

Power Jam Music Alliance Youth Protection Guidelines

Power Jam Music Alliance (PJMA) is committed to providing a safe and secure environment to promote the religious and social development of youth, and will strive to prevent the physical, emotional, or sexual abuse of minors. In our quest to provide a healthy environment where youth are safe, and believing that the key to conducting safe programs lies in the quality of adult leadership, the volunteers, corporate officers and staff working with youth are to adhere to following guidelines.

Purpose

- To promote a safe and secure environment for the youth of our PJMA community
- To train and support volunteers to achieve that goal
- To ensure compliance by the PJMA and its staff and volunteers with all laws, rules and regulations.

Staff and Volunteer Guidelines

The key to youth abuse prevention in any organization is its staff of corporate officers and volunteers. Careful selection, adequate training and sufficient supervision reduce the likelihood of abuse or neglect. Our goal is to recruit and maintain the best people possible to work with youth.

All volunteers, corporate officers and staff must:

- Complete the PJMA Volunteer Information Form
- Acknowledge (with signature) receipt and understanding of these Guidelines
- Acknowledge (with signature) receipt and understanding of the PJMA Code of Ethics (attached)
- Attend training programs prescribed by the PJMA
- Give written permission to PJMA for it to conduct a background check (whether random or mandatory by the PJMA discretion). This Volunteer Information Form and Background Consent Form will be updated every three years by the applicant.
- Whether disclosed voluntarily or as a result of a Criminal Background Check or other background check, any of the following will automatically disqualify an applicant from any position working directly with PJMA youth:
 - History of alleged sexual abuse of children or voyeurism
 - Conviction for any crime in which children were involved
 - History of any violent or sexually exploitive behavior, whether involving children or another adult
 - Any other charges or convictions for other crimes not listed above, unless waived in writing by the PJMA Board of Trustees following an investigation by that board, taking into consideration:
 - The urgency of and circumstances surrounding the conduct in question
 - The age of the individual at the time of the offense

- The probability that an individual will continue the type of behavior in question
 - The individual's commitment to rehabilitation and to changing the behavior in question
 - Whether any recurrence of the conduct has occurred
- The basis(es) upon which an individual may be denied a position with the PJMA need not be disclosed by the PJMA to that individual.
 - Any person with a dispute concerning information that appears on his/her criminal history record should first address the issue with the President of the Alliance. An investigation may, in the discretion of the President, or that individual be conducted to determine the facts. This may involve submitting fingerprints to verify that the record is or is not the applicant's own criminal record. If the issue is so investigated and is not resolved to the satisfaction of the President and that individual, the issue may be referred by the PJMA Board of Directors.
 - Confidentiality/record storage: All records obtained as a result of a Criminal or other background checks will be treated as confidential, limiting the number of people who have access to applicant information to only those who have a need to know, i.e., board member, legal counsel of the PJMA, etc.; provided, that the PJMA shall be entitled to disclose and use such information in its discretion in any legal proceeding between the PJMA and such individual or if such information is part of the public record.

Expectations for Training for PJMA Persons In Contact with Youth

- A person that have otherwise been cleared for support to PJMA should attend an initial training session to be conducted by or for the PJMA in its discretion, before beginning contact with youth on behalf of the PJMA. This training session will include a review of these guidelines and other information deemed relevant by the PJMA. In the event that a person is unable to attend a scheduled training session and that session cannot be made up at another time, the person should view the training prescribed by the PJMA and meet individually with the PJMA Youth Protection Advocate.
- Approved person should make every effort to attend additional training events or appropriate program workshops when offered.
- All persons will receive a copy of this PJMA Child Protection Guidelines and must acknowledge in writing that he or she attended the training session and received a copy of these Guidelines.

Youth Leaders

The PJMA endeavors to provide opportunities for youth leadership experience and training. Realizing that the PJMA has a responsibility to protect all youth, including youth serving in the capacity of volunteer, the following guidelines are established:

- Prospective youth volunteers will be expected to attend appropriate training programs that may be provided by the PJMA.
- The age for youth volunteers assisting an approved adult volunteer is 13 to 17 years old. (Exceptions may be made in the discretion of the President of PJMA as part of a particular program.) (Note; Adult in Maryland is age 18 and older)
- When assigned youth volunteer responsibilities, youth will be supervised by an adult leader who has likewise met the requirements of these guidelines.

- If a youth must be disciplined, the supervising adult volunteer will have the responsibility for administering appropriate disciplinary measures. In no event shall those disciplinary measures include corporal punishment or other physical contact with, or confinement of that youth, which could reasonably be expected to embarrass or demean that youth or to place that youth in harm's way.
- Adults should monitor techniques used by youth volunteers to ensure that they are positive and not punitive.

Guidelines for Drivers Transporting Youth

All individuals who serve as an approved driver for youth shall comply with the following:

- Being 18 years old or older, being currently licensed to operate an automobile and having been licensed to operate an automobile for at least one year.
- Meeting the minimum state required liability insurance coverage.
- The individual's driver's license and insurance card (copy will be kept on file with PJMA).
- No convictions or charges during the preceding three years for driving under the influence of alcohol or a controlled substance or committing reckless driving or wanton endangerment while driving (records will be checked through the Department of Public Safety).
- Using a safe, reliable and licensed motor vehicle.
- Shall use youth restraint seats when transporting any youth (as prescribed by law).
- Note: Drivers are to obey all traffic laws and are to make every reasonable effort to assure the safety of their passengers, including requiring that seat belts be worn by every passenger. Maryland law requires that every minor wear a seat belt. Each occupant will be expected to wear the seatbelt provided.
- Drivers must be given a copy of the Code of Ethics and these Guidelines and sign acknowledgment that they have read it and will comply.

Reporting Suspected Youth Abuse

Under laws of the Maryland, suspected youth abuse is required to be reported. The PJMA encourages all volunteers to report suspected abuse to the proper legal authorities as soon as suspected. Additionally, all members are strongly encouraged to also notify the PJMA President. The PJMA President may assist any member or worker in reporting suspected youth abuse to the appropriate law enforcement agency.

- All cases of suspected youth abuse must be reported to the appropriate legal authorities.
- Reports of suspected youth abuse that may have occurred inside the PJMA or on a PJMA sponsored event are to be made as soon as possible.
- If corporate officer or volunteer is reported, that person will no longer be considered an approved to work with youth until the investigation has been concluded and the President advises the Board of Trustees that the individual may continue as an approved person.
- Reports of abuse must never be disclosed to anyone other than the perpetrators or the authorities.

Appropriate Affectionate Behavior in the Christian Community:

It is widely known that "good touching" is important to life. Numerous studies have shown the importance of holding and touching for youth to survive. Likewise, youth do not grow and thrive without the "good touches" of others. We have many examples in scripture where Jesus touched people to heal and to comfort them. The Christian community has a rich heritage of sharing a loving hug, an arm around the shoulder or a squeeze of the hand to say, "You are loved... I care about you". With good touching, the child feels as if someone has given to them or has shared with them rather than taken from them. Youth should not be forced to kiss someone they do not wish to kiss. Nor do all youth wish to be hugged by persons outside of their family. It is always wise to ask, "May I give you a hug?" By asking this question, the youth is given the permission to refuse if he/she is uncomfortable. It is important in our concern about youth sexual abuse that the importance of good touching is not lost. We need to continue to express Christian love in appropriate ways with youth. The healing, comforting, and affirming aspects of good touch should be emphasized.

Code of Ethics for Corporate Officers and Volunteers working with Youth

The PJMA corporate officers, volunteers, or any persons working with the youth of the PJMA are a Christian role model. While acting in this capacity the following Code of Ethics will apply.

1. Refrain from smoking or using tobacco products in the presence of youth.
2. Refrain from the use, possession or being under the influence of alcohol or other controlled substances.
3. Refrain from mistreating youth including, but not limited to: physical striking, spanking, shaking, and slapping; verbal or mental humiliation, and threats, or sexual abuse: including inappropriate touching and exposure. Actions by adult should be non-threatening, safe, gentle, kind, and should not make youth uncomfortable. Use positive techniques of guidance, including positive reinforcement and encouragement rather than comparison or criticism.
4. Treat youth of all races, religions, and cultures with respect and dignity.
5. Discussions with youth should be age and setting appropriate to the event or approved by the PJMA
6. Adults respect the privacy of youth in use of the toilet facilities, changing clothes, etc.; the reverse also shall be respected.
7. Refrain from use or tolerate profanity in the presence of the youth.
8. Refrain from inappropriate display of affection toward others in the presence of youth.
9. At least two approved Adults are be present with unrelated (not member of the same family) youth at all times.
10. If private conversation is required, the youth and adult may move out of earshot of others, but not out of sight.
11. Be free of physical and psychological conditions that might adversely affect youth's health, including, but not limited to contagious diseases.

12. Portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity. Act and react with Christian love and understanding in all situations.
13. Safeguard and hold confidential information gained through administrative duties involving supervision of youth, volunteers or other information identified as being confidential.
14. Do everything in the power of the adult to avoid being put in a situation where they are alone with a child or youth other than their own.
15. Report any suspected abuse or neglect of a youth to up to the age 18 to the Maryland Child Protective Services staff for St. Mary's County (301) 475-4200.

HOW TO REPORT SUSPECTED CHILD ABUSE AND NEGLECT

If you suspect that a child is being abused or neglected, you should call the state number list above for *the* Child Protective Services (CPS) agency or the CPS agency in the State in which the abuse occurred. As you identify the appropriate agency for making a report, remember the following:

- Not every state has a toll free hotline, or the hotline may not operate on a 24 hour basis.
- If a toll free (800 or 888) number is available, it may be accessible only from within that state.
- Federal agencies have no authority to intervene in individual child abuse and neglect cases. Each state has jurisdiction over these matters, and has specific laws and procedures for reporting and investigating. In some states, all citizens are mandated reporters by state law and must report any suspicion of child abuse or neglect.

If you need to report suspected abuse in a state other than your own, please call

Childhelp® USA National Child Abuse Hotline

1-800-4-A-CHILD®

(1-800-422-4453)

TDD: 1-800-2-A-CHILD

Childhelp® USA is a non-profit agency which can provide reporting numbers, and has Hotline counselors who can provide referrals.

RESPONSIBILITY FOR ADDRESSING IMPROPER CONDUCT

Any suspicion, observation or experience of any conduct deemed improper should immediately be reported to the PJMA President or highest authority present for investigation and evaluation. I understand that any violation of this code may be grounds for dismissal for working with youth.

Signature

Date