



SAMPLE SEXUAL ABUSE POLICY

Purpose

This organization prohibits and has a zero tolerance for any sexual abuse.

Procedure

- **Screening** – All potential employees and volunteers must undergo a comprehensive background check before being allowed to work.
- **Training** – All employees and volunteers will be trained on what constitutes abuse and molestation and how to respond.
- **Prevention** – This organization has a detailed listing of ways to minimize occurrences and reviews the listing annually.
- **Identification** – This organization monitors events, patterns or trends that can indicate abuse. Physical and behavioral evidence or signs that someone is possibly being sexually abused include, but are not limited to:
 - Difficulty in walking;
 - Torn, stained or bloody clothing;
 - Pain;
 - Bruises or bleeding in the genitalia;
 - Reluctance to be left alone with a particular person;
 - Wearing lots of clothing;
 - Nightmares or fear of night.
- **Reporting** – This organization will take all allegations of sexual abuse seriously and will promptly and thoroughly investigate whether sexual abuse has taken place.
 - We have two people identified to report any suspected abuse to. All employees and volunteers have been educated on the names and how to contact them, and understand that retaliation is prohibited against the person who makes the good faith complaint of sexual abuse.
- **Investigation** – It is this organization's objective to conduct a fair and impartial investigation.
 - Every reasonable effort will be made to keep the matters involved in the allegation as confidential as possible, while still allowing for a prompt and thorough investigation.
 - This organization will report the incident to the police as indicated.
 - This organization will cooperate fully with any investigation conducted by law enforcement or other regulatory agencies.

- **Protection** – All victims will be protected from harm during the investigation.
 - Remove the alleged perpetrator from contact with all residents and staff, pending outcome of the investigation.

- **Response** – Analysis of the occurrences will be conducted to determine what changes to policies and procedures are needed, if any, to prevent further occurrences.

- **Review** – The sexual abuse policy should be reviewed periodically.
 - An annual review for staff and volunteers will be provided on the following with a documented sign-off:
 - Organization’s sexual abuse policy;
 - Identifying sexual abuse; and
 - Reporting sexual abuse.

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You are encouraged to consult with your own attorney or other expert consultants for a professional opinion specific to your situation.



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