



VENICE JAPANESE  
COMMUNITY CENTER, INC.]

## **VENICE JAPANESE COMMUNITY CENTER**

# **CHILD ABUSE PREVENTION and REPORTING GUIDELINES**

**Child Abuse Prevention Policy Addendum**

**Board Approved: 05-03-2022**

## **Child Abuse Prevention and Reporting Guidelines**

For VJCC Employees and Volunteers in Leadership/Coaching Positions  
(Adults involved in VJCC Youth programs)

1. In order to protect VJCC staff, volunteers, and program participants – at no time during a VJCC program or event may a staff member or a volunteer be alone with a single child where they cannot be observed by others. (child or minor is defined as being below 18 years old)
2. Never leave a child unsupervised.
3. Restroom supervision: Restrooms should be checked to ensure the restroom(s) is not occupied by suspicious or unknown individuals before allowing minors to use the facilities.
4. VJCC staff members and volunteers shall not abuse children including:
  - ◆ physical abuse – strike, spank, shake, slap;
  - ◆ verbal abuse – humiliate, degrade, threaten;
  - ◆ sexual abuse – inappropriate touch or verbal exchange
  - ◆ mental abuse – shaming, withholding love, cruelty;
  - ◆ neglect – withholding food, water, basic care, etc.

### **Examples of suspicious or inappropriate behaviors between staff/volunteers and youth:**

- > Violation of the abuse prevention policies
- > Seeking private time or one-on-one time with youths
- > Buying gifts for individual youths
- > Making suggestive comments to youths
- > Picking favorites

Any type of abuse will not be tolerated and may be cause for immediate dismissal and/or investigation.

5. Children are to be treated with respect and consideration and must be treated equally regardless of sex, race, religion, culture. Adults involved in any VJCC youth program will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no.
6. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
7. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of minors or parents is prohibited.
8. Under no circumstances should children be released to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian.

9. VJCC staff and volunteers in leadership and/or coaching positions are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend training on the subject.

## **Abuse Reporting Guidelines**

### **For VJCC Employees and Volunteers in Leadership/Coaching Positions**

(Adults involved in VJCC Youth programs)

The California Child Abuse and Neglect Reporting ACT (CANRA) requires employees and volunteers to report any suspected abuse or neglect of a youth – whether on or off the VJCC premises or perpetrated by staff, volunteers, or others – to the proper authorities. Reports may be made confidentially or anonymously. A person who mistakenly reports suspected abuse is immune from civil or criminal liability as long as the report was made in good faith and without malice.

Because the VJCC is dedicated to maintaining zero tolerance for abuse, it is imperative that every staff member or volunteer in a leadership position actively participates in the protection of youths. In the event that any suspicious or inappropriate behaviors and/or policy violations on the part of other staff or volunteers, it is their personal responsibility to immediately report their observations.

### **If you suspect that a child has been abused or a child tells you that they have been abused take immediate action and:**

◆ Report it to any member of the Board of Directors (The VJCC Office Manager will take person's name and contact information to maintain confidentiality of report, i.e., “I want to report an incident of inappropriate behavior...”, then pass it on to a Board Member who will get in touch with the reporting individual) and start investigation procedures.

◆ If a child is in immediate danger, call 911 or contact the Los Angeles Police Department – Child Protection Section of the Juvenile Division: 100 West First Street, Los Angeles 90012 (213) 486-0570

◆ Call the Los Angeles County Protection Hotline (1-800-540-4000) Speak to a Social Worker and request a recommendation. If they suspect that it is child abuse – report it to them. Request and write down the 19-digit Referral Number after you are done making the report.

◆ Fill out Suspected Child Abuse Report form online at <https://mandreptia.org/>. You will need the 19-digit Referral Number to complete and submit the report online.

All information and reports of suspected child abuse are confidential. All notes and material related to the report must be kept in a locked cabinet. The matter may not be discussed with anyone other than the VJCC Board of Directors.

I have read, understand, and have received a copy of the Child Abuse Prevention and Reporting Guidelines:

Print your full name:

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Signature:

Date:

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