



PACHEK Child Protection Policy

PACHEK requires all adults to always maintain the highest integrity when dealing with children. To protect the children and adults in PACHEK, we expect all PACHEK adults to avoid even the appearance of inappropriate behavior. Your physical contact with children other than your own should always be done in the presence of other adults. Appropriate physical contact includes handshakes, high-fives, brief hugs or brief touch on the shoulder. When children are not in direct-contact with their parent (e.g.: co-op or other drop-off situations), we will maintain the following Two-Adult Rule.

Two Adult Rule: One-on-one adult/child situations (where the child is with a non-parent adult) during co-op or other PACHEK events are not acceptable. Private conversations between an adult and child should always be done with at least 2 adults present. All classrooms/events will maintain at least 2 adults at all times. In the case of a situation where children of high school age are leading or watching over younger children, these high school students will be considered an "adult" for these occasions and the Two Adult Rule will apply. If a child needs assistance in going to the bathroom, two adults must take the child there and stay visible to each other. If a special circumstance or emergency arises where an adult must be left alone with children that are not their own, the adult must make sure that the room is well-lit, easily accessible and the door left open. The adult also must make sure that there is more than one child present and that every effort be made to contact and gain another adult as quickly as possible. *(Please see the Co-op section of our Policies and Procedures for more detailed explanation of how this will be handled during co-op sessions.)*

If a situation arises where there is reasonable cause to believe abuse has occurred, the adult who has witnessed or been notified of the abuse, must immediately contact a member of the Steering Team AND the authorities. If the notified Steering member is not the President, that member will immediately notify the President, who will then contact every member of the

Steering Committee. All contacts regarding the matter will be done via phone and *not* via email or other electronic communication. The PACHEK president will immediately contact the proper authorities. These calls are to ensure that the incident was appropriately reported by the original reporting adult and to establish proper direct communication with authorities regarding the incident. The person reported as engaging in abuse or misconduct will be confronted by the president and another Steering Team member in a compassionate manner. The accused person will be suspended from PACHEK, pending investigation by the proper authorities. The suspension is to protect all parties involved. This suspension does not imply a presumption of guilt. PACHEK will determine whether the suspended person will be reinstated or dismissed based on the results of the investigation and whether or not criminal charges are filed.

Communication to the Press: The Steering Committee, with the guidance of legal counsel, will determine what, if anything, the President will state to the press or general public.

Steering Response to Accused Member During an Investigation: Steering members should not have unauthorized discussion with the accused person regarding the incident. The only discussion regarding the incident should be in cooperation with the authorities and as advised by legal counsel. In the case where an accused person contacts a steering member regarding the incident outside of official, monitored proceedings, that member should state clearly that he or she cannot discuss the situation until the proceedings are concluded. Then terminate contact by saying 'goodbye' and walking away or hanging up the phone. Email or other electronic contact regarding the incident should not be acknowledged. Any one Steering member contacted thus inappropriately should document the incident and report it to the PACHEK president immediately in person or by phone (not email). The documentation should be filed with the Steering Committee.