



CHILD PROTECTION PROCEDURES

501c3 NTL Nonprofit Child Protection policy is based upon current legal statutes in the State of Louisiana.

****It is the duty of all volunteers and staff to prevent the physical, sexual, or emotional abuse of all children with whom they come into contact. 501c3 NTL Nonprofit will seek to minimize situations where abuse of children can occur.**

****Workshop groups will be small. Workshop leaders are required to work in pairs or have another assigned responsible adult present particularly in situations where workshop leaders could come into one to one contact with young people. One to one contact is not recommended and it is recommended that two young people and two adults are present in such situations.**

****All volunteers are subject to police background checks. References are taken for all potential Children's Workshops leaders. Volunteer preferences are given to leaders who have experience working with children.**

****Parents are always made aware of where their children are and the times of workshops. No transportation is provided by volunteers. All children must be transported to and from workshops by their own parents or parental designated drivers. At least two adult volunteers will wait until all children have been removed by parents/parent surrogates. Parents who consistently fail to pick up their child on time will be requested to disenroll their child from the program.**

****No volunteers will discipline any children. A child who presents with discipline problems either will require their parent to be present at all times or will be disenrolled.**

****Volunteers agree with the following workshop participation with children:**
"Young people bring different levels of skill and experience to their work and they all come with a desire to learn. As such, each volunteer has a responsibility to ensure that every child participates equally and their learning experience is as positive as possible. Remember that young people can be easily influenced and try to be fair and consistent in your approach at all times. If you ever feel concerned about a young person's health or welfare or if you have a serious problem with the behavior of a young person in your care, you must report it to 501c3 NTL Nonprofit staff immediately. All communication with young people outside of any scheduled sessions **SHALL ALWAYS** be channeled through the 501c3 NTL Nonprofit office. If you are invited to join in any discussion

relating to the personal circumstances of any young person in our care, please treat it in the strictest confidence."

**All sites where children are present must have a first aid kit. All parents must give written permission for minor first aid treatment. All parents must provide contact information in case of emergency and agree to be immediately available upon notification of emergency.