



Date: 12/31/2016 Updated: 12/31/2022 Date To Be Reviewed: Three Years – 12/31/2025

Title of Document: 9.1.1.A LOPR_Child Safety Guidelines & Recommendations

Background:

Lake Oswego Parks & Recreation (LOPR), in operating its various instructional, after school, and day camp programs, asks that all employees and volunteers become familiar with and adhere to the following guidelines.

Guidelines:

- 1. Background checks (Nationwide in some cases) are performed on all new employees and instructor contractors. Annually, in January and/or in June all returning and new instructors, contracted instructors and part time temporary staff will undergo background checks.
- 2. The Child Safety policies and procedures (Items 4.1 through 6.3 in this document) are covered with every staff member (regular, on call, volunteer) who work or will work with children. In addition, the PP&P, 6.5.A LOPR_Code of Conduct for Volunteers is reviewed with new volunteers.
- 3. Incorporated into each interview process, all applicants are asked the following questions: *Is there anyone who might suggest you should not work with youth? Why or Why not?*
- 4. The Parks & Recreation Department periodically provides a professional trainer, no less than once every three years, to present information to staff regarding Child Safety. In addition, a Department training may be offered to provide current and new staff information regarding LOPR’s policies and procedures as well as information regarding Child Molestation Prevention. This training is for new, seasonal, and returning staff.

Policies (4.):

- 4.1 We practice an overall policy of awareness, recognition and reporting.
- 4.2 Lake Oswego Parks & Recreation Department discourages personal contact with participants. Employees need to maintain a level of professionalism with program participants. (i.e., no personal contact permitted for e-mail, social media outlets, phone calls, texting, etc.) Exceptions permitted for purposes of discussing potential babysitting/housesitting/pet sitting opportunities with parents of participants with the understanding that those conversations happen outside of Parks & Recreation and do not interfere with volunteer or work duties.



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- 4.3 Inappropriate physical contact and/or verbal interactions are not tolerated.
 - 4.4 No one-on-one interactions between employees or volunteers with participants without pre-authorization. No staff person is allowed to work alone with a minor in a room with the door closed (including bathrooms).
 - 4.5 Access into program areas by authorized participants and staff only.
 - 4.6 All staff and volunteers are responsible for monitoring behavior and interactions within the department.
 - 4.7 LOPR’s use of minor participant images for promotional purposes is guided by the following conditions:
 - If the image is a large crowd with both adults and minors, it can be used the following year.
 - If the image is minors only, it will not be used until 1 year after the date captured.

Exceptions to 4.7 only in the case of a situation whereby parent/guardian approval to use images is granted prior to the photo being taken. Refer to 9.1.1.A LOPR_Child Safety Guidelines for complete information.

Procedures (5.):

5.1 Field Trip Procedures

- Two staff at all times are assigned to a field trip.
- If a parent attends a field trip to supervise their child, it is understood by parent and staff that the child is no longer under Parks & Recreation care/responsibility. The parent must provide transportation, supervision, and admission to any field trip requiring a fee to enter.
- No 1 on 1, only 1 on group activities.
- Bathrooms breaks should be escorted by a staff member or volunteer with more than one child. If participant is age seven and up, a staff member or volunteer escorts a group.
- Staff needs to be observant for suspicious persons and/or unusual behavior in field trip areas.
- Before allowing children off the bus, one staff person needs to look for any risk management concerns regarding the facilities, play areas, and activities occurring at the site.

5.2 Transportation Procedures

- 5.2a Staff is not allowed to use personal vehicles to transport participants under any



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circumstances.

5.2b Staff may not give rides to any participant(s) unless it is an emergency or a safety issue. Under those circumstances, two staff and a city vehicle ONLY should be used to transport the participant or a child with parent permission. An employee may receive permission to transport under any other circumstance only with authorization from the Deputy Director or the Director.

5.2c Recreation staff in some programming areas may be under the age of 18 years old and may need an occasional ride to work. Adult staff (over the age of 18) are only permitted to provide transportation to staff who are minors (under the age of 18) if evidence of written approval from minor’s parent is obtained and approved by Recreation Supervisor. This is on a case by case basis and must be preapproved prior to date of transportation.

Consequences/Discipline

ABUSE allegations should be taken seriously. The incident needs to be reported immediately to the Supervisor, Deputy Director or Department Director. A thorough investigation will follow. (Police, HR or others with assistance by department staff).

For policy and/or procedural infraction/violations: Discipline can range from verbal warnings up to and including job termination.

Reporting Procedures (6.):

6.1 Parks employees and volunteers having reasonable cause to believe that any child with whom the employee or volunteer comes in contact has suffered abuse shall orally report or cause an oral report to be immediately made by telephone or otherwise to Clackamas County Department of Human Services 971-673-7112 or 971-673-7200 and to the Lake Oswego Police Department 503-635-0250.

6.2 “Child” is defined as any unmarried person under the age of 18. “Child Abuse” categories include: physical; neglect; mental injury; threat of harm; or sexual abuse and sexual exploitation.

6.3 The employees and volunteers must also report the suspected abuse to their immediate supervisor. Do not notify parents. Supervisors will confirm notification of agencies and filing of written report and contact parents as appropriate based on communication from the agency.

6.4 Any violations of the guidelines within are to be reported to the supervisor of the staff person in question. All reports shall remain confidential.



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In Conclusion:

LOPR strives to create a safe environment for youth, employees and volunteers so that youth can grow, learn and have fun. Part of creating this safe environment is making sure youth are not harmed in any way while participating in LOPR programs. One risk LOPR is addressing with these recommendations is child sexual abuse. As the U.S. Department of Health and Human Services states, "It is vital that organizations create a culture where child sexual abuse is discussed, addressed and prevented." LOPR's training and research have repeatedly stated that parks and recreation agencies are a favorable target for child molesters because of their typically lax screening procedures and naïve understanding of the predatory behaviors of child molesters. The guidelines and procedures submitted above are intended to educate our staff and volunteers, protect our participants, and make LOPR unattractive to child molesters.

Responsibility/Contacts: Recreation Deputy Director, Recreation Supervisors, Administrative Assistants