



2022-2023

Child Safety Policy

NCFCA

CHRISTIAN SPEECH & DEBATE

Our Mission

to challenge and equip
ambassadors for Christ
to communicate truth with
integrity and grace

Version History

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Child Safety Policy



2023

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Purpose

Children are a gift from the Lord (Psalm 127:3) and as such, should be nurtured, guided (Proverbs 22:6), and protected (Numbers 32:17). NCFCA is committed to providing a safe environment for all students who participate online or in-person. The following protocols have been established to ensure the safety and well-being of all tournament participants, minors in particular. While NCFCA leadership and tournament staff will be present and actively monitoring tournament activities, vigilance is the responsibility of all participants. Students and parents should review and understand their responsibility both in person and online.

Worker Screening & Training Process

NCFCA is a uniquely structured organization that utilizes thousands of adults in various roles at our events each season. These adults are primarily parents of current or past competitors, in addition to a significant number of adults from the community who are invited by our affiliate families to serve as judges. Because of the uniqueness of the roles that each adult fills, NCFCA has chosen to carefully and appropriately segment screening and training of our workers by the roles in which they serve and the level of engagement they have with our minor population.

1. NCFCA will fully screen and train all Board members, employees, and key volunteer workers who are or will be engaged in providing NCFCA services directly to minors on a regular basis. Screening will include a personal interview; criminal background check (including checks against state and federal sex offender registries); and reference checks. Background checks will be renewed every 5 years or sooner as deemed necessary. Any applicant found to be on a sex offender registry or convicted of a sexually related felony involving a minor shall not be allowed to serve in any role or to participate in NCFCA activities.
2. NCFCA employees and key volunteers must have a demonstrated commitment to and regular involvement of at least six months with NCFCA. Exceptions to this policy must receive the approval of the Executive Director. If such approval is given, it shall be documented, by stating the reason for the exception.
3. All written application forms, signed consents, and background check reports shall be securely stored, with access available only to authorized personnel, in order to duly protect confidentiality.
4. All board members, employees, key volunteers, and other tournament staff will be required to complete an NCFCA Safety Training each year and to acknowledge their responsibilities for ensuring the safety of children with regards to their role. Upon completion of the annual training requirement, the worker will be added to NCFCA's Trained Child Workers list. In addition, each worker will be required to read the updated Child Safety Policies each year and complete the Worker Acknowledgement and Code of Conduct form prior to any contact with children. As part of the annual training, workers will become knowledgeable about child abuse, including signs of various types of abuse or trauma. Training will include child safety protocols, an explanation of the Child Safety

- Coordinator role, other departmental roles and responsibilities in preventing abuse, the procedures for reporting suspicions of abuse and the consequences for failing to report.
5. All other adults attending a tournament, including parents, coaches, alumni, community judges, and visitors will be required to watch a training video which includes Child Safety Training before participating.
 6. All adults attending a tournament must affirm that they are not required to be on a sex-offender registry and have not been convicted of a sexually related crime involving a minor. Anyone who is required to be on a sex offender registry or has been convicted of a sexually related crime involving a minor shall not be allowed to participate in NCFCA activities.



Safety Policy

Parameters for the Policy

1. The scope of NCFCA's child safety policies apply to NCFCA-sponsored events only. They do not apply to clubs, club-sponsored activities, or other off-site activities.
2. NCFCA is not responsible for any overnight activities; parents are responsible for all housing arrangements/supervision, including hotels, host housing and onsite housing.
3. All students must be accompanied to "program activities" (generally tournaments) with a parent or other adult who fits our chaperone policy.

General Principles

1. All workers in NCFCA's programs are subject to the supervision and evaluation of NCFCA staff. All workers are required to comply with these policies to ensure a safe and secure environment for all persons served.
2. NCFCA will not tolerate sexual abuse or other inappropriate abuse at any tournament or other activity sponsored by or related to it. In order to make this "zero-tolerance" policy clear to all workers, NCFCA has adopted obligatory procedures contained in this policy that all must follow in connection with any potential abuse.
3. While working at an NCFCA sponsored event, the behavior of all workers must both be and appear to be above reproach.
 - Sexual abuse, physical abuse, or emotional abuse will not be tolerated. It is never appropriate for a NCFCA worker, while he or she is providing services on behalf of NCFCA, to engage in any manner of sexualized behavior. This refers not only to explicitly sexual behavior, but to sexually provocative, seductive, or erotic behavior or language. It is inappropriate to tell jokes with sexual content, connotations, or "double entendres." The presence or possession of obscene or pornographic materials is prohibited.
 - Taking pictures or videos of children for personal purposes must be in accordance with the NCFCA Photography and Video Recording Policy. Taking pictures or videos of children for NCFCA-related purposes is restricted to official NCFCA tournament staff and must be in accordance with NCFCA's Minor Model Release and the Tournament Photography Guide.
 - The presence, possession, consumption or being under the influence of any illegal or illicit drugs or alcohol will not be tolerated.
4. NCFCA's workers are personally responsible for their own actions in relation to others served by the NCFCA when engaged in any off-site activities or other activities not sponsored by the NCFCA and therefore, NCFCA takes no responsibility.
5. Violation of any part of this Policy shall be grounds for disciplinary action up to and including immediate termination of all responsibilities and privileges related to working with children served through the NCFCA's programs and activities.

Safety Protocols

Identification

- In-Person Tournaments: All attendees must wear a nametag while onsite at any league event.
- Online Tournaments: All attendees must have a validated NCFCA account to participate in the tournament and will be identified on screen by their full name. All tournament rooms on the platform will have a publicly displayed list of attendees in order to provide transparency and accountability. Camera, microphone, and chat functionality are limited by role (competitor, judge, staff, observer). While observing a competition room will be possible, observers will not have access to microphone, camera, or the chat function.

“More than Two” Rule

- In-Person Tournaments: NCFCA parents and chaperones should not enter a competition room where there is only one student present. In the same manner, a student should not enter a competition room where there is only one non-family adult present.
- Online Tournaments: Competitors should keep microphones muted and cameras off until there are more than two attendees present in a competition room.

Open Doors

In-Person Tournaments: Competition room doors are to remain open unless there is a speaker speaking or there is a debate round in progress.

Personal Responsibility

- In-Person Tournaments: If an unsafe condition exists, immediate action should be taken to remove the student(s) from harm and to notify tournament administration by contacting the nearest Communications staff member.
- Online Tournaments: If an unsafe condition exists, the participant should immediately exit the room or tournament platform and notify tournament administration by calling the Emergency Safety Contact listed for that event.

Adult Supervision

- In-Person Tournaments: Children under 12 years old must be directly supervised by their parent, guardian, or a parent-designated adult when they are not participating in a tournament-sponsored Junior event. All tournament-sponsored Junior events will conform to documented safety guidelines including check-in/check-out procedures and 1:9 adult to child ratios.
- Online Tournaments: Parents are responsible for the supervision and online safety of their children.

Physical Contact/Behavior Guidelines

It is important that all workers understand the difference between appropriate/inappropriate touch with students/children. The following guidelines should be observed:



Appropriate touch/behavior for adult to child and child to child is:

- asking permission is recommended
- non-demanding, gentle
- shoulders, hands, arms, head, back
- high-fives/gentle pat on the back
- side-to-side hugs

Inappropriate touch/behavior includes:

- kissing
- demanding hugs
- touching genital region, upper legs, buttocks, chests
- unwanted, reluctant or forced touching
- sitting child in lap
- "piggyback" rides
- rough physical games, including horseplay
- allowing minors to use inappropriate language unchallenged
- making sexually suggestive comments about, or to a child, including on social media
- ridiculing or rejecting a child, bullying
- invading privacy when the child is using the bathroom

Discipline

It is the policy of NCFCA that workers are prohibited from using physical discipline in any way for behavior management of children. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction or inappropriate behaviors by children. If a child is unruly or fails to comply with verbal warnings or instructions from workers, that child will be asked to leave the immediate area and wait in an open staff area (ex. chair in hallway) while the child's parent is contacted. In the event of a fight or physical altercation, workers will verbally redirect children involved and will try to avoid physical intervention unless the child poses a danger to others or himself/herself. In these instances, workers are allowed to restrain a child with appropriate physical force as needed. Uncontrollable or unusual behavior should be reported immediately to Tournament Administration.

Communication

Sexually Oriented Conversations

- Workers are not to discuss anything of a sexual nature with a child outside of what might be required in a Compliance interview. Workers are prohibited from engaging in any sexually oriented conversations with students/children and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities or intimate details of sexual sins, temptations, or struggles with a student.

- If there is a question as to whether your conversation could possibly be interpreted as a “sexually oriented conversation,” you are required to treat the conversation as if it is unquestionably a sexually oriented conversation and follow this policy accordingly.
 - If there is a need for a Compliance interview that requires questions of a sexual nature with a student or team, at least one adult representing the Compliance team should be of the same gender as the student being questioned.

Online Communication

As many of our students now communicate through phones, social media, and other forms of technology, it is important that our workers maintain healthy boundaries with students that are “above reproach.” Specifically, all workers should observe the following guidelines when it comes to communicating with students over technology:

- Workers should never initiate a one-on-one DM “direct message” with a student. Workers should also be cautious to avoid ongoing, in-depth message chains with students. These online chats should be used to encourage students and to make connections but not for extended dialogue which may blur the lines between leader and friend for students.
- Workers may not talk about anything of a sexual nature when talking with students over social media/texts/etc.
- Workers should be cautious about what they post on their personal social media websites if any of their followers/friends are minors. Our personal lives should be a good model for students, so workers should be cautious with posts.
- For communicating with students by text, volunteer workers should never send a private (non-group) text to a student. Employees or key volunteers may occasionally text a student directly for reasons such as: reminding them about an event, meeting, or ongoing tasks. Workers should still be cautious when communicating with students and avoid ongoing, in-depth conversations over text.
- It is recommended that workers not follow/friend students they do not already know and have an established relationship with. Even for students that workers do know, it is recommended that they allow students to initiate the friend/follow request.

Transportation

NCFCA is not responsible for the transportation of students. All transportation arrangements and supervision of students while being transported on or off the facility grounds are the responsibility of the parents or parent-appointed chaperone.

Overnight Accommodations

NCFCA is not responsible for any housing arrangements, including hotels, host housing or on-site housing. All housing arrangements and supervision of students are the responsibility of the parents or parent-appointed chaperone.



Junior Program/Junior Tournament

Registration

All children participating in the junior program must be registered prior to any junior program activities. Children participating in the Junior Tournament must be separately registered through NCFCA's online registration system. Junior program registration must include the following:

- Collect info including child name and age and parent name(s) and phone number(s)
- Identify those authorized to pick up/drop off, i.e. another adult or older sibling
- Collect completed Junior Program Waivers which include any physical limitations or allergy information
- Review parental responsibility. Remind parents they are responsible for the supervision of their children during independent activities; NCFCA is responsible during group activities only.

Check-in and Checkout Process

All children must be checked in and checked out by parents or other previously designated individuals. Upon check in, they must indicate where they will be and who will be picking the child up. All children will wear name tags during the entire time they are checked in. No child will be released to anyone other than individuals previously designated by the parent(s).

Adult-to-Child Ratio

The adult-to-child ratio will at no time exceed 1:9. No additional children will be accepted into the program if this ratio cannot be maintained.

Minor Worker Supervision

Any minors assisting with junior program activities must be supervised by a child safety trained adult at all times.

Restroom Use

- All junior program participants must be able to use the restroom independently.
- When taking children to the restroom, one worker may escort them and check the restroom for other patrons. If there are others present, the worker should wait in the main area for the child to use the restroom. If there are no other patrons present or the restroom is single occupancy, the worker should wait outside the door. Children need as much privacy as possible when using restrooms.
- In the event that a child needs assistance the worker must remain visible to another adult.

Emergency Response Plan and Evacuation Procedures

NCFCA will work with the host facility to determine if there is an existing Emergency Response Plan and Evacuation Procedures and supplement the existing procedures as necessary. The plan will address weather emergencies, such as a tornado, as well as live threats such as a missing child, an active shooter or some other security hazard. The Tournament Emergency Safety team will consist of the Regional Director and/or Tournament Director (POC), Child Safety Coordinator, Tournament Coordinator, Communications Director, Facilities Director, Judge Greeter and Junior Tournament Coordinator and/or Junior Activities Coordinator.

Incident Response Plan

Reporting

NCFCA's Board of Directors believes that as Christians, we all have a moral and ethical responsibility to report alleged or potential abuse of children. Therefore, NCFCA requires that all workers report ANY observation, allegation, or reasonable suspicion of child abuse (see Definitions) in any form. A report should be made to the Regional Director, Regional or National Child Safety Coordinator, or the Executive Director immediately. The initial report can be done face-to-face, over the phone, or via email. Contact information is available in Appendix D. Failure to report/complete documentation will result in disciplinary action up to and including permanent dismissal from NCFCA service according to policies outlined in NCFCA's Employee and Volunteer Handbook.

All information reported and the identity of the reporter will remain confidential on a need-to-know basis only. A report of alleged misconduct made in good faith will not be grounds for discipline, even if no misconduct is uncovered. The organization will take appropriate disciplinary action, up to and including termination, against any worker who retaliates against another worker who made a good faith report in accordance with this policy.

Many states in which NCFCA operates have mandatory reporting laws which require independent, direct reporting from those who observe or reasonably suspect child abuse to CPS or other child safety government agencies. Each worker should consult with their Regional CSC to determine the specific laws of that state. Each worker should be aware that they are likely to be held individually legally responsible by the state for reporting beyond the expectations of NCFCA.

Upon initial report of an incident to one of the above listed, a thorough written incident report should be completed as soon as possible by both the reporter and the receiver of the report and the completed report should then be immediately given to the on-site Safety Coordinator who will then work with the National Child Safety Coordinator as the point-of-contact for the Safety Response Team. NCFCA's Safety Response team will follow all national, state, and local mandatory reporting laws in consultation with legal counsel and will determine whether and when to make notifications to stakeholders.

Response

NCFCA Child Safety Response Team members include:

1. Executive Director
2. National Child Safety Coordinator
3. Regional Child Safety Coordinator
4. Advocacy/Victim Assistance Member

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Upon notification of an incident, the National Child Safety Coordinator will:

1. Convene a meeting with the Child Safety Response Team
2. Evaluate the immediate need for medical services or law enforcement.
3. Review the completed Incident Report and request any additional information as necessary.

If substantive evidence of gross misconduct exists, the Executive Director will consult legal counsel for next steps. If counsel suggests further action, the National Child Safety Coordinator will mobilize the NCFCA Crisis Management Team.

NCFCA Crisis Management Team members include:

1. Executive Director
2. Board-appointed Team Member
3. Human Resource Director
4. National Child Safety Coordinator
5. Affiliate Communications Director
6. Advocacy/Victim Assistance Member

The Crisis Management Team, under advisement of our legal counsel, will:

1. Re-evaluate the immediate need for law enforcement or social services.
2. Determine legal responsibility including reporting and privacy rights, defamation, and ongoing safety of those involved.
3. Construct an immediate safety plan for the child who may have been harmed, other children, and the NCFCA community at large, prioritizing any necessary medical care for minors. Keep in mind that all persons are considered innocent until proven otherwise.
 - a. The accused will be treated with dignity and respect, but dismissed/removed from the premises immediately. If the allegation involves an employee, he/she will be placed on paid administrative leave until the investigation is completed. Volunteers accused of wrongdoing will not be allowed to serve until the investigation is completed.
 - b. Inform parent or legal guardian of the situation taking extreme care with such a difficult subject. This meeting should take place in as private an area as possible but always with two people appointed by the Crisis Management Team. The exception to this is in the case of the parent or legal guardian being the alleged perpetrator, in which case governmental authorities' input will be solicited and followed.
 - c. Every effort should be made to avoid a confrontation between the victim's family and the accused.
4. Construct a support plan of action for the child who may have been harmed and his/her family, the NCFCA community, and the accused. Support staff can be assigned to the affected family to assist with needs, but said staff must be recused from any ongoing investigation or decision-making.
5. Notify our insurer of any allegation, discovery, demand, or threat of litigation. The National Child Safety Coordinator, in consultation with the Executive Director, will provide all necessary information to the insurer.

6. Determine whether and when to make notifications to stakeholders. Regular updates from the Executive Director to the Chairman of the Board of Directors will take place throughout the process. If media coverage or interaction with the victim or accused's counsel is necessary, the Board will make a determination as to who will speak for the league. Any written notification to stakeholders will be drafted by the Affiliate Communication Director and approved by the Crisis Management Team and reviewed by the Board of Directors.
7. All investigative team members should not have an official relationship to the accused and victim and should not be involved with the families while the investigation is ongoing. Any potential conflict of interest should be disclosed to the National Child Safety Coordinator. Confirmed conflicts should result in the team member recusing themselves from the case.

Investigation

Cooperation

All reported incidents will be investigated. Although difficult, NCFCA believes the best defense against child abuse is to believe reports that are brought and to follow all protocols and procedures. At all levels of leadership, NCFCA will comply with any criminal and civil investigations, cooperating fully and promptly, not taking any action to prevent, hinder, or delay the investigation. The Crisis Management Team will work with law enforcement services or social services as mandated by law under advisement of legal counsel.

Independent Investigation

If directed by legal counsel, NCFCA will conduct an independent investigation. Any such investigation will be carried out by a third-party investigative agency according to best practices and with the highest degree of confidentiality possible to ensure a thorough and accurate process. NCFCA staff will cooperate fully and promptly with all investigations and will not take any action to prevent, hinder, or delay the investigation.

Confidentiality

At every stage of the investigative process, NCFCA will work on a need-to-know basis, keeping the circle as tight as possible in order to preserve the privacy of the victim(s) and accused and their families. Breach of confidentiality is a serious offense and will be grounds for immediate dismissal from the investigation and further service with NCFCA safety roles.

Document Retention

Detailed records shall be kept throughout the investigative process and will be permanently maintained by NCFCA per NCFCA's Document Retention Policy. Any attempt to destroy or alter documents will be grounds for immediate dismissal from the investigation, further service with NCFCA safety roles, and potential criminal charges.

Final Reporting

If the issue is resolved while the investigation goes on, the Crisis Management Team will document its conclusions and prepare a report to be filed per the Document Retention Policy. The Crisis Management Team will report its findings to the NCFCA Board of Directors. Should the misconduct be confirmed during the course of the investigation and the issue poses an



existential threat to the organization, the Crisis Management Team will request the NCFCA Board Chairman call a special session of the Board of Directors and present the issue and take action on an appropriate response.

Child Safety Policy Compliance

NCFCA leadership is committed to following the safety protocols outlined in this document; therefore, we ask that any observed violations of these policies be reported to ChildSafetyOversight@NCFCA.org. Both the NCFCA Executive Director and the NCFCA National Child Safety Coordinator will receive a copy of the email. They will promptly discuss the issue, follow up for additional information as needed, and determine the appropriate response to the issue being reported. If the issue is of an urgent nature, the NCFCA Executive Director should be contacted directly; contact information is available in Appendix D

Appendix A: Definitions

Abuse: An injury of a vulnerable person by another person, which might not be intentional, but is not accidental. It is usually classified as physical abuse, emotional abuse, sexual abuse or neglect.

Accused: An individual who has been identified as the alleged perpetrator of an incident.

Agreement to Standards: Written consent from individuals working with children in any way to be bound to specific standards.

Child: A person who is under eighteen years old, and sometimes also known as a “minor”; the plural is children.

Child Emotional Abuse: Child emotional abuse “is a repeated pattern of parental or caregiver behavior that communicates to the child that he or she is worthless, unloved, unwanted, or endangered. This behavior can impair a child’s emotional development or sense of self-worth. It may include constant criticism, threats, rejection, or the withholding of love, support, or guidance.”¹

Child Neglect: Child neglect “is usually defined by omissions in care that may result in significant harm or the risk of significant harm and is characterized by the failure of a parent or caregiver to provide for the child’s basic needs. Examples of neglect include physical neglect such as the failure to provide necessary food, shelter, or supervision; medical neglect such as the failure to provide necessary medical or mental health treatment; educational neglect such as the failure to educate a child or attend to his or her special education needs; and emotional neglect such as inattention to a child’s emotional needs or psychological care or letting the child use alcohol or drugs.”²

Child Physical Abuse: “Child physical abuse is non-accidental physical injury that is inflicted by a parent, caregiver, or other person who has responsibility for the child. Such injury is considered abuse regardless of whether or not the caregiver intended to hurt the child and can result from severe discipline or physical punishment that is inappropriate to the child’s age or condition. Physical abuse may occur as the result of a single episode or of repeated episodes and can range in severity from minor marks and bruising to death.”³ A non-accidental physical injury does not include appropriate medical care, appropriate restraints, or appropriate discipline.

Child Safety Coordinator: Person responsible for managing child safety at the organization.

¹ Definition from the Mayo Clinic. <https://www.mayoclinic.org/diseases-conditions/child-abuse/symptoms-causes/syc-20370864>

² Definition from the Mayo Clinic. <https://www.mayoclinic.org/diseases-conditions/child-abuse/symptoms-causes/syc-20370864>

³ Definition from the Mayo Clinic. <https://www.mayoclinic.org/diseases-conditions/child-abuse/symptoms-causes/syc-20370864>



Child Safety Program: The combination of governance, oversight, policies, committees, and operations that work together to ensure child safety and response within the organization.

Child Sexual Abuse: “Child sexual abuse generally refers to sexual acts, sexual exploitation, or sexually motivated behaviors involving children. It includes both touching offenses, such as fondling or sexual intercourse, and non-touching offenses, such as exposing a child to pornographic materials. It can also involve varying degrees of violence and emotional trauma.”⁴ State laws typically define this term similarly.

Code of Conduct: A set of biblically based rules or guidelines for behavior in a specific context. For example, an organization should have a Code of Conduct for employees and volunteers during the period that they work with or volunteer for the organization.

Compliance Audit: Comprehensive review of an organization’s adherence to ECAP’s accreditation standards, including evaluation of the strength and thoroughness of compliance preparations, policies, and risk management procedures.

Defamation: A false statement of fact (not opinion) that injures another person, and it may be written (libel) or spoken (slander), which is actionable as a civil tort (wrong). Truth is a defense.

Defendant: An individual or organization accused of wrongdoing in a court of law in a criminal or civil case.

Employees: Employees are individuals who have been hired by representatives of the organization and receive compensation to perform duties for the organization.

Interview: A discussion with an individual to gather information and evidence regarding an allegation. If a child is interviewed, the interview should be carried out by a trained child welfare professional who specializes in gathering information from children as part of a larger investigative process and potentially for use in a legal setting. This is called a forensic interview.

Key Volunteer: The following positions are considered Key Volunteer roles: Regional and District Directors, Tournament Coordinators, Treasurers, Junior Tournament Coordinators, Junior Activity Coordinators, and Safety Coordinators.

Mandated Reporter: A person who is legally obligated to report suspected or known child abuse, as provided by state or other applicable laws, and typically arising out of the person’s professional training or specific responsibilities (e.g., a nurse, doctor, social worker, or more broadly as identified in some state laws).

Perpetrator, Offender: An individual who is determined to have carried out a harmful act (often by means of a criminal act).

Reporter, Complainant: A person who makes a report about an allegation.

⁴ Definition from the Mayo Clinic. <https://www.mayoclinic.org/diseases-conditions/child-abuse/symptoms-causes/syc-20370864>

Reporting System: A process or procedure used to facilitate reports of child abuse. This system should clearly identify who in the system is responsible for reporting accusations, tracking accusations, and passing information along to other decision makers.

Sexual Abuse: According to federal law, the Child Abuse Prevention and Treatment Act (CAPTA), sexual abuse is defined as the “employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or assist any other person to engage in, any sexually explicit conduct or simulation of such conduct for the purpose of producing a visual depiction of such conduct” and the “rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children.”⁵

Stakeholder: Includes facility contact, NCFCA affiliate families, the broader community where an incident may have taken place, NCFCA staff, NCFCA Board of Directors, media outlets, etc.

Substantiated: It is determined to be more likely than not that abuse has occurred (preponderance of the evidence). This is an evidentiary standard commonly used in private investigations and civil negligence/tort court actions. The term “founded” may be used by some government authorities as synonymous with “substantiated” or otherwise in reference to such evidentiary standards.

Suggested Best Practice: Recommended procedure for optimal or improved effectiveness, utility, or benefit.

Supervision: The reasonable exercise of thoughtful action and care by responsible persons towards others, realizing that what constitutes appropriate supervision will vary with the ages of those involved and the context of the activity.

Unsubstantiated: Means not supported or proven by enough evidence or failed to meet the “preponderance of the evidence” standard (the allegations are more likely true than not true). Does not mean the allegation was a lie, only that there was not enough evidence to prove it based on a greater than fifty percent chance that the allegations were true. The term “non-substantiated” may be used as synonymous with “unsubstantiated.” Some government authorities may use the term “unfounded” as synonymous with “unsubstantiated” or otherwise in reference to such evidentiary standards.

Victim, Survivor: A person harmed or injured as a result of a crime, accident, or other event or action; an individual who has overcome a difficult experience that left the individual harmed or injured in some way. The term “V/S” may be used as synonymous with either “victim” or “survivor.”

Victim Advocate: A victim advocate provides emotional support, information about the criminal justice system, and resources and referrals to victims of crime. Victim advocates are generally employed by, or volunteer for a governmental agency or a non-profit organization with the mission of assisting and advocating for victims of crime.

⁵ Definition from 42 U.S.C.A. § 5106g

Volunteers: Volunteers are individuals who have been approved by representatives of the organization to perform duties for the organization and do not receive compensation.

Worker: An adult or minor approved by the organization to work directly with children or youth. A worker may be an employee, volunteer, or independent contractor that has both access to and authority in the perception of a Child.

Zero Tolerance: Strict enforcement of regulations and bans against behaviors deemed undesirable, for example organizations should have zero tolerance for anyone who perpetrates Child Sexual Abuse.

Appendix B: Signs and Symptoms of Abuse

Physical Abuse Example Behaviors

- Punching/ Beating, either with the hand or with an instrument (hitting with excessive force, hitting that leaves a mark, etc.)
- Whipping
- Burning
- Choking/ Strangling
- Deprivation of food or being forced to kneel for long periods of time
- Breaking bones
- Physical torture
- Physical intimidation/ aggression/ violence

Possible Indicators:

- Bruises (esp. in the shape of hand/ finger marks), burns (esp. in the shape of an instrument), scalds, sprains, human bites, cuts, etc.
- Injuries the child cannot explain or explains poorly
- Untreated or inadequately treated injuries
- Injuries to parts of the body where accidents are unlikely (ex: Thighs/ back/ abdomen)
- Flinching when approached/ touched by adults
- Showing fear of certain adults
- Alternatively-increasingly aggressive or very compliant/passive behavior

Sexual Abuse Example Behaviors

- Involving child in contact or non-contact sexual activity.
 - Contact sexual activity includes:
 - Penetrative (rape, prostitution) or non-penetrative (kissing, fondling, etc.) sexual activity.
 - Non-contact sexual activity includes:
 - Showing sexual images to child
 - Taking sexual images of child
 - Sexually explicit talk/ text/ correspondence
 - Sexually suggestive Internet contact

Possible Indicators:

- Pain/itching/ bruising/ bleeding in the genital or anal areas
- Genital pains or discomfort walking or sitting
- Sexually transmitted infections
- A marked change in the child's general behavior (unusually quiet/ withdrawn or unusually aggressive)
- Sudden change in dress (more provocative or more baggy-loose)
- Eating disorders
- Sexualized drawings or graphic sexualized play or language, especially in young children
- Unexpected fear or distrust of particular adult(s)
- Description of special attention or a 'secret'

Emotional Abuse Example Behaviors

Emotional abuse is pattern behavior. Here are some examples:

- Verbal intimidation
- Coercion
- Manipulation
- Showing abusive images
- Using abusive language or verbal bullying
- Over-admonishing, over-criticizing, putting down
- Inducing fear through controlling behaviors

Possible Indicators:

- Failure to thrive in a situation, especially when the child thrives in other circumstances
- Extreme fear or anxiety of making mistakes/ insecurity
- Low self-esteem
- Inappropriate emotional responses

Appendix C: Worker Acknowledgment and Code of Conduct

TO PROVIDE A SAFE AND HEALTHY ENVIRONMENT THAT HELPS ADVANCE THE SPIRITUAL, INTELLECTUAL AND SOCIAL WELL-BEING OF OUR CHILDREN AND YOUTH, ALL WORKERS (whether employees or volunteers) AFFIRM AND AGREE AS FOLLOWS: I HAVE READ, UNDERSTOOD AND AGREE TO ABIDE BY THE CHILD PROTECTION POLICIES INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

1. I have read and understand NCFCA's child protection policies and agree to comply with them, including the following requirements.
2. I will comply with all training, directions, and supervision while serving as a NCFCA worker.
3. I will not act or behave in any way that jeopardizes the health and safety of a minor.
4. In connection with my service, I will refrain from meeting alone with a minor except in an open area or space that is visible to others. I understand that if a private meeting is necessary, at least one other adult must be present. The only exceptions are (a) with my own child, (b) in the case of an emergency, or (c) clear and unequivocal authorization from a child's parent.
5. I will refrain from contacting a minor through any form of personal communication such as personal cell phone, landline, or social media. Exceptions are as stated in No. 4 above or as a result of a tournament-specific official request from leadership.
6. I will not offer or allow the use of tobacco, alcohol, incendiaries, matches, lighters, or other illegal substances by a minor.
7. I will only allow prescription medication to be taken by the person prescribed and in the manner that it is prescribed.
8. I will be alert to potential safety risks and take action to prevent injury to minors. I agree to document any accidents, injuries or reasonable suspicions of abuse and report accordingly, consistent with applicable mandated reporter obligations.
9. I will not allow any type of harassment or bullying of another, whether in person, through social media, or otherwise. If I see any type of harassment taking place, I will seek to intervene in an appropriate way and immediately notify leadership of the issue.
10. I will not use any sexually charged language or profanity. I will respect others and avoid any type of similarly inappropriate misconduct, which can include inappropriate or suggestive comments, gestures, or physical contact, written or social media communication.
11. I will not show, discuss, or distribute any pornographic or indecent material to a minor, including but not limited to photographs, video, social media, or other media.

- 12. I will refrain from giving gifts of any kind (money, clothing, jewelry, books, etc.) to a minor prior to discussing it with leadership and, if leadership recommends doing so, seeking and receiving permission from the intended recipient's parent/guardian.
- 13. I understand that I may be a Mandatory Reporter under applicable law. I therefore may be legally required to report any suspected sexual or physical abuse or neglect of a minor of which I witness or become aware, to government authorities such as a state children protection agency or the local police. I agree to comply with such requirements and to report such matters to supervisory personnel. I understand that any such internal reporting is in addition to legally required reporting to government authorities.
- 14. I agree to respect the confidentiality and privacy of minors, unless a Child, Youth, or Vulnerable Adult is in danger, in which case I will notify the police or other appropriate civil authority, as well as the leadership of NCFCA.
- 15. I understand that in the event that my personal conduct or behavior is deemed a violation of the child protection policies, I may be subject to the termination of my ability to serve and other adverse consequences.
- 16. I agree to follow all the directives of the policies and comply with the information given in my training orientation.

I HAVE READ, UNDERSTOOD AND AGREE TO THE CHILD PROTECTION POLICIES AND CODE OF CONDUCT:

Print Name: _____

Signature: _____

Date: _____



2023

Appendix D: Contact Information

NCFCA Child Safety Response Team

Executive Director

Kim Cromer

KimCromer@NCFCA.org

817-505-9845

National Child Safety Coordinator

Christie Peters

ChristiePeters@NCFCA.org or

Safety@NCFCA.org (for safety related concerns)

603-921-2389

Regional and District Directors and Safety Coordinators

	Regional or District Director	Safety Coordinator
Region 1	Maile Higashi MaileHigashi@NCFCA.org	Lilybeth Ching Region1Safety@NCFCA.org
Region 2 District 1	Shannon Phipps ShannonPhipps@NCFCA.org	Amanda Moore Region2D1Safety@NCFCA.org
Region 2 District 2	Jen Frater JenFrater@NCFCA.org	Bree Mann Region2D2Safety@NCFCA.org
Region 2 District 3	Starr van Dalen StarrvanDalen@NCFCA.org	Kymerly Tart Region2D3Safety@NCFCA.org
Region 5	Heather Sampson HeatherSampson@NCFCA.org	Erin Hill Region5Safety@NCFCA.org
Region 6	Lisa Krug LisaKrug@NCFCA.org	Amy Eichholz Region6Safety@NCFCA.org
Region 7	Katie Hall KatieHall@NCFCA.org	Juloy Raymer Region7Safety@NCFCA.org
Region 8	Rachelle Light RachelleLight@NCFCA.org	Phil Spencer Region8Safety@NCFCA.org
Region 9	Jen Swick JenSwick@NCFCA.org	Tina Cavanaugh Region9Safety@NCFCA.org
Region 10	Brenda Storz BrendaStorz@NCFCA.org	Sarah Anastasi Region10Safety@NCFCA.org
Region 11	Cyndi Wilson CyndiWilson@NCFCA.org	Linda Mackie Region11Safety@NCFCA.org
Region 12	Debra Oliver DebraOliver@NCFCA.org	Cherri McIlheran Region12Safety@NCFCA.org

Other Contact Info:

State Mandatory Reporter Laws

<https://mandatedreporter.com>

State Child Abuse and Neglect Reporting Numbers

https://www.childwelfare.gov/organizations/?CWIGFunctionsaction=rols:main.dsplList&rolType=Custom&RS_ID=5&rList=ROL

Reporting Child Safety Policy Non-Compliance Issues

ChildSafetyOversight@NCFCA.org

Child Safety Policy



2023



Thank you
for helping us
to keep minors safe!