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Sign-in / Sign-out Procedures. While the vast majority of licensed Preschool and After-school programs abide by strict [sign-in / sign-out procedure](#), do **all** your youth programs follow similar procedure? As part of a comprehensive [Youth Protection Policy](#), your organization should specify what age a youth member or participant must be under direct parental or adult supervision, and ensure that it is consistently adhered to everywhere in your facility and in all programs. Many youth serving organizations adhere to an industry recommended age of at least 12 years old to be without direct adult supervision. Ultimately, all programs should follow a similar sign-in / sign-out procedures as licensed childcare programs. The standard of care/supervision of children should not differ greatly from one program to another. Click [HERE](#) to visit our Blog for additional thoughts or comments on this topic.

Grooming; Do you and your staff know what grooming looks like? Behaviors that are seemingly harmless or may even come across as positive or above and beyond job duties, like giving special attention to one child could be a warning sign you and your staff should be aware of. Abusers often attempt to form special relationships with potential victims and their families prior to the abuse. This is called "grooming." [Darkness to Light](#) describes grooming as a process by which an offender gradually draws a victim into a sexual relationship and maintains that relationship in secrecy. At the same time, the offender may also fill roles within the victim's family that make the offender trusted and valued. Grooming behaviors can include: Special attention, outside of work contact, offering to babysit, gift giving and treating a child as if he or she is older. Abusers will gradually cross physical boundaries, and becoming increasingly intimate/sexual. This behavior can be prevented through ongoing staff training, education of parents, children, the community and strict adherence and enforcement of the organization's [Code of Conduct](#). Some organizations may find that an employee may have a prior relationship with a family or child in your programs, or you may have a member/parent who is insistent on using an employee for services outside of programs like babysitting. Options for this situation include the use of a Parental Consent for Staff interaction with Youth outside of Programs. Click [HERE](#) for a sample.

Youth Restroom Policy. As part of a comprehensive [Youth Protection Policy](#), your organization should have a written [Youth Restroom Policy](#). This policy should be adhered to inside and out of your facility, by **all** youth programs, not just your licensed Preschool and After-school programs. Policies and practices on restroom supervision are based on the risks involved with conducting programs and services. These risks include the age of the children, the location of facilities, the location of the restrooms and staffing ratios. Children should never be allowed to enter a restroom alone regardless of location. As many as 40% of children who are sexually abused are abused by older, or more powerful children. The "rule of three" should always be followed, two children and an adult or two adults and one child. Click [HERE](#) for a sample Youth Restroom Policy.

Tick season is coming. Normal tick season lasts from mid-April through September in parts of the US. Ticks may be active all year in some regions with warmer weather and unfortunately, some tick species, including deer ticks that carry [Lyme disease](#), can remain active throughout the year even in cooler climates, especially if the temperatures don't drop below freezing. Tick-borne pathogens can be passed to humans by the bite of infected ticks. Some of the most common tick-borne diseases in the US include: Lyme disease, Rocky Mountain Spotted Fever, Southern Tick-Associated Rash Illness and Tick-Borne Relapsing Fever. Lyme disease is the most commonly reported vector borne illness in the US per the Centers for Disease Control and Prevention ([CDC](#)). Ticks usually must be attached for 36-48 hours or more before an illness such as Lyme disease can be transmitted. Outdoor workers are at risk of exposure to tick-borne diseases if they work at sites with woods, bushes, high grass, or leaf litter. Outdoor workers in most regions of the US should be extra careful to protect themselves in the spring, summer, and fall when ticks are most active. The good news is that you can take steps to reduce your risk of being bitten by an infected tick. Read more [HERE](#) for prevention information. Other resources include this [curriculum for educating youth](#) and handouts such as [these](#).

Did you see this in the last E-news:

Safe Place Implementation Training. National [Safe Place](#) Network is hosting a [Safe Place Implementation Training](#) on April 18-19, 2017, in Louisville, Kentucky. Safe Place is a national youth outreach and prevention program for young people in need of immediate help and safety. As a community-based program, Safe Place designates businesses and organizations as Safe Place locations, making help readily available to youth in communities across the country. This training is designed for agencies that are preparing to start Safe Place and recommended for existing licensed agencies with new staff responsible for the program. Click [HERE](#) for more information on how to start a Safe Place program.

Employers must post injury and illness summaries now. The Occupational Safety and Health Administration ([OSHA](#)) reminds employers of their obligation to post a copy of [OSHA's Form 300A](#), which summarizes job-related injuries and illnesses logged during 2016. The summary must be displayed in a common area where notices to employees are usually posted each year between February 1st and April 30th. Businesses with 10 or fewer employees and those in certain low-hazard industries, such as many non-profits, are exempt from the federal OSHA recordkeeping and posting requirements. However, as of January 2015, some previously exempt businesses are now covered. The lists of both [exempt](#) and [newly covered](#) industries are available on OSHA's website. Visit OSHA's [Recordkeeping Rule webpage](#) for more information on recordkeeping requirements.