

LANCASTER ACADEMY FOR THE PERFORMING ARTS

CHILD PROTECTION POLICY

It is the goal of the Lancaster Academy for the Performing Arts (Academy) to provide a safe environment for the physical and emotional well-being of all children participating in Academy programs. The Academy's goal is to inform paid staff and volunteers and enforce policies to ensure that all children are safe and well protected while attending Academy programs.

The following is the Child Protection Policy of the Academy:

1. The Executive Director, Department Heads and paid instructors and teachers are considered Mandated Reporters. They are required to provide the following certification every five (5) years:
 - a. Proof of completion of three (3) hours of mandatory reporter training.
 - b. Report of criminal history from the Pennsylvania State Police (PSP)
 - c. Child Abuse History certification from the Department of Human Services (Child Abuse)
 - d. Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI)
2. All volunteers are considered Mandated Reporters. They are required to provide the following certification every five (5) years:
 - a. Report of criminal history from the Pennsylvania State Police (PSP)
 - b. Child Abuse History certification from the Department of Human Services (Child Abuse)
 - c. A Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI) is NOT required if:
 - The volunteer has been a resident of the Commonwealth of Pennsylvania for the entirety of the previous 10 years
 - The volunteer signs a written affidavit that they are not disqualified from service based upon a conviction of an offense under Section 6344(c) of the Pennsylvania Child Protective Services Law.
3. Mandated Reporters are expected to make an immediate and direct report of suspected child abuse to ChildLine either electronically at www.compass.state.pa.us/cwis or by calling 1-800-932-0313. After making the report to ChildLine, Mandated Reporters are required to immediately thereafter notify the Executive Director and the Board of Directors.
4. The Executive Director is responsible for maintaining a database of certifications for all current paid staff and volunteers.
5. A minimum of one certified individual (meeting the requirements of 1 or 3 above) and a minimum of two adults is required at every Academy program.
6. Academy staff and volunteers should endeavor wherever possible never to be alone with a child.
7. A security check-in/check-out procedure will be followed. A child will not be allowed to leave the premise of an Academy program without a parent or approved guardian following check-out procedures. Details of the check-in/check-out procedures will be reviewed and established by the Executive Director for each calendar year.
8. Children third grade and below will be accompanied to the bathroom by a volunteer who will remain at the doorway.

Revised By: DAR

Date: 7/26/16

9. Children are expected to adhere to the child conduct policy. Should issues arise during an Academy program it may be necessary to remove a child from the program. Physical punishment of any kind is strictly forbidden. The child will remain under the supervision of the Academy until a parent or guardian arrives. The need for further discipline (temporary or permanent dismissal from the Academy) will be reviewed by the Executive Director and Board of Directors.
10. Adult participants in Academy Programs are not covered by this policy. Adults are invited and/or approved to participate by the Executive Director. They are not expected, nor should they be given any responsibilities for the supervision of children.
11. All Academy staff and volunteers will be issued a copy of this policy.
12. This policy will be reviewed annually by the Board of Directors.