

Purpose:

It is the purpose of this policy of National Assistance League to provide a safe and secure environment for Children, persons with intellectual disabilities, and Elderly Persons who participate in activities sponsored by National Assistance League. This policy is intended to formalize National Assistance League's commitment to the avoidance of abuse to such Protected Persons.

Scope:

This policy shall apply to all current and future National Assistance League Employees and/or Volunteers of National Assistance League, including all Board and Leadership Team Members, all Advisory Council Members, and Assisteens® Chaperones, in direct contact with Protected Persons participating in activities sponsored by National Assistance League.

Definitions:

For the purpose of 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. "Advisory Council Member" shall be defined as any individual invited by the Board to serve on its Advisory Council on an annual basis.
3. "Adult" shall be defined as any individual at least eighteen (18) years of age.
4. "Assisteens Chaperone" shall be defined as any adult attending a National Assistance League sponsored event and having supervisory, administrative or teaching duties with regards to minors also attending such an event.
5. "Child," "children" and/or "minor" shall be defined as any individual under the age of eighteen (18) years of age, including Minor Member Volunteers.
6. "Community Volunteer" shall be defined as any individual, other than a Member Volunteer, performing services for National Assistance League without compensation.
7. "Elderly Persons" shall be defined as any individual sixty-five (65) years of age and older.
8. "Employee" shall be defined as any individual performing services for National Assistance League for compensation, including independent contractors and employees.
9. "Leadership Team Member" shall be defined as any Member Volunteer or Minor Member Volunteer serving on the Board of National Assistance League (the "Board") or invited by the Board to serve on its National Leadership Team on an annual basis.
10. "Member Volunteer" shall be defined as any individual who is listed on the official rolls of chapter members maintained annually by National Assistance League and who performs services for National Assistance League without compensation.
11. "Minor Member Volunteer" shall be defined as any individual under the age of eighteen (18) years of age; and listed on the official rolls of chapter members maintained annually by National Assistance League who performs services for National Assistance League without compensation. Minor Member Volunteers are sometimes referred to as Assisteens."
12. "Protected Person(s)" shall refer to Children, persons with intellectual disabilities, and Elderly Persons.

Name-Based Search

All Employees, Board and Leadership Team Members, Advisory Council Members, and Assisteens Chaperones must comply with the **National Assistance League Name-based Search Policy**.

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. The consumption of and/or 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 National Assistance League 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 period. For Elderly Persons, see 2b below.
2. For Elderly Persons:
 - a. One-on-one Interactions between National Assistance League Employees and/or volunteers and Elderly Persons that fall within the scope of National Assistance League 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 Assisteens events, or any event involving Minor Member Volunteers, and conferences, a one (1) to ten (10) ratio of Adult to Assisteens shall also be maintained. In the event of an Assisteens Conference at least one Adult of each gender shall be present if male and female Assisteens are participating.
4. For National Assistance League's Leadership Events, National Assistance League provides hotel rooms to be shared by two (2) participants each. Participants who wish to stay in a shared hotel room provided by National Assistance League are responsible for selecting their roommates and their interaction, including time spent inside their shared hotel rooms, outside the Leadership Event's official activities are considered beyond the scope of National Assistance League-sponsored activities.

Abuse Reporting:

1. Upon the first suspicion of an instance of abuse of a Protected Person, the National Board shall be notified and take the following steps immediately:
 - a. Do not treat the suspicion as frivolous.
 - b. Commence the investigation immediately and conclude it as soon as possible.
 - c. Maintain confidentiality of the investigation as much as possible. Emphasize confidentiality of the victim and any accused.
 - d. Determine what legal requirements exist regarding reporting of abuse and make required reports to local law enforcement and/or child protective services. Even if there is no legal obligation to report, consider the specifics of the accusation and determine if a report should be made.
 - e. Cooperate fully with law enforcement officials.
 - f. Suspend any accused from the performance of duties involving Protected Persons until the investigation has been completed.
 - g. Inform the victim and the victim's family of the steps that are being taken and continue to keep them advised of the status of the investigations. If abuse of a Protected Person is confirmed, ask the victim and the victim's family what action they would like to take in the matter, and fully cooperate to address their requests while ensuring that the request is legally appropriate and prudent.
2. In instances where abuse of a Protected Person is confirmed, National Assistance League shall immediately dismiss the individual if an Employee. If the individual is a Member, they shall be barred from any further service with National Assistance League. National Assistance League will notify the President or other Board member at the individual's Assistance League Chapter.
3. In instances where the evidence is inconclusive, National Assistance League will determine what action, if any, shall be taken depending on the strength of the evidence available. The accused shall be given the right to a hearing by the National Board which shall issue a ruling, in writing, setting forth the findings and orders with regard to future service, and limitations on such service. The ruling of the National Board shall be deemed final. As deemed appropriate, National Assistance League will notify the President or other Board member at the individual's Assistance League Chapter.
4. National Assistance League shall immediately contact its insurance company to report the occurrence and may contact its attorney.
5. All National Assistance League Employees and volunteers are instructed to read and abide

by this policy. They are required to notify the National President in the event of observation of, or allegations of, abuse of a Protected Person.

6. Fully comply with the federal, state and local statutes regarding the reporting of abuse of Protected Persons.

Any person having cause to believe that a Protected Person's physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall report the person's belief in accordance with this procedure.

I, _____, have carefully read the foregoing **Protected Persons Behavioral and Reporting Policy**. I know the content thereof; and sign this policy as my own free act.

Name Printed:

Signature:

Date of Signature:

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