

Abuse Prevention Policy

Prepared by Brown & Brown of Ohio, LLC

Purpose:
This Abuse Prevention Policy establishes how Renhill Group will prevent the physical, emotional, and sexual abuse of children and youth by its employees. Renhill Group seeks to create a welcoming and nurturing environment and has zero tolerance for those whose actions may jeopardize the safety, health, or innocence of a minor.

The Professional Code of Conduct is designed to provide a safe and healthy environment for both mind and body. The guidelines are meant to guide employees during their interactions with children and youth. **These guidelines do not and cannot outline every situation that may be encountered while on the job, requiring employees to act with common sense and a certain degree of personal discretion. Because a certain action is not prohibited in this section does not mean it is acceptable behavior.**

If you have any uncertainty or questions regarding the content of this policy, you are required to consult your supervisor. This should be done prior to signing and agreeing to the Abuse Prevention Policy and Code of Conduct.

Definitions:

- Physical abuse: Injury inflicted on a child or youth
- Sexual abuse: Contact or activity of a sexual nature between an adult and a child or youth
- Emotional abuse: Mental or emotional injury inflicted on a child or youth by the actions of an adult
- Neglect: Failure to provide adequate care of a child or youth
- Economic abuse: Deliberate misuse of the money or belongings of a child or youth
- Child: Anyone under the age of 12
- Youth: Anyone between the ages of 12 and 18

Personnel Screenings:

Safeguards in the hiring process will be used to eliminate from consideration any candidates who display characteristics that could classify them at a high risk for violating this policy. The required screenings and background information will depend on the positions and its level of involvement with children and youth.

For All Renhill Group Employees:

- Candidates for positions that involve interaction with children or youth will be screened and selected using the following:
 - Standard employment application
 - BCI/FBI background checks dated within 12 months
 - Personal interview of the candidate
 - If hired, an FBI background check to be conducted every five years

All information collected about a candidate will be reviewed and used to determine if they are appropriate for the respective position. If hired, all information collected during the hiring process will be included in the employee's permanent file, which will be maintained over the course of their employment with Renhill Group.

Personnel screenings are required regardless of current employment status with Renhill Group.

Professional Code of Conduct

Professional Behavior and Interaction with Students

Renhill Group employees shall behave as professionals, realizing that their actions reflect directly on the status and substance of the education profession as well as have serious legal consequences.

Initial each line below to indicate that you have read, understood, and agree to all statements.

- _____ Take your job and assignments seriously. You are the adult and professional. Act like the expert and be positive, prepared, and prompt.

- _____ Treat all children and youth with respect and consideration. Treatment must be fair and equal and must not be based on sex, race, religion, sexual orientation, or economic, or social status. What you intend as humor, may in fact be cultural bias or harassment.

- _____ Do not use harsh or inappropriate comments or language, degrading comments, or punishment, or any type of restraining device in the name of behavior management. Do not comment on a student's personal appearance.

- _____ Do not discuss personal lives or the students' personal matters. Do not engage in conversations about your spouse, significant other, or dating. Instead, refer students to the appropriate resource person for counseling and or discussions about personal matters.

- _____ Do not communicate (electronic, written, verbal, or otherwise) or contact any student outside of school. Do not initiate or accept social media requests or text with a student. Report these incidents to Renhill and the district immediately.

- _____ Do not touch or make physical contact of any kind for any reason with a student except for when a student's actions are placing themselves or others at an immediate risk for serious harm.

- _____ Request immediate assistance from the office any time you are witness to physical altercation, whether it be by adults and/or students.

- _____ Do not bring any food to share with students or disperse or administer medication to a student unless you have been given specific approval to do so by your Renhill Representative as well as the school.

- _____ Do not leave students unattended or order a disruptive student to leave the class unsupervised. Instead, use the intercom to ask for assistance, ask a nearby teacher to supervise your classroom, or use your phone to call the office.

Criminal Acts

Renhill Group employees shall adhere to federal, state, and local laws and statues. As a school-based employee, you are held to a higher moral standard than other professionals. You are held accountable for your private life as well as your public life.

- _____ Renhill Group employees must notify Renhill within 24 hours of any legal investigation, arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any misdemeanor or felony.

Agreement

I have read and understand Renhill Group's Abuse Prevention Policy and Professional Code of Conduct and agree to abide by its terms and conditions throughout the course of my employment. I understand that my failure to follow the terms of this policy could result in disciplinary action up to and including termination.

Signature: _____ Date: _____