



## **Child Protection Policies and Procedures**

Updated August, 2023

The safety and protection of the students involved in our programming is our highest priority and is taken very seriously at Spero PPA. If you would like any further information regarding our policies stated here or if you have any questions, please email our administrative team at [info@speroppa.org](mailto:info@speroppa.org).

### **Background Checks/LiveScan**

- Adult Supervisors who will be singularly in charge of a child or children at any time must be LiveScanned and have a clear background check. This includes all Spero directors, show production staff, camp staff and some appointed parent volunteer positions.
- Parent/Adult Volunteers are not required to be LiveScanned *unless* they are appointed by Spero staff to be in a supervisory position. Adult Volunteers who are not LiveScanned must be in the presence of a LiveScanned supervisor when helping with students (for example, parents working in the Greenroom during a show do not need to be LiveScanned, as long as an appointed Greenroom Supervisor is present with them at all times).
- Only a LiveScanned individual is allowed to accompany children to the restroom. There should always be at least two children present with the adult when using the restroom. Adult chaperones must ensure that they are taking an additional child as a “buddy” if there is only one child that needs to use the restroom.
- Our administrative team (Ember Williams, Gina Ridgely, and Erin Koshay) have completed mandated reporter training and will handle any concerning incidents appropriately according to state and federal laws.

### **Student Behavior and Bullying**

Spero has a zero-tolerance policy for bullying or any type of physical violence. Bullying is defined as *repeatedly causing someone to feel stressed, humiliated, or threatened in an effort to assert power or control over that person*. This can include, but is not limited to, pushing, shoving, hitting, spitting, name-calling, picking on, making fun of, laughing at, and/or excluding someone or several people, as

well as repeatedly violating another's personal space. A one-time incident does not necessarily constitute bullying, but if such behavior is repeated, it could fall into the category of bullying. Regardless, if a child experiences any inappropriate behavior from another student or staff or if they feel they are being bullied, they should report the behavior to a Spero staff member or director immediately. If the child is uncomfortable reporting the behavior to a staff member, they should report it to a trusted adult on site (another parent, for example). Spero staff are trained in proper protocols and will investigate the situation. The adult or Spero staff/volunteer will report the information to a Spero administrator (Ember Williams, Gina Ridgley or Erin Koshay). The following steps will be taken:

1. A Spero administrator will take each child aside and ask them about the situation, making sure both parties are allowed to describe the situation from their individual perspectives. The child accused of exhibiting negative behavior will be notified that they are making another child uncomfortable and asked to stop the behavior. They will also be informed that if the behavior takes place again, their parents will be notified. The adult who either witnessed the event or was notified of the event may be asked to complete an incident report or behavior report.
2. If the negative behavior continues, Spero staff will notify the parents of both parties to inform them of the situation. The child exhibiting negative behavior may be asked to sit out the remainder of the rehearsal or camp day. Continued negative behavior will be tracked through our behavior reporting system.
3. If the behavior continues, the child exhibiting the negative behavior may be dismissed from a show or camp. Should the child be dismissed, parents will be notified and given ample time to pick up their child.

*\* If a child reports targeted negative behavior to a parent (either their own parent, or another parent on site), a staff member or volunteer, the person receiving the information from the child should report it directly to an administrator (Ember Williams, Gina Ridgley or Erin Koshay). They should NOT approach the other child or the child's parents directly.*

We realize that, while relational conflict between children is common, it is also a delicate subject in our current culture. There can be a fine line between bullying and non-threatening relational conflict. Spero is committed to doing all we can to partner with the students in our care, as well as their parents, to seek to find resolution that makes each child feel safe. If you have any questions about any of these policies or procedures, please feel welcome to contact our administrative team: [info@speroppa.org](mailto:info@speroppa.org).

### **Medical Release and Emergency Contacts**

Any child participating in a Spero program needs to have a completed medical release and list of emergency contacts for each program they are involved in. This release gives permission to Spero staff to seek medical care for a child who is injured or experiencing a health problem. If medical attention is needed, the child's parents will be contacted immediately and informed of the situation. If the parent cannot be reached, the Emergency Contacts listed on the child's form will be used.

### **Photo Release**

Spero PPA may choose to use photos of students involved in Spero programming for the use of advertisement, website, and social media updates. The use of these photos is only permitted on the official Spero PPA social media pages, the [www.SperoPPA.org](http://www.SperoPPA.org) website, and the Spero email's/news letters. Adult Volunteers/Staff are instructed not to include Spero students in their own personal social media posts unless given consent by their parent/guardian. Parents/guardians must consent to Spero PPA's use of photos for every program they are involved in and may choose to opt their child out if they would prefer their child's photos not be used.

### **Campus Safety**

The Hope International University campus has 24-hour security personnel on call and available to assist if needed. Campus Safety phone number: 714-519-9127