

Safety Policy For Children and Vulnerable Adults with Massachusetts Destination Imagination (MADI)¹

BACKGROUND

The following document comprises the Safety Policy for MADI.

Questions on this document or the policy may be directed to the MADI Board of Directors. [The current list of Directors is maintained on the MADI website, www.madikids.org. The URL is: <http://www.madikids.org/index.php/leadership/>.]

It is a reality that accidental injury, child abuse, sexual misconduct, and false accusations occur wherever humans exist. While it is impossible to completely insulate anyone from the above occurrences, steps can be taken to greatly reduce the risk of harm to children, vulnerable adults, and those who work with them.

RESPONSIBILITIES

The responsibility for assuring the use of and enforcement of the Safety Policy of MADI rests with the MADI Board of Directors. The MADI Affiliate Director and the Affiliate Personnel as listed in the Contact Us section of www.madikids.org, representing the leadership of those volunteers involving contact with youth and vulnerable adults, are responsible for assuring that the requirements outlined in this document are followed within their areas of responsibility, including the completion of all required paperwork as indicated in this document. The MADI Affiliate Director or its designee is responsible for receiving all required paperwork and assuring that the record keeping and related actions stemming from the procedures contained within this policy are being followed.

All files associated with compliance to this policy will be maintained in confidence within secured MADI files. Record retention guidelines are listed in the Document Destruction Policy within the MADI Policies document available at www.madikids.org. The URL is: <http://www.madikids.org/wp-content/uploads/2017/01/MADI-Policies-Nov-6-2016.pdf>.

DEFINITIONS

1. A ***child*** is anyone under the age of 18 years old.
2. A ***vulnerable adult*** is “an adult (a person whose age is 18 or over) who is, either chronically or acutely: in need of community care services by reason of mental or other disability, age, or illness; and/or, who is or may be unable to take care of him or herself; and/or, unable to protect him or herself against significant harm or exploitation.”¹
3. A ***Volunteer in a Leadership Role*** is an adult, over the age of 18, with responsibilities for organizing and/or supervising activities involving children or vulnerable adult participants OR with responsibilities for coordinating and/or supervising other volunteers. For the purposes of the MADI Organization, [Volunteers in a Leadership](#)

¹ Adapted from the definition referred to in the Consultation Paper, “Who Decides,” 1997, and in the report “Making Decisions,” 1999.

Role include the MADI Board of Directors, Affiliate Director, and Operations Committee.

4. A **Volunteer** is a person who works with children or vulnerable adults in any unpaid capacity. For the purposes of the MADI Organization, Volunteers include Volunteers in a Leadership Role as well as Regional Challenge Masters (RCMs).
5. The **MADI Operations Committee** includes those individuals in the functional positions outlined on the MADI Organizational Charts posted on the www.madikids.org website under the URL: <http://www.madikids.org/index.php/about-2/missionhistory/>.
6. **Child or vulnerable adult abuse** refers to any non-accidental injury; any sexual activity or sexual exploitation; or any neglectful treatment or maltreatment that harms the health, welfare, or safety of a child or vulnerable adult. This includes the following types of abuse:
 - a. **Physical abuse:** The act of causing deliberate and intentional bodily harm or pain to a child or vulnerable adult.
 - b. **Emotional abuse:** Verbal and/or nonverbal emotional cruelty to a child or vulnerable adult. Emotional abuse sends a message to the victim that he/she is worthless, bad, unloved, and undeserving of love and care.
 - c. **Neglect:** Endangering a child's or vulnerable adult's health, welfare, and safety through negligence. This includes but is not limited to withholding food, medical care, affection, affirmation, clothing, shelter, hygiene, or education.
 - d. **Sexual abuse:** Sexual contact between an adult and a child, an older and/or more powerful child and a child, or an adult and a vulnerable adult. Sexual abuse may include but is not limited to: fondling, inappropriate touching, intercourse, incest, exploitation, or exposure to pornography and/or prostitution.
 - e. **Ritual abuse:** Intentional abuse of a physical, sexual, or psychological nature inflicted on a child or vulnerable adult in a stylized way by a person (or multiple persons) with responsibility for the victim's welfare. Ritual abuse may include cruelty or threats of cruelty to animals, and repetitious threats of sexual or physical violence to the victim, or other persons related to the victim.

GUIDELINES FOR MADI VOLUNTEERS WHO WORK WITH CHILDREN AND VULNERABLE ADULTS

1. **Volunteers in Leadership Roles** must be at least 18 years of age.
2. All **Volunteers** must be interviewed by the Affiliate Director or designee. A record of this interview will be documented using a Volunteer Application form (Google document) modeled on the sample attached to this document. Completed Application forms will be stored, either in paper or electronic form, by the Affiliate Director for the retention period referenced in the Responsibilities' section of this document.
3. **Volunteers** must give written consent, by completing a CORI Acknowledgement Form, to complete a CORI (Criminal Offender Record Information) check. Upon processing, the CORI results will be reviewed by the Affiliate Director or designated representative of MADI following MADI-specific criteria. Only upon approval of the CORI by MADI will the applicant be named a **Volunteer**. CORI checks will be renewed every **two** years for those continuing in their service to MADI. Records of the CORI check will be retained per the record retention guidelines as listed in the Document Destruction Policy within the MADI Policies document available at www.madikids.org.

4. **Volunteers** must agree to abide by the adopted Safety Policy of MADI.
5. **Volunteers** shall make every effort to avoid being alone with one child. Two-deep leadership is expected wherever and whenever possible for the safety and well-being of all individuals.
6. Any person who has been convicted of sexual abuse shall be banned from any position involving children/vulnerable adults or volunteer work with children/vulnerable adults in any MADI affiliated activity.
7. A personal interview will be held for all new **Volunteers** by the MADI Affiliate Director or designated representative before working with children and/or vulnerable adults.
8. Approval, by MADI, to serve as a **Volunteer** will be contingent on completion of the background checks outlined in step 3, above.

OTHER CONSIDERATIONS

1. Abuse may happen between children, between vulnerable adults, or between a child and a vulnerable adult. **Volunteers** should be aware of potentially abusive and/or misconduct situations whether physical, emotional, or sexual. There must be supervision at all times to minimize the possibility of this type of abuse.
2. If abuse is suspected, refer to the **Response and Reporting Plan** section of this document.

RESPONSE & REPORTING PLAN

In the event of a suspected abuse situation:

1. Immediate care is to be provided for the victim and, if a child is involved, a parent or guardian is to be notified immediately. Vulnerable adults may have a guardian. If the victim is a vulnerable adult and the vulnerable adult has a guardian, the guardian is to be notified immediately. **If there is an injury, call 911.** DO NOT confront the accused. Safety of the victim is the first priority.
2. Notification of incident:
 - A. If the incident involves MADI **Volunteers**, immediately contact the MADI Affiliate Director. The MADI Affiliate Director will contact the police and/or the Massachusetts' Department of Children and Families (DCF) and will also notify the following:
 - MADI Board of Directors
 - Destination Imagination

B. If the MADI Affiliate Director is not available or if the incident involves the MADI Affiliate Director, contact one of the MADI Board of Directors as listed in the Contact Us section of www.madikids.org. The member of the MADI Board of Directors will contact the police and/or DCF and will also notify the following:

- Destination Imagination

C. If the MADI Affiliate Director or MADI Board of Directors is not available within 1 hour of the first contact, the recorder is to notify the police and/or DCF directly. DCF's Child-At-Risk 24 hour Hotline number is 1-800-792-5200.

3. Start a written narrative/documentation of incident immediately. Utilize the **Report of Suspected Incident of Child Abuse** (sample attached). All reporting must be in ink or typed. Copies of all reports are to be filed in a secure location at each of the following locations:

- MADI (maintained by the Affiliate Director)

Media: Questions from the media should be referred to the Affiliate Director (AD) or the Associate Affiliate Director (AAD) of MADI. Contact information for the AD and the AAD are maintained on the www.madikids.org website.

REPORT OF SUSPECTED INCIDENT OF CHILD ABUSE
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1. Name of person observing or receiving disclosure of child abuse & completing this form (**Recorder**):

2. Alleged victim's name: _____
Age and date of birth: _____

3. Date & Time / place of initial conversation with Recorder: _____

4. Statement of incident (use back side of this page if more space is needed):

_____ **Initials of Recorder:** _____

5. Name of person accused of the alleged abuse: _____
Relationship of the alleged accused to alleged victim (Volunteer, participant, family member, etc.): _____

7. Reported to MADI Affiliate Director (assuming the Affiliate Director is not involved);
otherwise a listed member of the MADI Board of Directors [Circle One]
Date/time: _____ **Initials of Recorder:** _____
Summary:

7. Call to parent/guardian: _____ **Initials of Recorder:** _____
Date/time: _____ Spoke with: _____
Summary:

Signature of Reporter _____ Date
Print Name: _____

*** See next page for additional tracking information ***

REPORT OF SUSPECTED INCIDENT OF CHILD ABUSE
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NOTE: The following entries provide space for recording the follow-on contacts, as required.

8. Call to the Department of Children & Families: _____
(DCF Child Abuse hotline: 1-800-792-5200) Date/time: _____

Name of person making contact: _____

Spoke with: _____

Summary:

9. Call to local law enforcement agency: _____
Date/time: _____ Spoke with: _____

Summary: **Name of person making contact:** _____

10. Other contacts:
Name(s): _____ Date/time: _____

Summary: **Name of person making contact:** _____

Sample VOLUNTEER APPLICATION

Name: _____ Signature: _____

Address: _____

Daytime phone # _____ Evening phone # _____ Cell phone # _____

Email address: _____

Occupation or Student Status: _____

Employer or School Name: _____ Phone # _____

Address: _____

Desired Volunteer position within MADI: _____

How did you hear about MADI?: _____

Previous relevant work experience (use the back of this sheet for additional experiences): _____

Previous relevant volunteer experience (use the back of this sheet for additional experiences): _____

Special interests, hobbies, and skills related:

Why would you like to volunteer to work with children or vulnerable adults?

What qualities do you have that would help you work with children or vulnerable adults?

Do you have special needs that must be filled to be able to volunteer? (*please specify: for example, handicap accessibility, allergy-free environment, special lighting, translator, etc.*)
