

# **Chinmaya Mission® Center**

## **Sexual Abuse Prevention Policy and Implementations** [July 2017]

Following are the Sexual Abuse Prevention Policies and Implementations to be followed by Chinmaya Mission's (CM) volunteer and employed members.

### **Policy # 1:**

We screen all paid employees, including clergy, who work with youth or children.

### **Policy # 2:**

We do a reference check on all paid employees working with youth or children.

### **Implementation of Policy # 1 and 2:**

1. Each employee/applicant will have to fill the "Employment Application Form" and give three references of previous employers and the reasons for leaving previous employment. Chinmaya Mission will check with previous employers and references. CM will check with the State list of Sex Offenders. CM will research and comply with State regulations about background checks and fingerprinting.

### **Policy # 3:**

We screen all volunteer workers for any position involving work with youth and children.

### **Policy # 4:**

We train all of our staff who work with children or youth, both paid and volunteer, to understand the nature of child sexual abuse.

### **Policy # 5:**

We train all of our staff who work with children or youth, both paid and volunteer, how to carry out our

policies to prevent sexual abuse.

### **Implementation of Policy # 3, 4 and 5:**

1. All volunteer workers and teachers are personally known and recommended by members, and are interviewed, trained, and co-teach with an experienced teacher.
2. All Male and Female Volunteer workers and teachers will not touch or speak to children in any inappropriate manner. If they want to encourage the children, they will pat only on their back, above the waist. Teachers should not hug or get very close to children, unless the child initiates.
3. If any volunteer or teacher wants to talk to a student in private, they should talk in a place where others can see. If you meet in a classroom then, if possible, have another teacher or parents of the student present during this meeting. Classrooms should have glass windows.

### **Policy # 6:**

We take our policies to prevent sexual abuse seriously and see that they are enforced.

### **Implementation of Policy # 6:**

We review these policies at the start of every year. Each year, we have teachers read them and sign a statement that they understand and agree to these policies.

### **Policy #7:**

Our CM volunteers understand State law concerning child abuse reporting obligations.

### **Policy # 8:**

We have a clearly defined reporting procedure for a suspected incident of abuse.

### **Policy # 9:**

We have a specific response strategy to use if an allegation of sexual abuse is made at our Mission.

### **Implementation of Policy # 7, 8 and 9:**

1. All States in USA take these cases very seriously. The State regulations concerning reporting of child abuse should be researched, summarized, and shared with teachers and volunteers.
2. If a case is reported to Child Protective Services, CPS workers will investigate the case.
3. If anyone hears of or suspects any abuse, immediately bring it to the attention of the Bala Vihar Director. The Director should report it to the President of CM. Inform the parents of the child. Call a meeting of concerned parties immediately and try to resolve it. Then decide whether it is necessary to call and report it to Child Protective Services. CM has no attorney. If necessary and situation requires, CM can look into hiring one at that time.

### **Policy # 10:**

We have general liability insurance coverage if a claim should occur.

### **Implementation of Policy # 10:**

If it is necessary to claim and go through the insurance company, the CM President can ask the appropriate Sevak to contact the Insurance Agent and Company. Discuss with the Agent and enquire whether the insurance company will investigate and provide an Attorney.

### **Policy # 11:**

We are prepared to respond to media inquiries if an incident occurs.

### **Implementation of Policy # 11:**

If an incident occurs, please follow the steps in "Implementation of Policy Nos. 7, 8, & 9, implementation #3". Let the President of CM and the President of CMW and parents decide how they would like to respond to the media. Preferably, tell the media — "No Comments" and let the Insurance Company attorney handle all media enquiries. If the situation arises, do not say anything until the Attorney is present.