



Procedures for Safety Policy and Criminal Background Checks

All CKCF and Affiliate staff, affiliate board members, advisory board members, consultants, selection committee volunteers and other volunteers of any type shall complete the compliance document packet annually in order to participate in such capacity.

CKCF staff, Affiliate Board designees and/or Fund Representatives/Advisory Board designees are to complete an Event Form which includes information about involvement of youth per procedures for hosting events as a Foundation. If youth are involved there is an additional set of questions as follows that shall be answered which dictate the protocol for which the Foundation shall adhere to said policies related to youth safety.

Youth Are Involved? (those under 18)

- Youth specific event, have active role/purpose in event
(Direct, 1:1 Youth Engagement)
- Youth are part of event but other populations included
(Youth Invited Event/Activity)
- Youth are likely to attend but no specific involvement by the foundation in hosting
(Community Broad Event/Activity)
- Travel involving taking youth out of their community.

Community Broad-Based Event/Activity - For broad-based community events/activities where youth are most likely to be present (*accompanied or unaccompanied by parents or guardians*) the Foundation considers this an activity in which background checks of any of our volunteers or staff would be **not required**. Youth may be present but are not the audience nor participants in the main activities of the event.

Youth Invited Event/Activity - For events/activities involving youth the Foundation has invited to participate by having a specific function or specific role, a Foundation authorized chaperone(s) is required. The chaperone approach shall be instituted in such cases as: the Foundation invited youth to perform or speak at event; youth invited are being recognized in some way at event; or youth have a small portion of participation in a larger activity of the Foundation event. In the chaperone scenarios appointed staff or volunteers will be assigned and those appointed chaperones of the youth are required to have a CKCF criminal background check on file, in addition to the completion of the Compliance Document Packet. One Chaperone per 10 youth is generally suggested.

In situations such as the pancake run, where youth are engaged in an activity but had to pre-register to participate in an activity – the parents or guardians have provided written permission and release of liability. While it is not always necessary for parents/guardians be present, in these cases it is best practice for parents/guardians to be asked to stay in the area of the activity.

One to One Youth Engagement - Direct youth activities arranged by the Foundation require any Foundation representative who will have, or potential to have, one to one association with youth, are required to have a criminal background check on file as well as a completed Compliance Documents. Examples include private music instruction, tutoring, as well as, other group interactions that could potentially allow for an adult to have one on one time with a youth participant.

If there is potential for direct activities associated with a youth, the Foundation requires a formal criminal background check to be completed or on file, along with annual Compliance Document completion prior to the Event.

Staff: Central Kansas Community Foundation paid for the first staff background checks in 2018. New hires will be required to have a criminal background check as they are hired.

The Foundation will administer these background checks every three (3) years. However Compliance Documents will be completed by all employees on an annual basis.

Consultants: Consultants of the Foundation shall complete Annual Compliance Documents and have a background check if the scope of work warrants (aligned with the volunteer conditions of youth involvement).

Volunteers (Including CKCF Board Members, Affiliate Board Members, Advisory Board Members, Selection Committee Volunteers, Community Volunteers): Background check requirement for those volunteers working with youth as Chaperones, one on one situations or small group situations shall have CKCF background checks completed every three (3) years. The background check must be on file at CKCF within this timeframe in order for volunteers to continue in a capacity working with youth based on this safety protocol.

Costs: The cost for the background check shall be the responsibility of the volunteer as a donation to the Foundation unless alternative arrangements have been made by CKCF or an Affiliate Foundation or Advisory Board to cover cost through their operating fund. In a few cases a Fund may be allowed this expenditure; the Foundation could agree to cover the cost at its discretion.

Annually the Compliance Document Packet will be circulated to all volunteers, consultants and staff and it will include the child safety policy. Additional safeguard methods and approaches for working with youth will be presented at least annually through direct correspondence/training links; during affiliate board meetings and/or as a training segment at the Annual CKCF – Affiliate Summit training.

It is imperative that all Foundation related events and activities adhere to the Child Safety Policy. This practice not only creates safe environments for youth, but also ensures that if any

transgression is reported, it is clear we have adhered to our policy, thereby resulting in greater assurance of our institutional and personal protection.

CHILD SAFETY

The Foundation wants to ensure a safe environment for all persons. Because youth tend to be more vulnerable, CKCF has instituted a Child Safety Policy which all employees and volunteers are required to review and accept. For purposes of the Child Safety Policy terms of “children” or “youth” shall be interchangeable for persons under the age of 18.

CHILD SAFETY POLICY

Central Kansas Community Foundation (CKCF) strives to provide a safe environment for all participants. This includes providing safe locations for events and practices, and safe conduct of all staff and volunteers associated with our programs. For the safety of all participants, including children, CKCF has adopted the following set of safety policies and procedures:

1. Applications will be taken and background checks conducted on all employment and many volunteer positions. Employees/Applicants/Volunteers will be required to provide:
 - A signed release consenting to the verification of the information provided on the application plus a search of criminal history and sexual offender registry records.
 - A statement verifying the applicant’s understanding that the falsification of information is grounds for termination of service as an employee or volunteer and/or disqualification.
2. Expectations of employees and volunteers.
 - All employees and volunteers are expected to adhere to the highest standards of ethical conduct in the performance of their duties with CKCF and ensure that the public’s trust is not violated.
 - The following risk management guidelines are presented to help reduce compromising situations:
 - It is recommended that volunteers/employees avoid one-on-one situations with a child, without another adult present.
 - It is recommended that at least two adults be present for all events in which children participate.
 - Private transportation of a child is not allowed in a vehicle unless it is an emergency situation.
 - Do not provide any sexually inappropriate materials to minors, discuss personal sexual experiences, and/or use sexually explicit or vulgar language in any manner including via cell phones.
 - Do not supply or condone the use of alcohol, tobacco or illegal drugs by

minors. Do not use alcohol or illegal substances while working with minors.
-In case of emergency, call 911 and notify CKCF management.

- Never leave a child unattended following an activity. All children must be supervised until their parent, guardian or the designated individual has picked them up from the site of the CKCF activity.

This policy is to emphasize CKCF's strong commitment to child safety and establishing and maintaining child safety and child-friendly environments.

All children who come to CKCF events have a right to feel and be safe. CKCF is committed to the safety and well-being of all children using our services.

CKCF uses care in the recruitment and screening of employees and volunteers. CKCF interviews all employees and volunteers and requires criminal history reports for prescribed positions.

CKCF will not tolerate incidents of child abuse. Abuse and neglect include:

- Physical abuse – when a person purposefully injures or threatens to injure a child.
- Sexual abuse – any sexual act or sexual threat imposed on a child.
- Neglect – where a child is harmed by the failure to provide basic necessities.

Employees and volunteers will notify authorities as soon as practicable if they have reasonable suspicion that a child has been or is being abused or neglected.

Child Specific Events

- The Foundation will require Criminal Background Checks for volunteers and staff working with youth specific activities hosted by the Foundation and any of its Affiliates.
- As a staff/volunteer of an affiliate foundation, it is understood that the organization wishes to host a youth involved event the volunteers who work the event will be required to have a CKCF background check.
- It is further understood depending on the nature of a youth specific event, there may be additional requirements from the host foundation and the insurance company. Pre-planning for events and activities needs to be understood, as there may be additional expense to these requirements.
- As with all events, an event form is to be completed 90 days in advance of the scheduled event/activity so full arrangements can be put into place.
- The Foundation will not host overnight events or activities.

It shall be a violation of this policy for any volunteer, employee or third party (visitor, vendor, etc.) to sexually harass any volunteer, employee, or other individual at a Foundation worksite, or attending a Foundation hosted event. The Foundation encourages all complainants of sexual

harassment and persons with knowledge of such harassment to report the harassment immediately. The Foundation will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment. Any Foundation staff or volunteer who receives a complaint of sexual harassment from a youth shall inform the youth of the employee's/volunteer's obligation to report the complaint to the Foundation's Management. Immediately contact the CKCF Executive Director and if she/he cannot be reached, contact to the Board Chair.

When a complaint contains what is believed to be of criminal activity or child abuse, the Foundation shall report such conduct to the appropriate law enforcement or Department for Children and Families (DCF) authorities. To the extent possible, confidentiality will be maintained throughout the investigation of a complaint.