 or subdivision (g)(1) of Section 12-3.05;
28. Hate crime;
29. Stalking;
30. Aggravated stalking;



31. Threatening public officials;
32. Home invasion;
33. Vehicular invasion;
34. Criminal transmission of HIV;
35. Criminal abuse or neglect of an elderly or disabled person as described in Section 12-21 or subsection (b) of Section 12-4.4a;
36. Child abandonment;
37. Endangering the life or health of a child;
38. Ritual mutilation;
39. Abuse of a child;
40. An offense in any other jurisdiction the elements of which are similar and bear a substantial relationship to any of the foregoing offenses.

**(I) BODILY HARM**

41. Felony aggravated assault.
42. Vehicular endangerment.
43. Felony domestic battery.
44. Aggravated battery.
45. Heinous battery.
46. Aggravated battery with a firearm.
47. Aggravated battery of an unborn child.
48. Aggravated battery of a senior citizen.
49. Intimidation.
50. Compelling organization membership of persons.
51. Abuse and criminal neglect of a long term care facility resident.
52. Felony violation of an order of protection.

**(II) OFFENSES AFFECTING PUBLIC HEALTH, SAFETY, AND DECENCY**

53. Felony unlawful use of weapons.
54. Aggravated discharge of a firearm.
55. Reckless discharge of a firearm.
56. Unlawful use of metal piercing bullets.
57. Unlawful sale or delivery of firearms on the premises of any school.
58. Disarming a police officer.
59. Obstructing justice.
60. Concealing or aiding a fugitive.



- 61. Armed violence.
- 62. Felony contributing to the criminal delinquency of a juvenile.

**(III) DRUG OFFENSES**

- 63. Possession of more than 30 grams of cannabis.
- 64. Manufacture of more than 10 grams of cannabis.
- 65. Cannabis trafficking.
- 66. Delivery of cannabis on school grounds.
- 67. Unauthorized production of more than 5 cannabissativa plants.
- 68. Calculated criminal cannabis conspiracy.
- 69. Unauthorized manufacture or delivery of controlled substances.
- 70. Controlled substance trafficking.
- 71. Manufacture, distribution, or advertisement of look-alike substances.
- 72. Calculated criminal drug conspiracy.
- 73. Street gang criminal drug conspiracy.
- 74. Permitting unlawful use of a building.
- 75. Delivery of controlled, counterfeit, or look-alike substances to persons under age 18, or at truck stops, rest stops, or safety rest areas, or on school property.
- 76. Using, engaging, or employing persons under 18 to deliver controlled, counterfeit, or look-alike substances.
- 77. Delivery of controlled substances.
- 78. Sale or delivery of drug paraphernalia.
- 79. Felony possession, sale, or exchange of instruments adapted for use of a controlled substance, methamphetamine, or cannabis by subcutaneous injection.
- 80. Felony possession of a controlled substance.
- 81. Any violation of the Methamphetamine Control and Community Protection Act.

**APPENDIX B**

Summary of signs of child abuse and neglect

**APPENDIX C**

Unsupervised contact form