



I Support Community d.b.a Inside Out Club

Child Protection Policy

Last Updated: January 2018

I. Introduction

Each day, as many as 150 individuals with criminal records apply for positions with nonprofit organizations, many of whom are registered sex offenders. The National Center for Missing and Exploited Children reports that, on average, a serial child sex offender will commit 150 acts of molestation against a child prior to being caught. This data was captured as part of survey completed by the Federal Bureau of Investigation among incarcerated child molesters. We understand that organizations serving children, particularly those from distressed circumstances, are most susceptible to being targeted by those who prey on children.

Inside Out Club DuPage (IOCD) 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 ISC 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 ISC. Note that such "Individuals" do not include outside vendors, contractors, or service providers, unless they are directly involved with ISC youth programming.

II. Compliance

IOCD, as part of its Child Protection Policy, is responsible for appointing a Compliance Officer which is currently the Executive Director. 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 ensures that any reports/incidents are handled appropriately and in a timely manner, 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 are conducted internally and externally; and
- Notifying the Board of Directors of any incident reports

III. Orientation and Training of Internal New Hires & Volunteers

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

Orientation/Training will cover:

- Employee/Volunteer obligations with regard to reporting incidents of child sexual molestation and abuse; and
- The process for reporting to the proper authorities and notification of Compliance Officer and the Project Coordinator.

IV. Background Checks

Until a time when national fingerprint-based criminal background check is available, at minimum IOCD "Individuals" will be subject to national name-based criminal background check 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.

a. IOCD "Individuals" are defined as follows:

- All employees of the IOCD;
- Any volunteer leading an Inside Out Club school session and/or weekend events where they are working directly with children on behalf of IOCD;
- All board members of the IOCD; and
- All interns or others who may lead youth programming on behalf of the IOCD.

b. Background checks may be conducted, and if completed will be conducted by an approved Background Check Provider.

Checks may include:

- Address History;

- CANTS and Leads DCFS Search;
- Federal, State, and County Criminal Records File;
- National Sex Offender Registry; and
- Social Security Number Verification

V. **Incident Reports**

The Inside Out Club DuPage Incident Report form MUST be filled out in the event an incident is reported or occurs. This form can be obtained from the Executive Director. The report will be submitted to the Compliance Officer and to the Project Coordinator 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 incident occurs or is brought to the attention of the Individual.

Individuals must immediately report any and all incidents, suspected incidents, or allegations of molestation or abuse in accordance with the applicable law. Individuals will immediately report any and all incidents, suspected incidents, or allegations of molestation or abuse to the Compliance Officer. In the event the Compliance Officer is unable to make the report, the individual will make the report themselves to the proper local authorities if 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.

By signing below, I acknowledge that I have received, read, and agree to abide by the IODC Child Protection Policy.

Signature: _____

Name & Role: _____

Date: ____ / ____ / ____