

Uplift Community Alliance™

Protected Persons Behavioral and Reporting Policy

Purpose:

It is the purpose of this policy to provide a safe and secure environment for children, persons with intellectual disabilities, and elderly persons who participate in activities sponsored by Uplift Community Alliance. This policy is intended to formalize Uplift Community Alliance's commitment to the avoidance of abuse to such Protected Persons.

Scope:

This policy shall apply to all current and future Uplift Community Alliance employees, Members and/or volunteers, including all Advisory Council Members.

Definitions:

For this policy the following definitions shall apply:

1. "Abuse" shall be defined as verbal, physical, emotional, or sexual abuse and/or exploitation and neglect of a Protected Person, which thus includes child abuse, abuse of persons with intellectual disabilities, and elder abuse.
2. "Adult" shall be defined as any individual at least eighteen (18) years of age.
3. "Advisory Council Member" shall be defined as any individual invited by the Board to serve on an annual basis.
4. "Child," "children" and/or "minor" shall be defined as any individual under the age of eighteen (18) years of age, including Minor Member Volunteers.
5. "Community Volunteer" shall be defined as any individual, other than a Member Volunteer or Advisory Council Member, performing services for Uplift Community Alliance without compensation.
6. "Elderly Persons" shall be defined as any individual sixty-five (65) years of age and older.
7. "Employee" shall be defined as any individual performing services for Uplift Community Alliance for compensation, including independent contractors and employees.
8. "Member Volunteer" shall be defined as any individual who is listed on the official rolls of organization members maintained by Uplift Community Alliance.
9. "Minor Member Volunteers" shall be defined as any individual under the age of eighteen (18) years of age and listed on the official rolls of organization members maintained by Uplift Community Alliance. Minor Member Volunteers are sometimes referred to as "Uplift Teens."
10. "Protected Person(s)" shall refer to children, persons with intellectual disabilities, and elderly persons.

Eligibility for Service:

1. No individual is suitable to serve as an employee, Member, or volunteer with Uplift Community

Alliance who has been convicted of a felony; or a misdemeanor involving sexual misconduct or moral turpitude; unless an exemption has been granted by the organization board.

2. No Community Volunteer shall be allowed to be in the presence of a Protected Person unless under the direct supervision of a Member Volunteer or Employee.

Specific Acts and Omissions in Violation of this Policy:

The following acts or omissions are violations of this Policy and will not be tolerated or accepted during any activity or program and are to be immediately reported after the safety of the Protected Person has been assured.

1. Any direct observations or evidence of sexual advances and/or sexual activity in the presence of or in association with a Protected Person.
2. Any display or demonstration of sexual advances and/or sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a Protected Person.
3. Sexual advances and/or sexual activity of any kind between any person and a Protected Person.
4. Infliction of physically abusive behavior or bodily injury to a Protected Person.
5. Physical neglect of a Protected Person including failure to provide adequate supervision.
6. Mental or emotional injury to a Protected Person.
7. The presence and/or possession of obscene or pornographic materials.
8. The possession of and/or being under the influence of any illegal or illicit drugs.
9. Being under the influence of illegal or illicit drugs, marijuana, or alcohol while leading a function with a Protected Person or Minor Volunteer Member.

Adult Behavior:

1. For Protected Persons *not including* elderly persons:
 - a. No adult employed by or volunteering for Uplift Community Alliance shall be left alone with a Protected Person. This will require a reasonable ratio of adults to Protected Persons be maintained in each situation involving the supervision of Protected Persons. For elderly persons, see 2a below.
 - b. In guidance and/or advisory sessions, written parental or guardian permission shall be obtained prior to a meeting privately with a Protected Person. If written permission is granted two adults shall be present during the guidance and/or advisory session. Prior written permission may be granted by parents to cover a specific time (i.e., an organization year). For elderly persons, see 2b below.
2. For elderly persons:
 - a. One-on-one Interactions between Uplift Community Alliance employees and/or

volunteers and elderly persons that fall within the scope of Uplift Community Alliance sponsored activities are permitted.

- b. In guidance and/or advisory sessions, including those involving financial advice or financial matters, two adults shall be present during the guidance and/or advisory session in addition to the elderly person.
3. For Uplift Teens events, or any event involving Minor Member Volunteers, and conferences a one (1) to ten (10) ratios of adult to Uplift Teens shall also be maintained. In the event of an Uplift Teens overnight event, at least one adult of each gender shall be present if male and female Uplift Teens are participating.

Abuse Reporting:

Upon the first suspicion of an instance of abuse of a Protected Person, the organization shall immediately take the following steps:

1. In consultation with local legal counsel, determine appropriate steps. Do not treat the suspicion as frivolous. Maintain confidentiality of the investigation. If local legal counsel recommends an investigation:
 - a. Discuss appropriate confidentiality steps with local legal counsel.
 - b. Commence the investigation immediately and conclude it as soon as possible.
 - c. Under guidance of local legal counsel, determine if accused should be suspended from performing duties until the investigation has been completed.
 - d. Seek guidance from local legal counsel to determine what legal requirements exist regarding reporting of abuse to local law enforcement and/or child protective services.
 - e. Seek advice from local legal counsel to determine appropriate communication with the Protected Person and/or the Protected Person's legally responsible party.
2. The investigation will evaluate the situation regarding legal obligations and moral standards and conclude with a report of findings. If the organization Board determines that no abuse has occurred, the case is concluded.
3. If the report of findings states that abuse may have occurred, the accused shall be given the right to a hearing by the organization Board. Following a hearing, the organization board issues a ruling setting forth findings. The organization makes an appropriate determination regarding future service and notifies the president of national.
4. The ruling of the organization Board shall be deemed final.
5. At an appropriate time, Uplift Community Alliance shall contact its insurance company to report the occurrence.
6. All Uplift Community Alliance employees and volunteers are instructed to read and abide by this policy. They are required to notify the President in the event of observation of, or allegations of, abuse of a Protected Person.

7. Fully comply with the federal, state and local statutes regarding the avoiding and reporting of abuse of Protected Persons. In circumstances where a situation has implicated obligations under any such legislated requirements, an organization's compliance with the applicable laws, pursuant to such requirements, shall be deemed compliance with this policy.

I, _____ acknowledge that I have read and understand the foregoing **Protected Persons Behavioral and Reporting Policy**.

Signature: _____ Date of Signature: _____

Name Printed: _____