

THE SAINT PAUL
CHAMBER
ORCHESTRA

ABUSE PREVENTION POLICY

Updated 12/04/2017

Purpose

This policy establishes how The Saint Paul Chamber Orchestra will prevent the physical, emotional and sexual abuse of children and youth by its employees. The Saint Paul Chamber Orchestra seeks to create a welcoming and nurturing environment and has zero tolerance for those whose actions may jeopardize the safety, health or innocence of a minor. For the purpose of this policy, the term employee will be used; however this policy will also apply to any volunteers or otherwise engaged individuals who may be working with children or youth.

DEFINITIONS

Abuse – Because it takes many forms, abuse can be broken down into the following subtypes, all of which are prohibited within the scope of this policy.

- Physical abuse – Injury inflicted on a child or youth
- Sexual abuse – Contact or activity of a sexual nature between an adult and a child or youth
- Emotional abuse – Mental or emotional injury inflicted on a child or youth by the actions of an adult
- Neglect – Failure to provide adequate care for a child or youth
- Economic abuse – Deliberate misuse of the money or belongings of a child or youth

Child – A child is defined as anyone under the age of 12.

Youth – A youth is defined as anyone between 12 and 18 years of age.

POLICY GUIDELINES

Personnel Screenings

Safeguards in the hiring process will be used including criminal background checks through an agency. The required screenings and background information will depend on the positions and its level of involvement with children and youth. Those working with children and youth who are placed under the direct supervision of The SPCO will be required to submit to a criminal background check on an annual basis.

For those who occasionally work with children or youth:

Candidates for positions that involve occasional contact with children or youth will be screened and selected using the following:

- Release form that includes signed authorization to perform necessary background checks
- In-person interview of the candidate
- Driving records and any applicable certification if the position requires the transportation of children

All information collected about a candidate will be reviewed and used to determine if they are appropriate for the respective position. If hired, all information collected during the hiring process will be included in the employee's permanent file, which will be maintained over the course of their employment with The Saint Paul Chamber Orchestra.

Personnel screenings are required regardless of current employment status with The Saint Paul Chamber Orchestra. The Saint Paul Chamber Orchestra employees seeking to begin a role that involves working with children or youth must undergo the same review process as new hires.

Structural Guidelines for Programs

All The Saint Paul Chamber Orchestra programs are designed to encourage safe interaction between employees and children or youth. The following guidelines are meant to keep established safeguards effective:

- When an employee is working directly with children/youth affiliated with a partnering organization, an employee of partnering organization (i.e. school teacher/staff, after-school program coordinator etc) who is directly responsible for the children/youth will be present. When a musician employee is working directly with children/youth, a staff employee will be on site to observe and monitor.
- Employees are restricted from being alone with a child or youth where they cannot be easily observed by others and/or there are multiple other children/youths present (i.e. a musical ensemble).
- Employees are not allowed to implement new activities or programs for children without The Saint Paul Chamber Orchestra consent. Request for new activities or programs should be submitted in writing to the Director of Education and Community Engagement.
- Written permission must be obtained from a parent or guardian before any employee transports a child or youth in the name of The Saint Paul Chamber Orchestra.
- Children under the age of six placed in the care of The Saint Paul Chamber Orchestra will not be placed in the direct care of The Saint Paul Chamber Orchestra.

General Conduct

In an effort to provide a safe and healthy environment for both mind and body, the following guidelines are meant to guide The Saint Paul Chamber Orchestra employees during their interactions with children and youth. These guidelines do not and cannot outline every situation that may be encountered while on the job, requiring employees to act with a certain degree of personal discretion. Because a certain action is not prohibited in this section does not mean it is acceptable behavior. The Saint Paul Chamber Orchestra reserves the right to take disciplinary action against employees whose actions are found to be inappropriate regardless of whether they appear in this section.

- Employees will treat all children and youth with respect and consideration. Treatment must be fair and equal, and must not be based on sex, race, religion, sexual orientation or economic or social status. All effort must be made to avoid favoritism, or the appearance of favoritism.
- While representing The Saint Paul Chamber Orchestra, employees must not possess, distribute, use or allow others to use any alcohol or drugs.
- Employees must not use harsh or inappropriate language, degrading punishment or any type of restraining device in the name of behavior management.
- Employees must not participate in or allow others to engage in any form of hazing.
- Employees must not have sexual contact with children or youth.
- Employees must not dress, undress, shower or bathe with or in the presence of children or youth.

- Employees must not use physical punishment in any form.
- Employees are prohibited from sharing sleeping locations with children or youth. This includes beds, tents, hotel rooms and other similar areas. Employees can sleep in open areas with children or youth as long as the area is large enough for the employee to have their own defined sleeping areas and other employees are also present.
- Employees must not discuss their own sexual history, preferences or fantasies nor their use of illicit or pornographic materials while in the company of children or youth.
- Employees are not allowed to possess any sexually oriented materials (books, magazines, videos, clothing) when conducting business in the name of The Saint Paul Chamber Orchestra.
- When one-on-one discussion or counseling is warranted, employee interaction with a child or youth will take place in an area that allows for private conversation while remaining in the view of others.
- Employees and volunteers may use email and text messaging to communicate among groups of minors about non-personal matters. All email and text message content between adults and minors must be non-personal in nature and be for the purpose of communicating information about SPCO-related activities. Emails and text messages from an adult to any minor participant must copy or include a parent or guardian.

If, for any reason, an employee feels there is a need to make an exception to these guidelines, they must submit to their supervisor a written description of the incident and why their actions were necessary. Their report will be reviewed for wrongdoing. A copy of the original report along with any additional findings made by the reviewer will be included in the employee's permanent file.

If you have any uncertainty or questions regarding the content of this policy, you are required to consult your supervisor, the Director of Education and Community Engagement, or Education Manager.