

Fairfield County Children's Choir

Child Protection Manual

Policies and Procedures Relating to Child Abuse and Neglect, Child Sexual Abuse and Inappropriate Sexual Behavior

Table of Contents

Introduction.....	3
FCCC Child Protection Guidelines.....	4
<u>SECTION ONE:</u>	
FCCC Child Protection Behavior Policies and Procedures.....	5
FCCC Child Protection Rules and Prevention Techniques.....	7
<u>SECTION TWO:</u>	
Child Abuse and Neglect Policies and Procedures.....	9
<u>SECTION THREE:</u>	
Abuse and Neglect Required Response and Reporting Procedures	10
<u>SECTION FOUR:</u>	
Sexual Abuse and Sexual Misconduct Policies and Procedures.....	12
Introduction.....	12
Policy for Sexual Abuse and Inappropriate Sexual Behavior.....	12
Definitions and Examples of Sexual Abuse or Misconduct.....	13
Verification of Background Check for FCCC Employment.....	14
Required Training of FCCC Members.....	15
Monitoring of Choristers.....	16
Sexual Abuse and Improper Sexual Behavior:	
Required Response and Reporting Procedures.....	17
<u>SECTION FIVE:</u>	
FCCC Confidentiality Statement.....	19
Appendix “A” - Acceptance of FCCC Child Protection Guidelines.....	20
Appendix “B” - DCF Child Protection Reporting Form 136.....	22
Appendix “C” - DCF Definitions of Child Abuse and Neglect.....	24
Appendix “D” - Confirmation of Training in Child Protection.....	29

Introduction

As a member* of the Fairfield County Children’s Choir, it is vitally important to understand that you are a mandated reporter of child abuse and neglect. Pursuant to Connecticut law, you must report suspected neglect, abuse, or sexual abuse of a child within 12 hours. A failure to report within the 12-hour period may be considered an offense up to a Class E felony and may be punishable with jail time.

In Connecticut, all organizations and individuals working with children and young people have a responsibility to protect children in accordance with government guidelines. FCCC has produced this document to clearly outline its expected FCCC member behaviors to protect children, and child protection policies and procedures.

This document is based on and covers the legal obligations relevant to child protection that can be found in the regulations established by the State of Connecticut Department of Children and Families (DCF). This policy provides a practical framework adapted to suit the unique circumstances and practices of FCCC as an organization. This policy applies to all rehearsals, performances, travel, tours, and events run by FCCC or attended by FCCC members.

*For the purposes of this entire document, the term ‘**member** of FCCC’ includes those who are paid employees, those serving on the Board of Directors, those contracted by FCCC for specific events or projects, and those working on a voluntary/unpaid basis on behalf of or under the auspices of FCCC.

FCCC Child Protection Guidelines

As a youth arts organization, FCCC has adopted a child-centered approach where the safety and developmental needs of the child/young person are most important. Having clear policies and procedures in place as provided in this document minimizes the risk of abuse or harm to children and young people. Such policies will also support FCCC in dealing with complaints and allegations which may arise with respect to staff, volunteers and choristers, and ease anxiety around the issues of child protection and safety.

These guidelines are also intended to assist members of FCCC who have contact with children and wish to deal with any concerns they may have in relation to the children's well-being, safety and health. These guidelines provide advice on their responsibilities in relation to child protection and supports the expected use of professional and safe practices when working with children and young people.

FCCC wishes to ensure that it maintains the highest possible standards to meet its responsibility to protect and safeguard those children for whom it has responsibility. These guidelines provide information to ensure children are not placed at risk by FCCC activities. These guidelines also outline the steps to be taken when there is a concern about a child's welfare, or when an allegation is made about a member of FCCC.

These guidelines, therefore, are policies and procedures designed to protect both those in a position of trust, and those for whom they have responsibility.

SECTION ONE:

FCCC Child Protection Behaviors, Rules, Polices, and Procedures

FCCC Members: Behavior Policies and Procedures

All FCCC members, including members of staff, those serving on the Board of Directors, those contracted by FCCC for specific events or projects, and those working on a voluntary/unpaid basis on behalf of FCCC, agree to adopt a child-centered approach, as follows:

FCCC members should adhere to the following positive behavioral policies and procedures:

- Treat all children and young people fairly, and with respect and dignity;
- Listen to and respect children and young people;
- Involve children and young people in decision-making, as appropriate;
- Provide encouragement, support and praise (regardless of ability); and
- Give enthusiastic and constructive feedback instead of negative or harsh criticism;
- Use appropriate language (physical and verbal);
- Have fun and encourage a positive atmosphere;
- Offer constructive feedback when needed;
- Treat all children and young people as individuals;
- Respect a child's or young person's personal space;
- Discuss boundaries on behavior and provide guidance, as appropriate, with children and their parents or care givers;
- Welcome feedback from children;
- Use age-appropriate teaching aids and materials;
- Lead by example - always demonstrate exemplary behavior in the presence of children;
- Be cognizant of a child's or young person's limitations e.g. medical conditions etc.;
- Create an atmosphere of trust;
- Respect differences of ability, culture, religion, race and sexual orientation;
- Always refer concerns about child abuse or neglect to FCCC staff supervisors;
- In an emergency or dangerous situation, seek consent of child/young person in relation to any physical contact.

FCCC members should avoid the following behaviors:

- Do not spend time alone with children/young people;
- Do not act or allow yourself to be perceived as acting in any racist, sexist, or homophobic manner;
- Do not use or allow offensive or sexually suggestive physical and/or verbal language;
- Do not single out a particular child/young person for unfair criticism;
- Do not allow/engage in inappropriate touching of any form;
- Do not verbally chastise or embarrass children, their parents or their caretakers;
- Do not socialize inappropriately with children/young people, e.g. outside of structured organizational activities;
- Avoid horseplay or inappropriate touch.

FCCC members should follow the following procedures for health and safety:

- Act with a sense of urgency and immediately (or as soon as reasonably practicable) report and record any incidents, accidents, observations, and allegations;
- Immediately report and record any suspicions, observations, or information about choristers who may be a danger to themselves or others;
- Make every effort to not leave children unattended or unsupervised;
- All children must be escorted to and from the restroom by an adult, the supervisory adult should wait outside the bathroom for the child;
- Provide a safe environment;
- Be aware of accident/fire procedure and follow accordingly;
- Be inclusive of children with special needs;
- Encourage children and young people to report any bullying, concerns or worries;
- Observe appropriate dress and behavior in yourself and choristers;
- Provide appropriate training for volunteers;
- Keep parents and caregivers informed of any issues that concern their children;
- Maintain awareness around language and comments made: if you think that something you said may have caused a child to be upset, try to address it in a sensitive manner.

FCCC Members: Rules and Prevention Techniques

- 1) FCCC staff and volunteers should avoid being alone with a single chorister. Ask the chorister to bring a friend or work with a co-worker. When not possible, have activities occur in an open door, well lit, easily accessible setting.
- 2) Do not permit choristers, without supervision, bathroom privileges or permit choristers any other reason to be separated from the group during rehearsals, performances, during travel, or on tour.
- 3) Intimate and secluded areas are to be avoided for all choir activities.
- 4) Generally avoid touching choristers, especially by initiating contact.
- 5) If a chorister attempts to hug you, divert the contact so it becomes shoulder to shoulder rather than pelvis to pelvis.
- 6) When on tour, adult visits to choristers in hotel rooms should take place in pairs of adults, or adults should address choristers from the hotel room doorway.
- 7) Recognize that chorister-on-chorister behaviors may be especially subject to misinterpretation. Discuss clear rules of expected behavior with choristers in an age-appropriate manner, including:
 - a) The prohibition against unwanted physical conduct that could be interpreted as sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders, pulling clothes, or rubbing/pushing against another's body.
 - b) Unwelcome and inappropriate sexual activity, comments, innuendos, bullying, jokes, gestures, electronic communications, images or messages (e.g. email, texts, social media, voice mail), exploitation, exposure, leering, stalking or invasion of sexual privacy.
 - c) Sharing any materials such as pornographic or sexually explicit images, electronic or otherwise, or objects.
 - d) Allowing members of the opposite sex into a hotel room.
 - e) Avoiding intimate and secluded areas with other choristers or an adult.
- 8) Recognize that chorister-on-chorister behaviors may be especially at risk for accusations of sexual abuse and sexual misconduct.
 - a) Be vigilant of and supervise/monitor choristers to ensure they are not permitted to be in secluded or intimate areas with one another during rehearsals, performances, travels, tours, or any events run by FCCC and/or attended by FCCC choristers.
 - b) Do not permit choristers bathroom privileges or permit other requests to be excused or separated from the group without monitoring and supervision.
 - c) Be especially vigilant of chorister behaviors during transportation on buses.

- d) Chorister tours may be especially subject to chorister-on-chorister misbehavior.
 - a. Rules against admitting a member of the opposite sex into hotel rooms and rules against finding oneself alone in a secluded or intimate area with another chorister should be stressed.

- 9) Recognize that chorister-on-chorister accusations of sexual abuse and sexual misconduct are a genuine risk. In an age-appropriate manner, choristers should be advised of the consequences of breaking the above rules, including but not limited to being asked to leave the FCCC rehearsal, performance, event or tour the child is attending, terminating the child's membership, reporting the child to DCF and/or being criminally prosecuted.

- 10) Avoid transporting any choristers in private automobiles.

- 11) FCCC adult members should avoid bringing choristers into private homes or hotel rooms, requesting personal favors from choristers, or intimating that successful treatment is dependent on personally pleasing the FCCC member.

- 12) No after hours or 'special' activities during or following any chorister's involvement with the organization is allowed by FCCC adult members. This rule applies to family members of the chorister as well, as this could be interpreted as 'grooming' a child for sexual abuse or molestation.

SECTION TWO:

Child Abuse and Neglect Policies and Procedures

For a Child Abuse and Neglect Protection Policy, FCCC follows the rules, regulations and definitions set forth by State of Connecticut laws (CGS Sections 17a – 101a) and the Connecticut Department of Children and Families (Policy 22-1).

FCCC is making, and will continue to make, every effort to raise awareness among its members of the child abuse and neglect issues involved. **It is the responsibility of all FCCC members to report complaints, suspicions or concerns about child abuse and neglect.** These guidelines have been provided because it is important for individuals to be familiar with the definitions of abuse and neglect, and to be equipped to recognize any signs or symptoms. It is equally important for FCCC members to know the procedures to follow in the event of such a complaint, suspicion or concern. These child protection policies, and the subsequent reporting procedures, will be made available to all staff, volunteers, clients, and parents. They will be made available to chorister children and youths in a managed way which is age-appropriate. It is important that all those involved understand, accept and agree to abide by them.

With respect to child abuse or neglect, the law does not require proof that the abuse or neglect in fact happened - only that there are reasonable grounds for concern that the abuse has occurred.

Definitions and Examples of Child Abuse and Neglect

There are eight (8) categories of abuse and neglect set forth by Connecticut state law which must be reported by the following FCCC members: members of staff, those serving on the Board of Directors, those contracted by FCCC for specific events or projects, and those working on a voluntary/unpaid basis on behalf of FCCC.

These eight categories include physical abuse, sexual abuse, emotional maltreatment, physical neglect, medical neglect, educational neglect, emotional neglect, and moral neglect. These eight categories of abuse are set forth and more specifically defined on Appendix “C” of this document.

SECTION THREE:

Abuse and Neglect

Required Response and Reporting Procedures

While FCCC members are mandated reporters, we are protected by law when making a report of suspected abuse or neglect to DCF in good faith. Again, the law does not require proof that the abuse or neglect has in fact happened, only that there are reasonable grounds for concern that the abuse has occurred.

The FCCC Board of Directors has established an “Emergency Child Protection Committee.” It is the responsibility of our Emergency Child Protection Committee members to ensure that the mandatory and timely reporting requirements of the State of Connecticut which protect our children are met.

While this is our FCCC Child Protection procedure, this does not excuse any member of FCCC from his or her reporting mandates. It would be far better for DCF to receive multiple reports than for any incident involving a child to go unreported.

If child abuse or neglect is reported, suspected, observed or discovered, all the following steps must be followed and documented:

- 1) In the event that a chorister reports a concern, abuse or neglect, the FCCC member to whom the child reported, the child’s choir conductor and/or the FCCC Music Director together shall interview the chorister about the allegation. The interview should be documented and reported as per the guidelines which follow.

Interviewing Advice: Great care should be taken not to damage the trust of the child. When information is offered in confidence, FCCC members will employ tact and sensitivity in responding to the disclosure. While the basis for concern must be established as comprehensively as possible, the following advice is offered to the FCCC members concerned:

- *Stay calm and listen to the child, allowing him or her enough time to say what s/he needs to say.*
- *Do not use leading questions, prompt for details or make suggestions to the child.*
- *Reassure the child/young person but do not promise to keep anything secret or make other promises.*
- *Do not make the child/young person repeat the details unnecessarily.*
- *Do not over-react.*
- *Explain sensitively to the child/young person what will happen next. The explanation should be age-appropriate.*
- *Explain that further help may have to be sought.*
- *Record the discussion accurately*

- 2) Any volunteer should report observations, concerns or shared information about suspected chorister abuse or neglect immediately to his or her supervisor, an FCCC employee. All abuse or neglect observations, concerns or shared information should be documented.
- 3) Any employee or other FCCC member must report any observation, concerns or shared information about suspected chorister abuse or neglect immediately to the FCCC Executive Director, Music Director and/or any Board Member. All abuse or neglect observations, concerns or shared information should be documented.
- 4) The Executive Director, Music Director, President and FCCC **“Emergency Child Protection Committee” shall immediately be notified** of any such abuse or neglect reports, observations, concerns or shared information about any chorister.
- 5) **Within the mandated 12 hour reporting time, the Emergency Child Protection Committee shall verbally report suspicion of child abuse of any kind to the Department of Children and Families by calling the DCF Hotline at**

1-800-842-2288.

- 6) **Within the mandated 48 hour reporting time, suspicion of the child abuse or neglect the FCCC Emergency Child Protection Committee must follow up by completing the DCF written form, “Report of Suspected Child Abuse or Neglect” (DCF- 136). A copy of Form DCF-136 is attached to this document as Appendix “A”. DCF-136 must be sent to the Bridgeport office of DCF by fax (1-203-384-5306).**
- 7) The FCCC Child Protection Committee will inform the child’s family if a report is likely to be submitted to DCF, unless the Committee determines that doing so is likely to endanger the child. A decision not to inform a parent/guardian shall be recorded together with the reasons for not doing so. If, for any reason, it is not possible to inform the child’s family, the FCCC Child Protection Committee should try to determine from DCF what action will be taken to inform the parents of the child / young person.

SECTION FOUR:

Sexual Abuse and Sexual Misconduct Policies and Procedures

Introduction:

For purposes of this SECTION FOUR: Sexual Abuse and Sexual Misconduct Policies and Procedures, the term "FCCC member" includes those who are paid employees, those serving on the Board of Directors, those contracted by FCCC for specific events or projects, those working on a voluntary/unpaid basis on behalf of or under the auspices of FCCC, and the children and youth members of the FCCC choirs.

FCCC Sexual Abuse and Inappropriate Sexual Behavior Policy:

FCCC prohibits and does not tolerate sexual abuse or sexual misconduct by any FCCC members during any organization-related activities. This policy applies to all rehearsals, performances, travel, tours, and events run by FCCC or attended by FCCC members.

FCCC has established the procedures which follow for members of the Board of Directors, employees, volunteers, and choristers to report such acts of sexual misconduct or sexual abuse.

In accordance with the procedures set forth below, any FCCC members deemed reasonably accused, suspected or believed to have committed sexual abuse or sexual misconduct will be appropriately disciplined up to and including reporting the individual to DCF, termination of employment or membership, and criminal prosecution.

Existing adult FCCC members shall be provided this Manual and verbally informed of these Policies and Procedures. All new adult FCCC members shall be provided this Manual and informed of these guidelines as they begin. Staff who monitor FCCC volunteers must inform them of the rules and procedures provided in these guidelines.

FCCC choir members who are children or youths will be educated about the rules, policies and procedures provided in this Manual in a managed way which is age-appropriate.

All FCCC employees and members of the Board of Directors must familiarize themselves with these policies and procedures provided in this Manual and sign an 'Acceptance of FCCC Child Protection Guidelines' form (See Appendix "B" attached) which will be kept on file.

FCCC members working as volunteers with FCCC choristers in schools, concert halls, on transportation vehicles or on tour must be advised of the rules, suggestions, policies and procedures provided in this Manual by his or her supervisor, and must comply with these Child Protection Policies of FCCC.

Definitions and Examples of Sexual Abuse or Misconduct:

The following definitions or examples of sexual abuse or misconduct apply to any or all of the following FCCC members: FCCC staff, those serving on the Board of Directors, those contracted by FCCC for specific events or projects, those working on a voluntary/unpaid basis on behalf of FCCC, and the child/youth members of the FCCC choirs. Sexual abuse or misconduct is defined as and may include, but is not limited to:

- Child sexual abuse: any sexual activity, involvement or attempt of sexual contact with a person who is a minor (under 18 years old) where consent cannot be or is not given.
- Sexual activity with another who is legally incompetent or otherwise unable to give consent.
- Physical assaults or violence such as rape, sexual battery, abuse, molestation or any attempt to commit such acts.
- Unwanted and intentional physical conduct that could be interpreted as sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders, pulling another's clothes or rubbing/pushing against another's body.
- Materials such as pornographic or sexually explicit images, electronic or otherwise, or objects.
- Unwelcome and inappropriate sexual activity, comments, innuendos, bullying, jokes, gestures, electronic communications, images or messages (e.g. email, texts, social media, voice mail), exploitation, exposure, leering, stalking or invasion of sexual privacy.
- Comments or conduct of a sexual nature that unreasonably interferes with a child's practice or performance, or creates an intimidating, hostile, offensive or uncomfortable environment for a child.
- Direct or implied threats that submission to sexual advances will be a condition of organization affiliation or performance level.

Please refer to pages 7 & 8 for details on Rules and Prevention Techniques

Verification and Background Check for Employment

It is the intention of FCCC as an organization to prevent engaging the services of any individuals, or admitting as FCCC members, who have a history of sexual abuse or molestation/misconduct. To this effect, all efforts will be made to discover such histories. An application for employment, actual employment, a position on the board of directors, and acceptance/inclusion as an FCCC member gives this organization permission to conduct such background checks, and the employment applicant and FCCC member is hereby notified that such background checks will be made.

Such background checks shall include, but not be limited to,

- Background check electronic sites and services
- Social media history
- Education verification
- Accreditation and certification verifications
- Formal and informal previous employment checks
- Criminal court records, civil court records and national sex offender registries

Required Training of FCCC Members

On an annual basis, full and part-time employees, members of the Board of Directors and volunteers should be given this Sexual Abuse and Sexual Misconduct Definition and Prevention Policy document, including requirements of mandatory reporting and sanctions.

Full and part-time employees, members of the Board of Directors and volunteers should, in addition, be verbally advised of accusation prevention techniques and rules that apply during regular activities, including violations and boundaries that define misconduct. Training should occur on an ongoing basis through scheduled and required in-service training. FCCC employees should sign off (see Appendix "D", Confirmation of Training in Sexual Abuse, Molestation and Improper Sexual Behavior) that they have received such training and information.

Employees, Directors and volunteers should receive specific instructions about how to recognize that sexual misconduct has taken place.

Employees, Directors and volunteers should receive specific instructions about how to respond to sexual abuse, molestation and sexual misconduct allegations and incidents. Employees, Directors and volunteers should receive specific instructions about reporting procedures, obligations and communication techniques.

Formal records of sexual abuse, molestation and sexual misconduct prevention training offered and attended will be recorded.

Monitoring of Choristers

Staff and volunteers in contact with choristers will frequently monitor to learn of chorister words, actions, suspicious intent, crossing of boundaries, and/or any chorister's discomfort with any chorister behavior which could lead to accusations of sexual abuse, molestation and sexual misconduct.

Staff and volunteers in contact with choristers will frequently monitor to learn of any adult words, actions, suspicious intent, crossing of boundaries, and/or any chorister's discomfort with any adult behavior which could lead to accusations of sexual abuse, molestation and sexual misconduct.

Even if only reported conversationally, any relevant information gathered in routine monitoring will be documented to include the information, persons, time and date. This document will be provided immediately to the FCCC Music Director, FCCC Manager and FCCC President in accordance with FCCC Sexual Abuse and Sexual Misconduct Reporting and Response Procedures set forth below.

Sexual Abuse and Improper Sexual Behavior: Required Response and Reporting Procedures

While FCCC members are mandated reporters, we are protected by law when making a report of suspected sexual abuse, molestation or improper sexual behavior to DCF, as long as the report is made in good faith. Again, the law does not require proof that the abuse or neglect has in fact happened - only that there are reasonable grounds for concern that the abuse has occurred.

The FCCC Board of Directors has established an "Emergency Child Protection Committee." It is the responsibility of our Emergency Child Protection Committee members to ensure that the mandatory and timely reporting requirements of the State of Connecticut which protect our children are met.

While this is our FCCC Child Protection procedure, this does not excuse any member of FCCC from his or her reporting mandates. It would be far better for DCF to receive multiple reports than for any incident involving a child to go unreported.

If child sexual abuse, molestation or improper sexual behavior is reported, suspected, observed or discovered, all the following steps must be followed and documented:

- 1) In the event that a chorister reports a concern about suspected child sexual abuse, child molestation or improper sexual behavior of a child or to a child, the FCCC member to whom the child reported, the child's choir conductor and/or the FCCC Artistic Director together shall interview the chorister about the allegation. The interview should be documented and reported as per the guidelines which follow.

Interviewing Advice: Great care should be taken not to damage the trust of the child. When information is offered in confidence, FCCC members will need tact and sensitivity in responding to the disclosure. While the basis for concern must be established as comprehensively as possible, the following advice is offered to the FCCC members concerned:

- *Stay calm and listen to the child, allowing him or her enough time to say what s/he needs to say.*
- *Don't use leading questions, prompt for details or make suggestions to the child.*
- *Reassure the child/young person but do not promise to keep anything secret or make other promises.*
- *Don't make the child/young person repeat the details unnecessarily.*
- *Do not over-react.*
- *Explain sensitively to the child/young person what will happen next. The explanation should be age-appropriate.*
- *Explain that further help may have to be sought.*
- *Record the discussion accurately.*

- 2) Any volunteer should immediately report observations, concerns or shared information about suspected child sexual abuse, child molestation or improper sexual behavior of a child or to a child to his or her supervisor, an FCCC employee. All observations, concerns or shared information should be documented.
- 3) Any employee or other FCCC member must report any observation, concerns or shared information about suspected chorister about suspected child sexual abuse, child molestation or improper sexual behavior of a child or to a child, immediately to the FCCC Executive Director, Artistic Director and/or any Board Member. All observations, concerns or shared information should be documented.
- 4) The Executive Director, Artistic Director, President and FCCC **“Emergency Child Protection Committee”** shall immediately be notified of any such reports, observations, concerns or shared information about any chorister.
- 5) Within the mandated 12 hour reporting time, the Emergency Child Protection Committee shall verbally report suspected child sexual abuse, child molestation or improper sexual behavior of a child or to a child of any kind to the Department of Children and Families by calling the DCF Hotline at

1-800- 842-2288.

- 6) Within the mandated 48 hour reporting time, the FCCC Emergency Child Protection Committee must follow up the verbal report by telephone by completing the DCF written form, “Report of Suspected Child Abuse or Neglect” (DCF- 136). A copy of Form DCF - 136 is attached to this document as Appendix “B”. The DCF-136 form must be sent to the Bridgeport regional office of DCF by fax at

1-203-384-5306.

- 7) The FCCC Child Protection Committee will inform the child’s family if a report is likely to be submitted to DCF, unless the Committee determines that doing so is likely to endanger the child. A decision not to inform a parent/guardian shall be recorded together with the reasons for not doing so. If, for any reason, it is not possible to inform the child’s family, the FCCC Child Protection Committee should try to determine from DCF what action will be taken to inform the parents of the child / young person.

SECTION FIVE:

Confidentiality Statement

FCCC is committed to confidentiality. As an adult member of FCCC, you may have access to chorister information which is confidential. Confidential information includes, but is not limited to:

- Certain financial information about chorister families;
- Personal information about choristers;
- Any information that a chorister or adult FCCC member shares with you in confidence.

Improper disclosure of confidential information can cause irreparable damage to the chorister at hand and the FCCC community. FCCC members have an ethical and legal commitment to choristers and families to ensure that confidential information remains confidential.

For all members of youth organizations, the case may arise in which a child may be:

- 1) A potential victim of abuse;
- 2) A potential danger to him/herself; or
- 3) A potential danger to others

If it is suspected that this may be the case, it is essential that the FCCC Choir Director, Music Director, Choir Manager, and/or any member of the Board be informed of this information immediately, so that quick action may be taken to support the chorister and ensure safety. Mere suspicion is grounds to contact the above FCCC administrators. It is absolutely necessary that reporting to FCCC administrators must be prioritized over the loyalty and trust in a relationship with a chorister.

With respect to child protection, however, we are committed to following the course of action which will serve the best interests of the child. Therefore, with respect to confidentiality in cases of suspected child abuse or neglect, sexual abuse, molestation or improper sexual behavior by or to a child, it is FCCC policy that:

- At all stages (disclosure, interviewing, recording and reporting an abuse allegation), confidentiality is of the utmost importance.
- Confidentiality must never be promised to a child or young person making a disclosure. The requirement to report to DCF must be explained in an age-appropriate and supportive manner to the child.
- Confidentiality must never be promised to any FCCC member or any family member of our FCCC community making a disclosure. The requirement to report to DCF must be explained in a supportive manner.
- Information will only be forwarded within the FCCC organization on a 'need to know' basis in order to safeguard the child and to ensure the privacy of the family.

- Information may be communicated to FCCC employees or Board members who have a legitimate involvement or role in dealing with the issue, and giving such information to others for the protection of a child is not a breach of confidentiality.
- We cannot guarantee total confidentiality where the best interests of the child are at risk.
- Parents, child care givers and children have a right to know if personal information is being shared and/or a report is being made to DCF, unless doing so could put the child at further risk.

Appendix “A”

Acknowledgment of FCCC Child Protection Guidelines

I have received a copy of the FCCC Child Protection Manual entitled “FCCC Policies and Procedures for Child Abuse and Neglect, Child Sexual Abuse and Inappropriate Sexual Behavior.”

Section One: I have read the Manual, and understand and agree to follow the general FCCC Behaviors, Policies and Procedures for the protection of children.

Section Two: I have read the Manual, and understand and agree to follow the FCCC Child Abuse and Neglect Policies and Procedures.

Section Three: I have read the Manual, and understand and agree to follow the FCCC Abuse and Neglect Required Response and Reporting Procedures.

Section Four: I have read the Manual, and understand and agree to follow the FCCC Sexual Abuse and Sexual Misconduct Policies and Procedures.

Section Five: I have read the Manual and understand the FCCC Confidentiality Statement.

SO AGREED:

Name:

Signature:

Date:

Appendix "B" Page 1 of 2

REPORT OF SUSPECTED CHILD ABUSE OR NEGLECT

DCF-136
05/2015 (Rev.)



Careline
1-800-842-2288

Within forty-eight hours of making an oral report, a mandated reporter shall submit this form (DCF-136) to the relevant Area Office listed below
See the reverse side of this form for a summary of Connecticut law concerning the protection of children.

Please Print or Type

Child's Name	<input type="checkbox"/> M <input type="checkbox"/> F	Age Or DOB	Race:	<input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black/African American (not of Hispanic Origin)	<input type="checkbox"/> Hispanic <input type="checkbox"/> White (not of Hispanic origin) <input type="checkbox"/> Unknown <input type="checkbox"/> Other _____
Child's Address					
Name Of Parents Or Other Person Responsible For Child's Care			Address		Phone Number
Name Of Careline Worker To Whom Oral Report Was Made		Date Of Oral Report		Date And Time Of Suspected Abuse/Neglect	
Name Of Suspected Perpetrator, If Known			Address And Phone Number, If Known		Relationship To Child
Nature And Extent Of Injury(ies), Maltreatment Or Neglect					
Describe The Circumstances Under Which The Injury(ies), Maltreatment Or Neglect Came To Be Known					
Describe the Reasons Such Persons(s) Are Suspected of Causing Such Injuries, Maltreatment of Neglect					
Information Concerning Any Previous Injury(ies), Maltreatment Or Neglect Of The Child Or His/Her Siblings					
Information Concerning Any Prior Cases(s) In Which The Person(s) Have Been Suspected Of Causing An Injury(ies), Maltreatment Or Neglect Of A Child					
List Names And Ages Of Siblings, If Known					
What Action, If Any, Has Been Taken To Treat, Provide Shelter Or Otherwise Assist The Child?					

REPORTER SECTION

Reporter's Name: Agency Name: Phone Number: Agency Address: City:	Reporter's Race <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black/African American (not of Hispanic Origin) <input type="checkbox"/> Hispanic (any race) <input type="checkbox"/> White (not of Hispanic origin) <input type="checkbox"/> Prefer Not to Answer <input type="checkbox"/> Other _____	
Reporter's Signature	Position	Date

WHITE COPY: TO DCF AREA OFFICE (see below)

IF YOU NEED ADDITIONAL SPACE, YOU MAY ATTACH MORE DOCUMENTATION

Bridgeport 100 Fairfield Avenue Bridgeport, CT 06604 203-384-5300 TDD: 203-384-5399 Fax: 203-384-5306	Danbury 131 West Street Danbury, CT 06810 203-207-5100 TDD: 203-748-8325 Fax: 203-207-5169	Hartford 250 Hamilton Street Hartford, CT 06106 860-418-8000 TDD: 800-315-4082 Fax: 860-418-8325	Manchester 364 West Middle Turnpike Manchester, CT 06040 860-533-3600 TDD: 800-315-4415 Fax: 860-533-3734	Norwalk 761 Main Avenue, I-Park Complex Norwalk, CT 08851 203-899-1400 TDD: 203-899-1491 Fax: 203-899-1463, 203-899-1464
Meriden One West Main Street Meriden CT 06451 203-238-8400 TDD: 203-238-8517 Fax: 203-238-6425	Middletown 2081 South Main Street Middletown, CT 06457 860-638-2100 TDD: 860-638-2195 Fax: 860-346-0098	Milford 38 Wellington Road Milford, CT 06461 203-306-5300 TDD: 203-306-5604 Fax: 203-306-5606	New Britain One Grove Street, 4th Floor New Britain, CT 06053 860-832-5200 TDD: 860-832-5370 Fax: 860-832-5491	New Haven One Long Wharf Drive New Haven, CT 06511 203-786-0500 TDD: 203-786-2599 Fax: 203-786-0660
Norwich Two Courthouse Square Norwich, CT 06360 860-886-2641 TDD: 860-885-2438 Fax: 860-887-3683	Torrington 62 Commercial Blvd Torrington, CT 06790 860-496-5700 TDD: 860-496-5798 Fax: 860-496-5834	Waterbury 395 West Main Street Waterbury, CT 06702 203-759-7000 TDD: 203-465-7329 Fax: 203-759-7295	Willimantic 322 Main Street Willimantic, CT 06226 860-450-2000 TDD: 860-456-6603 Fax: 860-450-1051	Special Investigations Unit 505 Hudson Street, 7 th Floor Hartford, CT 06106 860-550-6696 FAX: 860-723-7237

Appendix "B" Page 2 of 2

SUMMARY OF LEGAL REQUIREMENTS CONCERNING CHILD ABUSE/ NEGLECT

PUBLIC POLICY OF THE STATE OF CONNECTICUT (C.G.S. §17a-101)

To protect children whose health and welfare may be adversely affected through injury and neglect; to strengthen the family and to make the home safe for children by enhancing the parental capacity for good child care; to provide a temporary or permanent nurturing and safe environment for children when necessary; and for these purposes to require the reporting of suspected child abuse or neglect, investigation of such reports by a social agency, and provision of services, where needed, to such child and family.

WHO IS MANDATED TO REPORT CHILD ABUSE/NEGLECT?

Child Advocate and OCA Employees	Mental Health Professionals
Chiropractors	Optometrists
Coaches and Directors of a Private Youth Sports, Organization or Team	Persons Paid to Care for Children
Coaches and Athletic Directors of Youth Athletics	Persons who Provide Services to and have Regular Contact with Students
Dental Hygienists	Pharmacists
Dentists	Physical Therapists
Department of Children and Families Employees	Physician Assistants
Domestic Violence Counselors	Podiatrists
Office of Early Childhood Employees and Department of Public Health Employees who are Responsible for Licensing Day Cares and Camps	Police Officers
Family Relations Counselors (Judicial Dept.)	Probation Officers (Juvenile or Adult)
Family Rel. Counselor Trainees (Judicial Dept.)	Psychologists
Family Services Supervisors (Judicial Dept.)	Public or Private Institution of Higher Education Administrators, Faculty, Staff, Athletic Directors, Athletic Coaches and Athletic Trainers
Licensed Foster Parents	Registered Nurses
Licensed Marital and Family Therapists	School Administrators
Licensed or Unlicensed Interns at Any Hospital	School Coaches
Licensed or Unlicensed Resident Physicians	School Guidance Counselors
Licensed Physicians	School Paraprofessionals
Licensed Practical Nurses	School Superintendents
Licensed Professional Counselors	School Teachers
Licensed Surgeons	Sexual Assault Counselors
Licensed/Certified Alcohol and Drug Counselors	Social Workers
Licensed/Certified Emergency Medical Services Providers	Substitute Teachers
Medical Examiners	
Members of the Clergy	

DO THOSE MANDATED TO REPORT INCUR LIABILITY?

No. Any person, institution or agency which, in good faith, makes or does not make a report, shall be immune from any civil or criminal liability provided such person did not perpetrate or cause such abuse or neglect.

IS THERE A PENALTY FOR NOT REPORTING?

Yes. Any person required to report who fails to do so may be prosecuted for a Class A misdemeanor and may be required to participate in an educational and training program. Any person who intentionally and unreasonably interferes with or prevents a report may be prosecuted for a Class D felony.

IS THERE A PENALTY FOR MAKING A FALSE REPORT?

Yes. Any person who knowingly makes a false report of child abuse or neglect may be fined not more than \$2,000 or imprisoned for not more than one year or both. The identity of such person shall be disclosed to the appropriate law enforcement agency and to the alleged perpetrator of the abuse.

WHAT ARE THE REPORTING REQUIREMENTS?

- An oral report shall be made by a mandated reporter by telephone or in person to the DCF Careline or to a law enforcement agency as soon as practicable, but not later than 12 hours after the mandated reporter has reasonable cause to suspect or believe that a child has been abused or neglected or placed in imminent risk of serious harm. If a law enforcement agency receives an oral report, it shall immediately notify Careline. Oral reports to the Careline shall be recorded.
- Within 48 hours of making an oral report, a mandated reporter shall submit a written report to the DCF Careline on the DCF-136, "Report of Suspected Child Abuse or Neglect."
- When a mandated reporter is a member of the staff of a public or private institution or facility that provides care for children or a public or private school, the reporter shall also submit a copy of the written report to the person in charge of such institution, school or facility or the person's designee.

DCF CHILD ABUSE AND NEGLECT CARELINE: 1-800-842-2288

STATUTORY REFERENCES: C.G.S.17a-28, §17a-101 et seq.; §46b-120

DEFINITIONS OF ABUSE AND NEGLECT

Abused Child: Any child who has a non-accidental physical injury, or injuries which are at variance with the history given of such injuries, or is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual molestation, deprivation of necessities, emotional maltreatment or cruel punishment.

Neglected Child: Any child who has been abandoned or is being denied proper care and attention, physically, educationally, emotionally, or morally or is being permitted to live under conditions, circumstances or associations injurious to his or her well-being.

Exception: The treatment of any child by an accredited Christian Science practitioner shall not by itself constitute neglect or maltreatment.

CHILD UNDER AGE 13 WITH VENEREAL DISEASE: A physician or facility must report to Careline upon the consultation, examination or treatment for venereal disease of any child who has not reached his or her 13th birthday.

DO PRIVATE CITIZENS HAVE A RESPONSIBILITY FOR REPORTING?

Yes. Any person having reasonable cause to suspect or believe that any child under the age of 18 is in danger of being abused or has been abused or neglected may cause a written or oral report to be made to the Careline or a law enforcement agency. Any person making the report in good faith is immune from any liability, civil or criminal. However, the person is subject to the penalty for making a false claim.

WHAT IS THE AUTHORITY AND RESPONSIBILITY OF THE DEPARTMENT OF CHILDREN AND FAMILIES (DCF)?

All child protective services in Connecticut are the responsibility of the Department of Children and Families.

Upon the receipt of a report of child abuse or neglect, the Careline shall cause the report to be classified, evaluated immediately and forwarded to the appropriate Area Office for the commencement of an investigation or for the provision of services within timelines specified by statute and policy.

If an investigation produces evidence of child abuse or neglect, DCF shall take such measures as it deems necessary to protect the child, and any other children similarly situated, including, but not limited to, immediate notification to the appropriate law enforcement agency, and the removal of the child from his or her home with or without the parents' consent consistent with state law.

If DCF has probable cause to believe that the child or any other child in the household is at imminent risk of physical harm from the surroundings, and that immediate removal from such surroundings is necessary to ensure the child's safety, the Commissioner or designee shall authorize any employee of DCF or any law enforcement officer to remove the child and any other child similarly situated from such surroundings without the consent of the child's parent or guardian. The removal of a child shall not exceed 96 hours. If the child is not returned home within such 96-hour period, with or without protective services, DCF shall file a motion for temporary custody with the Superior Court for Juvenile Matters.

WHAT MEANS ARE AVAILABLE FOR REMOVING A CHILD FROM HIS OR HER HOME?

- 96-Hour hold by the Commissioner of DCF or designee (see above).
- 96-Hour hold by a physician – Any physician examining a child with respect to whom abuse or neglect is suspected shall have the right to keep such child in the custody of a hospital for no longer than 96 hours in order to perform diagnostic tests and procedures necessary to the detection of child abuse or neglect and to provide necessary medical care with or without the consent of such child's parents or guardian or other person responsible for the child's care, provided the physician has made reasonable attempts to (1) advise such child's parents or guardian or other person responsible for the child's care that the physician suspects the child has been abused or neglected, and (2) obtain consent of such child's parents or guardian or other person responsible for the child's care. In addition, such physician may take or cause to be taken photographs of the area of trauma visible on a child who is the subject of such report without the consent of such child's parent's or guardian or other person responsible for the child's care. All such photographs or copies thereof shall be sent to the local police department and the Department of Children and Families.
- Bench order of temporary custody – Whenever any person is arrested and charged with an offense under Section 53-20 or 53-21 or under Part V, VI, or VII of Chapter 952, as amended, the victim of which offense was a minor residing with the defendant, any judge of the Superior Court may, if it appears that the child's condition or circumstances surrounding the case so require, issue an order to the Commissioner of the Department of Children and Families to assume immediate custody of such child and, if the circumstances so require, any other children residing with the defendant and to proceed thereon as in other cases.

WHAT IS THE CENTRAL REGISTRY OF PERPETRATORS OF ABUSE OR NEGLECT?

The Department of Children and Families maintains a registry of persons who have been substantiated as responsible for child abuse or neglect and pose a risk to the health safety or well-being of children. The Central Registry is available on a 24-hour daily basis to prevent or discover child abuse of children.

Appendix “C”
State of Connecticut
Department of Children and Families
Definitions and Examples of Child Abuse and Neglect

1. PHYSICAL ABUSE

A child may be found to have been physically abused who has been inflicted with physical injury or injuries “other than by accidental means”.

Evidence of physical abuse includes:

- excessive physical punishment
 - bruises, scratches, lacerations
 - burns, and/or scalds
 - reddening or blistering of the tissue through application of heat by fire, chemical substances, cigarettes, matches, electricity, scalding water, friction, etc.
 - injuries to bone, muscle, cartilage, ligaments, fractures, dislocations, sprains, strains, displacements.
 - misuse of medical treatments or therapies
 - malnutrition by an established caregiver resulting in a child’s malnourished state
 - deprivation of necessities, and/or acts of commission or omission by an established caregiver resulting in physical harm to child
 - cruel punishment
-

2. SEXUAL ABUSE / EXPLOITATION

Sexual Abuse/Exploitation is any incident involving a child’s non-accidental exposure to sexual behavior.

Evidence of sexual abuse includes the following:

- rape
- penetration: digital, penile, or foreign objects
- oral / genital contact
- indecent exposure for the purpose of sexual gratification of the offender, or for purposes of shaming, humiliating, shocking or exerting control over the victim
- incest
- fondling, including kissing, for the purpose of sexual gratification of the offender, or for purposes of shaming, humiliating, shocking or exerting control over the victim
- sexual exploitation, including possession, manufacture, or distribution of child pornography

- online enticement of a child for sexual acts, child prostitution, child-sex tourism, unsolicited obscene material sent to a child, or misleading domain name likely to attract a child to an inappropriate website
 - coercing or forcing a child to participate in, or be negligently exposed to, pornography and/or sexual behavior
 - disease or condition that arises from sexual transmission
 - other verbal, written or physical behavior not overtly sexual but likely designed to “groom” a child, even by family friendship, for future sexual abuse.
-

3. EMOTIONAL MALTREATMENT - ABUSE

Emotional Maltreatment-Abuse are acts, statements or threats which has had an adverse impact on the child, or interferes with a child’s positive emotional development.

Evidence of emotional maltreatment-abuse includes the following:

- degrading
- isolating and/or victimizing a child by means of cruel, unusual, or excessive methods of discipline
- exposing the child to brutal or intimidating acts or statements.

Indicators of adverse impact of emotional maltreatment-abuse may include the following:

- depression
 - withdrawal
 - low self-esteem
 - anxiety
 - fear
 - aggression/ passivity
 - emotional instability
 - sleep disturbances
 - somatic complaints with no medical basis
 - inappropriate behavior for age or development
 - suicidal ideations or attempts
 - extreme dependence
 - academic regression
 - trust issues
-

4. PHYSICAL NEGLECT

A child may be found neglected who:

- has been abandoned
- is being denied proper care and attention physically, educationally, emotionally, or morally
- is being permitted to live under conditions, circumstances or associations injurious to his well-being
- has been abused.

Evidence of physical neglect includes the following:

- inadequate food or constant hunger
- malnutrition
- inadequate clothing
- inadequate housing or shelter
- erratic, deviant, or impaired behavior by the parent or caregiver which adversely impacts the child
- permitting the child to live under conditions, circumstances or associations injurious to his well-being including the following:
 - substance abuse by caregiver, which adversely impacts the child physically
 - psychiatric problem of the caregiver which adversely impacts the child physically
 - exposure to family violence which adversely impacts the child physically
 - exposure to violent events, situations, or persons that would be reasonably judged to compromise a child's physical safety
 - non-accidental, negligent exposure to drug trafficking and/or individuals engaged in the active abuse of illegal substances
 - voluntarily and knowingly entrusting the care of a child to individuals who may be disqualified to provide safe care, e.g. persons who are subject to active protective or restraining orders; persons with past history of violent/drug/sex crimes
 - non-accidental or negligent exposure to pornography or sexual acts
 - inability to consistently provide the minimum of child-caring tasks
 - inability to provide or maintain a safe living environment
 - abandonment
 - transience
 - inadequate supervision, including:
 - creating or allowing a circumstance in which a child is alone for an excessive period of time
 - holding the child responsible for the care of siblings or others beyond the child's ability
 - failure to provide reasonable and proper supervision of a child given the child's age and cognitive abilities.

5. MEDICAL NEGLECT

Medical Neglect is the unreasonable delay, refusal or failure on the part of a parent or caretaker to seek, obtain, or maintain medical, dental or mental health care when such actions may have an adverse impact on the child.

Evidence of medical neglect includes, but is not limited to:

- frequently missed appointments, therapies or other necessary medical and/or mental health treatments
 - withholding or failing to obtain or maintain medically necessary treatment from a child with life-threatening, acute or chronic medical or mental health conditions
-

6. EDUCATIONAL NEGLECT

Educational Neglect occurs when a parent or guardian of a child between ages five (5) and eighteen (18) years of age:

- fails to register the child in school
 - fails to allow the child to attend school or receive home instruction in accordance with CT. GEN. STAT. §10-184
 - fails to take appropriate steps to ensure regular attendance at school if the child is registered.
-

7. EMOTIONAL NEGLECT

Emotional Neglect is the denial of proper care and attention by the parent or caregiver which has an adverse impact on the child or seriously interferes with a child's positive emotional development.

Evidence of emotional neglect includes the following:

- inappropriate expectations of the child given the child's developmental level
- failure to provide the child with appropriate support, attention and affection
- permitting the child to live under conditions, circumstances or associations injurious to his well-being including the following:
 - o substance abuse by caregiver, which adversely impacts the child emotionally
 - o psychiatric problem of the caregiver, which adversely impacts the child emotionally
 - o exposure to family violence which adversely impacts the child emotionally.

Indicators of emotional neglect may include the following:

- depression
- withdrawal
- low self-esteem

- anxiety
- fear
- aggression/ passivity
- emotional instability
- sleep disturbances
- somatic complaints with no medical basis
- inappropriate behavior for age or development
- suicidal ideations or attempts
- extreme dependence
- academic regression
- trust issues.

8. MORAL NEGLECT

Moral Neglect is exposing, allowing, or encouraging a child to engage in illegal or reprehensible activities by a parent or care giver.

Evidence of Moral Neglect includes:

- stealing
- using drugs and/or alcohol, and
- involving a child in the commission of a crime (directly or by indifference).

Appendix “D”

Confirmation of Training in Child Protection

I have been given the Fairfield County Children’s Choir Child Protection Manual, including requirements of mandatory reporting and sanctions.

I have read and understand the commitment to confidentiality and sharing critical information with regard to choristers who may be a potential danger to him/herself or a potential danger to others.

I have been trained in and advised of the FCCC sexual abuse, molestation, and sexual misconduct prevention techniques and rules that apply during regular FCCC activities, including violations and boundaries that define misconduct.

I have received specific instructions about how to recognize that abuse or sexual misconduct has taken place.

I have received specific instructions about how to respond with urgency to sexual abuse, molestation, and sexual misconduct incidents, observations, and/or allegations. I understand that such allegations or observations must be reported with urgency to the Choir Director, the Music Director, the Choir Manager, and/or any member of the board of directors.

I have received specific instructions about Connecticut State law and my obligations as a mandated reporter of sexual abuse, molestation, and misconduct, and FCCC reporting procedures, obligations, and communication techniques.

I have had my questions fully addressed and have received a copy to this document for my permanent personal records.

Date:

Name:

Signature: