

## **Sample Youth Safety Policy** **Courtesy of Unity of Louisville, Kentucky**

Kentucky state law **requires** all adults to report any suspected child abuse. Jefferson County residents call 502.595.4550 or state-wide 1.800.752.6200. Suspected means just that. If a child says or does something that makes you think he or she may have been molested, you are required to report it. Children almost never lie about having been molested. Take any comments seriously. Let the authorities investigate; that's their job.

All reporting is confidential and discrete. Reporting is an act of caring, not disloyalty. A list of possible indicators of abuse follows:

- A. Physical injury (non-accidental)
- B. Sexual abuse including assault or exploitation
- C. Willful cruelty or unjustifiable punishment
- D. Neglect

When reporting, the following information will be needed:

- Name, age, and gender of child
- Address and phone number of child
- Description of suspected abuse or neglect
- Current condition of the child

If you are an adult serving the children at Unity of Louisville and suspect child abuse, the following is required in addition to contacting Child Protection Services.

1. If the child is in immediate danger, call 911.
2. Immediately contact the Director of Youth & Family Ministry, Valerie Mansfield, at 502.583.5559 ext. 20.
3. If the director is not available, contact Reverend Martha Creek at 502.583.5559 ext. 12 or Reverend Susan Eng Poole at 502.583.5559 ext 11.
4. Be prepared to complete an Incident Report (sample enclosed) in writing:

**Who:** Who is involved in the incident?  
Who else witnessed the incident or who else can verify information?

**What:** What did you observe, be specific, facts only?  
List only what you know.  
What are the signs/symptoms that you observed?

**When:** Day, time, activity

**Where:** Where on the child's body did you observe signs?

For the safety and support of our youth, every volunteer and parent working with or around our children must submit both an information and background check form. These are held in strict confidence. Volunteers and parents should have six months active attendance prior to working with the children. This ensures our children are giving a safe, consistent, spiritual, loving environment.

An **Incident Report Form** must be completed for any type of incident. For example: children biting, any time first aid is given, if a child puts themselves or others in danger, etc. The forms need to be completed at the time of the incident to ensure accuracy of events. The Incident Report Forms are located on the class roster clip board or may be obtained from the office. Please return to the Director of Youth and Family Ministry, Associate Minister, or Senior Minister.

