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# LARGO COMMUNITY MINISTRIES PROGRAM ACTIVITY SAFETY POLICY

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This Document is to be agreed upon by all program participants, existing employees, new employees, volunteers and interns by the signing of the applicable pages within this policy.



DECEMBER 21, 2013  
LARGO COMMUNITY MINISTRIES, CORPORATION  
1701 Enterprise Road, Mitchellville, Maryland 20721

# Program Activity Safety Policy

Created: December 21, 2013

## Overview

Largo Community Ministries has a strong interest in protecting the safety of youth on our campus; therefore, the organization is implementing a *Program Activity Safety Policy* in order to provide a safe, educational and enjoyable activity/program experience for all participants. This policy provides minimum specific guidelines for activities sponsored by Largo Community Ministries and for activities sponsored by other organizations, but held on Largo Community Ministries' campus. LCM units may on their own adopt policies that are stricter than the policies listed in this document. If non-LCM activities cannot meet these guidelines, prior written approval from the LCM Program Director or Executive Director is needed. LCM reserves the right to discontinue an activity if found to be in violation of these policies.

## Definitions

**Youth Activity** – Any learning environment, activity, clinic, or conference sponsored by, or held on property owned or controlled by, the Largo Community Ministries and/or partner organizations that includes close interactions with youths with or without parental supervision/oversight. This includes visits by youth staying overnight for campus activities.

**Activity Contract** – A legal document required for any non-LCM Sponsoring Organization using LCM facilities for a youth activity, clinic or conference.

**Program Director** – a person who plans, directs and supervises all youth activity programs and staff

**Program Support Staff** – any person who provides support services such as food service, custodial, maintenance, etc. for the youth activity. Any other adult or student acting as a supervisor/mentor/worker in a paid, unpaid or volunteer status.

**Program Volunteer** – includes directors, coaches, assistant coaches, trainers, student assistants, staff, faculty, counselors, chaperones, officials, referees or teachers or any other adult or student acting as a supervisor/mentor/worker in an unpaid or volunteer status.

**Sponsoring Organization** - Any person, business or organization supporting an event, activity or organization by providing financial support to the activity and accepting liability for such event, activity or organization.

**Youth** – Any person under the age of 19 excluding full- and part-time LCM participants.

## Program Director and Sponsoring Organization Requirements

Program Directors and Sponsoring Organizations are responsible for the safety of the workers and participants for the duration of the Youth Activity. They are responsible for the behavior of the Activity Workers and adherence to this and all applicable University policies. Organization departments and

organizations or any person, business or organization contracting to use LCM facilities or property for youth activities, or programs have the following requirements.

1. All activities will comply with LCM's *Program Activity Safety Policy*. Non-LCM Sponsoring Organizations will be required to comply with this policy or the activities must provide alternative guidelines that are approved in writing by the LCM Executive Director. Program Directors may request modifications to the policy, but modifications must be approved by LCM Executive Director.
2. All Activities must comply with LCM's organizational policies including weapons, drug and alcohol policies. These policies can be found at: (the organizations principle location until otherwise provided a public resource for obtaining this information)
3. All Activity Contracts must be approved by LCM's Executive Director..
4. It is the responsibility of the Program Director to ensure all Program Workers have received a copy (electronic or paper) of the **Program Employee Guidelines**. Revisions to this form are not allowed Parents/Guardians must receive the Parent/Guardian Information form approved by the LCM's Program Director.
5. Program Workers and Program Support Staff must successfully pass a Sex Offender Registry Check for the state(s) in which they currently reside. No Program Worker or Program Support Staff can be listed on any Sex Offender Registry. Sex Offender Registry Checks must be conducted at least annually. The Sponsoring Organization is responsible for ensuring the checks are completed. Program Directors must maintain an updated list of Activity Workers and Activity Support Staff noting the date that the Sex Offender Registry Checks were completed. These checks are free.
  - The Maryland Sex Offender Registry website: <http://www.dpscs.state.md.us/sorSearch/>
  - The National Sex Offender Public website: <http://www.nsopw.gov/core/Portal.aspx>
6. All Activities must have or arrange for access to individuals that are certified in Adult & Youth CPR and First Aid within reasonable proximity to the Activity in case of an emergency. Individuals may be on staff such as trainers, nurses, or trained staff or activities may arrange for pre-determined access to medical facilities, clinics, or hospitals. In the case of an emergency or accident involving youth, parents/guardians will be notified, following notification of the appropriate emergency personnel.
7. Non-LCM Sponsoring Organizations will be required to have general liability coverage in the amount of \$50,000 per occurrence and \$100,000 aggregate that names the Board of Directors of the Largo Community Ministries as an additional insured. If an athletic activity, the general liability coverage must include participant liability in the amount of \$100,000. Certificates of insurance must be sent to LCM's Program Director or Executive Director at least 30 days prior to the start of the activity for review. A non-LCM Sponsored Organization Activity may not begin without certificate of insurance approval by the LCM Program Director and Executive Director.
8. All Activity materials and publications must prominently note the name, address, and phone number of the Sponsoring Organization. The Activity address may be a LCM address for purposes of receiving activity registrations and materials.

## Program Worker and Program Support Staff Eligibility

1. The Sponsoring Organization hosting the activity is responsible for checking that an Program Worker or Program Support Staff does not have a relevant criminal background. Options may include a question on an activity application or a criminal history background check. The following convictions, regardless of when the conviction occurred, will render the Program Worker or Program Support Staff ineligible for participation:
  - a. Any drug distribution activity or felony drug possession
  - b. Any sexual offense
  - c. Assault, including domestic violence related incidents
  - d. Child abuse, molestation or other crime involving endangerment of a minor
  - e. Murder

- f. Kidnapping
- g. Or any other felony or crime involving moral turpitude.

LCM Administration reserves the right to deny any Program Worker or Program Support Staff participation in the Activity should the Administration, in its sole discretion, determine that the Program Worker or Program Support Staff has engaged in behavior not conducive to the activities environment.

## Vehicle Travel

1. Any participating LCM Program Worker who will be responsible for transporting youth by vehicle must undergo and pass a Driving Record Check as required by the Largo Community Ministries **Transportation Safety policy**. Non-LCM Activity Workers who transport youth must have a valid driver's license and be approved by the Program Director to transport youth.
2. Avoid any one-on-one transportation of youth.
3. If one-on-one travel will occur, the Program Worker is encouraged to contact his/her supervisor or designee immediately before departure and immediately upon the arrival at destination.

## Program Worker/Youth Interaction

1. A ratio of at least one adult supervisor to every 15 youth is required, with a minimum of two adult supervisors regardless of size of activity. At least one adult supervisor of the same sex as the youth is required.
2. When in bathrooms or locker rooms, Program Workers must be the same gender as the youth. Activity Workers showering or bathing with youths, fraternizing, flirtation, sexual solicitation, sexual harassment or any intimate behavior is strictly prohibited under all circumstances (**for further definition of this guideline, please refer to LCM's Employee Handbook**). Program Workers will not be in the shower or bath areas with youth except during extreme medical emergencies.
3. Youths will not be unsupervised in the residence halls at night.
4. Taking pictures of youth or posting to social media sites without parental permission is prohibited.
5. Use of an Program Worker's personal room, office or home for interacting/meeting alone with youth that are affiliated with the activity is prohibited. Program Workers are prohibited from meeting youth off-site or off hours. Exceptions require parental written approval and the Program Director's approval in advance.
6. All youths must have adult supervision until released to a parent or guardian, unless specific written parental permission is received.

## Child Abuse and Neglect Including Sexual Assault Reporting Requirements

Maryland statutes require any person who suspects or is aware of any child abuse or neglect, including sexual assault, to report such abuse, neglect, or assault to law enforcement or the Department of Health and Human Services (DHHS). Law enforcement is likewise required to notify DHHS of any such incidents reported to them. Program Workers are required to notify the Program Director at 301-249-2255 immediately when these situations are suspected.

**CODE OF MARYLAND REGULATIONS (COMAR)** defines child abuse and child neglect as:

- Physical injury *not necessarily visible* of a child under circumstances that indicate that a child's health or welfare is harmed or at substantial risk of being harmed.

- The failure to give proper care and attention to a child including the leaving a child unattended where the child's health or welfare is harmed or a child is placed in substantial risk of harm.
- An act or acts involving sexual molestation or exploitation whether physical injuries are sustained or not.
- Identifiable and substantial impairment of a child's mental or psychological ability to function.
- Finding credible evidence that has not been satisfactorily refuted that physical abuse, neglect or sexual abuse occurred.

This means that if you suspect any child abuse or neglect, including sexual assault:

1. You must report it,
2. You should give as much information about the circumstances as possible,
3. You are immune from liability from any civil or criminal liability if you have reported the information in good faith, and
4. If you know of child abuse, neglect, or sexual assault but are not reporting it, you are breaking the law.
  5. The name and home address of the child and the parent or other individual responsible for the care of the child;
  6. The present location of the child;
  7. The age of the child;
  8. Names and ages of other children in the home;
  9. The nature and extent of injuries or sexual abuse or neglect of the child
  10. Any information relayed by the individual making the report of previous possible physical or sexual abuse or neglect.
  11. Information available to the individual reporting that might aid in establishing the cause of the injury or neglect;
  12. The identity of the individual or individuals responsible for abuse or neglect

Reference: Maryland Laws & Regulations – Code of Maryland Criminal Law – Title 3 *Other Crimes Against the Person* – Subtitles 3-601; 3-602; 3-603; 3-604; 3-605; 3-606; 3-607

**ALL EMPLOYEES, DIRECTORS, VOLUNTEERS AND PARTICPANTS MUST CERTIFY THIS PLOICY AGREEING TO THEIR UNDERSTANDING AND ADHERENCE OF THIS POLICY BY PROVIDING THEIR SIGNATURE ON THE *PROGRAM ACTIVITY SAFETY POLICY* CERTIFICATION FORM. ANY PARTICIPANT UNDER THE AGE OF 18 CANNOT SIGN THIS POLICY AND MUST HAVE A LEGAL PARENT OR GARDIAN CERTIFY (SIGN) THIS POLICY. HOWEVER, ALL PARTICIPANTS, EMPLOYEES, DIRECTORS AND VOLUNTEERS ARE RESPONSIBLE FOR UPHOLDING AND ADHERING TO THIS POLICY.**