

ABUSE & MOLESTATION PREVENTION

Temple Adath Israel (TAI) is committed to providing a safe and secure environment for its congregants, children/youth, volunteers, visitors and staff (hereinafter referred to as protected members). All forms of abuse and molestation, including bullying, by or against any protected member are strictly prohibited. This policy applies to all employees, officers and directors of the Temple, up to and including its President and Board of Trustees. This includes such behavior whether it occurs during working hours or during any Temple-related activity.

TAI has **zero tolerance** for abuse and will not tolerate the mistreatment or abuse of its protected members. Any mistreatment or abuse by an employee, volunteer, 3rd party, or congregant will result in disciplinary action, up to and including termination of employment, services, or membership. Further, this organization will fully cooperate with law enforcement throughout the investigation and resolution of mistreatment or abuse incidents.

To ensure the well-being of all the children/youth with whom our staff and volunteers come into contact, this policy includes protection of children.

Adult is any person who has reached their 18th birthday or as defined by state law.

Children/Youth/Minor is any person who has not reached their 18th birthday or the age of majority as defined by state law.

Volunteer means any individual who freely offers their time, skills, or services to support TAI, without expectation of monetary compensation. Volunteers may assist with events, religious services, education programs, maintenance, outreach, or other activities related to TAI.

Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

- a. *Physical bullying* – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
- b. *Verbal bullying* – when someone uses their words to hurt another, such as by belittling or calling another hurtful names.
- c. *Nonverbal or relational bullying* – when one person manipulates a relationship or desired relationship to harm another person. This includes disparagement and defamation.
- d. *Cyberbullying* – the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs).

Child Abuse is defined as physical, sexual, and/or psychological maltreatment or neglect of a child or children. Child abuse may include any act or failure to act that results in actual or potential harm to a child.

Child molestation is a crime involving any immoral or indecent act to or in the presence of or with any child under the age of 16 years with the intent to arouse or satisfy the sexual desires of either the child or the person.

Emotional abuse is intentional conduct causing mental or emotional injury to a protected member that results in an observable and material impairment in the person's growth, development, or psychological functioning. Emotional abuse may also include repeated conduct that continues even after an individual has been requested by TAI to stop such conduct, and that causes emotional injury.

Neglect is the failure to provide for a protected member's basic needs or the failure to protect a protected member from harm.

Physical abuse is injury that is intentionally inflicted upon a protected member.

Sexual abuse is any unwanted sexual contact or behavior without the explicit consent of the victim, including

forced sexual acts, or acts against someone who is incapable of giving consent due to incapacitation or being unaware.

Examples of Inappropriate Behavior

The following are examples of behavior in violation of this policy. This list is for illustrative purposes only and is not intended to be comprehensive.

- The use of excessive force to physically restrain a disruptive child;
- An adult slapping, punching, or pushing a child, leaving bruises or marks;
- Assault or other non-accidental physical contact;
- Any touching of a child's private parts for sexual gratification, including over clothing;
- Forcing or coercing a child to engage in sexual acts;
- An adult consistently demeaning or berating a child, resulting in visible anxiety, depression, or withdrawal;
- An adult repeatedly humiliating a child in front of peers, leading to observable emotional distress;
- A caregiver repeatedly failing to provide food, clothing, medical care, or supervision, putting the child's safety at risk;
- A caregiver leaving a child unsupervised in a TAI facility or event for an extended period.

Hiring/Screening Process

All staff and volunteers who are working with or around children undergo a screening process to determine suitability for working at TAI and for their particular position.

Volunteers who are working with or around children complete a Volunteer Application or submit a resume that includes: 1) current contact information; 2) any current and previous employment; and 3) volunteer experience. By completing and signing the application or submitting their resume, the individual is attesting that the information that they have provided is true and accurate to the best of their knowledge.

Prospective staff are required to complete an Employment Application or submit a resume that includes: 1) current contact information; 2) current and previous employment; and 3) names of schools attended and degree(s) earned. The TAI Personnel Committee, Executive Director, the Executive Director's designee, a party designated by the Board of Directors or any combination of the four (hereinafter referred to as the 'hiring manager'), will conduct interviews with applicants and potential volunteers. When the hiring manager wishes to move forward with engaging an applicant, the hiring manager will request the applicant provide a minimum of 3 references, with preferably at least 2 of whom are professional. The hiring manager will contact the references and ask for information that determines suitability for the job and anything that might preclude hiring the applicant. Former employers will be asked why the applicant left. If a reference refuses to answer or otherwise respond, that will be noted.

If detrimental information is uncovered but the potential applicant remains desirable, the hiring manager will discuss this information with the applicant and the TAI President, and may bring this information to legal counsel and the Executive Committee.

Background Checks and Consent

As part of the screening process, prior to beginning their duties, criminal background checks are required for all employees, and only for volunteers who are entrusted with the direct care, supervision, and/or oversight of minors. This includes volunteers who are directly responsible for supervising minors, or who have the authority to oversee, direct, or control activities involving minors. Support or assistant volunteers who are not primarily responsible for supervising minors and who will never be left alone with minors are not subject to criminal background checks under this policy. This criminal record check will include, but may not be limited to, state and federal criminal databases and sex offender registries.

Individuals will be required to sign a written consent form authorizing Temple Adath Israel (TAI) to conduct such background checks. Refusal to provide consent will disqualify the individual from working or volunteering in roles that involve contact with minors.

All criminal background checks will be conducted in accordance with applicable federal and state laws, including **Kentucky Revised Statutes (KRS) 17.165**. Information obtained will be treated as confidential and shared only with individuals who have a legitimate need to know.

Any findings that may disqualify an individual will be evaluated in consultation with the Executive Committee, legal counsel, and the Executive Director. TAI reserves the right to deny or terminate employment or volunteer service based on the results of a background check, in its sole discretion, to ensure the safety and well-being of the congregation. No person who has been convicted of or received a deferred adjudication or probated sentence for any of the offenses listed in KRS 17.165, or any other offense that involves harm to children or vulnerable adults may work or volunteer for TAI in any capacity. No person who has any such pending criminal charges may work or volunteer for TAI unless and until the individual is acquitted or exonerated of all such charges.

All screening documentation and results will be stored securely and retained in compliance with applicable privacy and data retention laws.

Training

Within 30 days of beginning work/volunteering, all employees and volunteers who work with children and/or youth will complete training regarding the TAI Abuse and Harassment Policies. Annually, all such employees and volunteers will complete a refresher training.

Guidelines Related to Working with Children/Youth

Supervision:

- Only staff or volunteers who have been screened per the applicable Hiring/Screening/Background Check Processes above shall be allowed to work with, supervise, or otherwise chaperone children.
- There shall be an adequate number of screened and trained paid staff or volunteers present at events involving children. Under no circumstances are children to be left unsupervised.
- Staff and volunteers are not to be alone with a child unless the door to the room where they are meeting is open or there is a window in the door. Whenever possible, one-on-one conversations with a child should be done in settings where staff or volunteers are in sight of other people.
- To the extent possible, events that are co-educational are to have male and female chaperones.
- TAI activities involving children will be monitored by an employee and/or volunteer.
- Children in third grade and under shall be accompanied to the restroom by a responsible staff or volunteer. That staff or volunteer is to wait outside the restroom to escort the child back to the activity.
- Written parental permission, including a signed medical treatment form and emergency contacts,

is required before children are taken on any trip.

- Two paid staff or volunteers will be present when transporting children in vehicles, whenever possible.
- Children are to use a "buddy system" whenever going on trips.
- Children may only be released to a parent, guardian or person assigned by the parent or guardian.

Behavioral:

- Alcoholic beverages, tobacco, drugs, contraband, or anything that is prohibited by law is not to be provided to children.
- Inappropriate touching is to be avoided. All touching shall be based on the needs of the individual being touched, not on the needs of the volunteer or staff. In the event a child initiates physical contact and/or inappropriate touching, it is appropriate to inform the child that such touching is inappropriate.
- Physical discipline of a child is never allowed. Physical discipline is defined as the deliberate infliction of physical pain on a student by any means but does not include spontaneous physical contact which is intended to protect the child or other from immediate danger.
- Volunteers and staff shall not abuse children in any way, including but not limited to physical abuse, verbal/mental abuse, emotional abuse, and sexual abuse of any kind.
- Bullying will not be tolerated.
- Anyone who observes abuse of a child shall take appropriate steps to immediately intervene and provide assistance and shall report any inappropriate conduct immediately.

Reporting And Response

TAI will provide multiple modes, including an anonymous option, by which harassment may be reported.

In the event that a staff person or volunteer observes or otherwise becomes aware of conduct that is reasonably believed to be a violation of this policy, it is their responsibility to do the following:

- Interrupt the behavior, if possible.
- If reasonably possible, offer prompt assistance to the targeted individual and take reasonable actions under the circumstances to protect the individual's physical and/or psychological safety.
- Report the behavior to a supervisor, the President, the TAI Executive Director or TAI Ombudsperson; if the person is not comfortable making the report directly, a report should be made anonymously. Anonymous reports may be submitted by US Mail, addressed to: Temple Adath Israel 124 N. Ashland Ave, Lexington, KY 40502.
- If the report is about a supervisor or the Executive Director, contact the TAI Ombudsperson or Executive Committee member.
- Document the report but do not conduct an investigation.

TAI will respond promptly to any reports of actual or suspected violations of this policy regarding a protected member (defined to include TAI congregants, children/youth, volunteers, visitors and staff). If a supervisor receives such a report, the supervisor is to report the matter to the Executive Director or TAI Ombudsperson.

The Executive Director (or other person in charge) will consult with the Executive Committee and legal counsel if needed to determine the appropriate response. The Executive Committee has the authority to consult with internal TAI groups for advice on potential responses. Responses, which shall be documented, may include:

- Speak with/counsel the individual who has been reported.
- If the alleged harasser is staff or a volunteer, place the person on leave pending investigation, with or without pay while the matter is being investigated.
- Report the matter to TAI's insurance carrier.
- Cooperate with authorities and the insurance carrier.
- Consider whether additional legal counsel or other consultants are needed.

- Engage appropriate professional(s) to conduct the investigation if necessary.
- If at any point in gathering information about a report of suspicious or inappropriate behavior, a concern arises about possible unlawful activity, contact relevant state or local authorities and file a report.

If a report about abuse or molestation involves a minor, immediately report the incident to the police, child protective services, and/or other appropriate authorities.

The Executive Director or other person in charge (and legal counsel or other consultants) will meet with the Executive Committee and/or Board during the investigation to update the leadership on any developments and to make recommendations regarding any actions. When a minor is involved, parents/guardians and congregants will be notified as appropriate.

If a staff person and/or volunteer is found to be in violation of this policy, they will be subject to disciplinary action, up to and including termination. If the offender is a congregant or visitor, the Board will determine the appropriate action.

Non-Retaliation

It is also a violation of this policy to retaliate in any way against anyone who in good faith complains about conduct that may be in violation of this policy or who in good faith participates in an investigation of such behavior, even if sufficient evidence is not found to substantiate the complaint. Complaints of retaliation (actual, threatened or feared) also should be made promptly in accordance with the above complaint reporting procedure. Anyone who engages in such retaliatory behavior will be subject to appropriate action.

It is assumed that all complaints are made in good faith. However, if it is determined that a complaint was made in bad faith, the Board reserves the right to take appropriate action against the complaining party.