



COPE FARM SCHOOL
A Program of the Stand Tall
Foundation

East Patchogue, New York

www.copefarmschool.org

Abuse & Molestation Prevention, Reporting, and Response Policy

Applies to: All Staff, Employees, Volunteers, Contractors, and Board Members

1. POLICY STATEMENT

Cope Farm School, a program of the Stand Tall Foundation, is committed to providing a safe, respectful, and abuse-free environment for all participants, including minors and vulnerable individuals.

The organization has **zero tolerance** for any form of:

- Sexual abuse
- Sexual misconduct
- Harassment
- Exploitation

Any violation will result in immediate action, including:

- Suspension or termination
- Reporting to law enforcement and/or protective services
- Possible criminal prosecution

No individual, regardless of role or authority, is permitted to engage in or allow such conduct.

2. DEFINITIONS

Sexual abuse or misconduct includes, but is not limited to:

- Any sexual activity involving a minor (under 18 years old)
- Sexual activity with a person unable to give consent
- Sexual assault, battery, molestation, or attempted acts
- Unwanted physical contact of a sexual nature
- Grooming behaviors or boundary violations

- Exposure to sexually explicit materials
- Sexual comments, jokes, or communications (including digital)
- Creating a hostile or unsafe environment
- Coercion or implied pressure tied to participation or employment

These definitions apply to all:

- Staff
 - Volunteers
 - Contractors
 - Participants
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3. PREVENTION & SAFETY PRACTICES

Cope Farm School implements the following risk-reduction protocols:

Visibility & Environment

- Activities occur in open, observable areas
- Windows and visibility are never obstructed
- Open-door policy for enclosed spaces

Supervision

- Two-adult rule whenever possible
- No isolated one-on-one interactions with minors

If unavoidable:

- Must be observable
- Another adult must be aware

Boundaries

- No private transportation of minors without authorization
- No inappropriate physical contact
- No private electronic communication with minors

Training

- All staff/volunteers receive mandatory abuse prevention training
 - Annual review and signed acknowledgment required
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4. SCREENING & HIRING (NYS BEST PRACTICE)

All staff, volunteers, and contractors must complete:

- Criminal background check (NYS + applicable states)
- Sex offender registry check (NYS & national)
- Reference checks
- Identity verification
- Relevant certification verification

Where applicable:

- Fingerprinting (especially for youth-facing roles)
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5. MANDATORY REPORTING

Director is a required reporter within the organization as required by NYS. Volunteers, staff and BOD have completed mandatory training.

If abuse is suspected or disclosed:

DO NOT investigate. REPORT IMMEDIATELY.

Required actions:

Report immediately to:

- Program Director / Executive Director
- Contact appropriate authorities:

New York State Mandated Reporting Hotline

1-800-635-1522 (Child Abuse & Maltreatment Register)

OR

Contact:

- Local law enforcement
- Suffolk County Child Protective Services

Failure to report may result in legal consequences under NYS law

6. IMMEDIATE RESPONSE PROTOCOL

Upon suspicion or allegation:

- Ensure safety of the child or individual
- Remove accused individual from contact immediately
- Document all details
- Notify leadership
- Report to authorities (as required)
- Notify insurance carrier

Accused individuals may be:

- Suspended pending investigation
 - Restricted from all activities
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7. INVESTIGATION & COOPERATION

Cope Farm School will:

- Fully cooperate with law enforcement
- Not interfere with official investigations
- Maintain confidentiality to the extent possible

The organization may also conduct an internal review after reporting requirements are met

8. ANTI-RETALIATION POLICY

No person will be punished or retaliated against for:

- Reporting concerns in good faith
- Participating in an investigation

False or malicious allegations are prohibited and may result in disciplinary action.

9. DOCUMENTATION

All incidents, reports, and actions must be:

- Written
 - Dated
 - Stored securely
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10. ACKNOWLEDGEMENT (REQUIRED)

All staff, volunteers, and workers must sign:

Acknowledgement Form

I acknowledge that I have received, read, and understand the Abuse & Molestation Prevention, Reporting, and Response Policy for Cope Farm School, a program of the Stand Tall Foundation.

I agree to comply with all policies and understand my obligation to report any suspected abuse or misconduct.

Printed Name: _____

Signature: _____

Date: _____

Accepted by: _____