

# Asheville Choral Society Child Safety and Protection Policy

## Purpose Statement

The Asheville Choral Society seeks to provide a safe and secure environment for the children who participate in our music education programs and activities. By implementing this policy, our goals are to protect the children participating in our organization from any harm and provide a clear path of response for staff and volunteers in the event of suspected abuse or neglect.

## Implementation

ACS seeks to provide a safe environment and adequate supervision of children. Staff and volunteers present will implement the following:

- **Adequate supervision and accountability.** Ensuring that there will be at least two adult staff/volunteers present at every session, subject to increase dependent on student registration.
- **Check-In/Check-Out.** Children must be checked in and out by a parent or guardian, specified on their initial registration sheet.
- **Discipline.** No physical discipline (hitting, slapping) will be used. When a child misbehaves, an adult may use redirection and/or verbal means to guide the child's behavior.
- **Physical touch.** All physical contact should be gentle and appropriate. Children have the right to refuse physical contact. Staff and volunteers will be provided with a copy of current ACS's Appropriate Behavior Guidelines, available online here:  
[https://drive.google.com/file/d/17dhfHGnam2SfxnBzRje\\_yAIN1VyE2f0m/view?usp=sharing](https://drive.google.com/file/d/17dhfHGnam2SfxnBzRje_yAIN1VyE2f0m/view?usp=sharing)
- **Bathroom Help.** If the child requests help or the parent has noted that the child needs help, leave the door open and assist them..
- **Snacks and food allergies.** Due to severe food allergies, our programs will be nut-aware. Before parents or staff bring in snacks, all will verify that packages are not labeled as "contains", "may contain" or "manufactured in a facility that also processes" any type of nut or nut oil.
- **Accidents, First Aid and Incident Reporting.** All adult staff and volunteers are allowed to administer minor first aid to injuries such as small cuts, bumps, and bruises. Staff will always use gloves when dealing with blood. In case of a more serious injury, staff will deal with the immediate need (i.e. apply pressure to stop the bleeding) and then contact 911 and program lead as appropriate to assist. Any time a child is hurt, an accident/injury report needs to be filled out.
- **Breaks for Staff and Volunteers.** Sometimes interactions with children can become frustrating. If staff or volunteers ever find themselves in a situation where they are getting angry with a child or a class, they are authorized to take a break, in partnership with other staff or volunteers.
- **Recognizing and Reporting Suspected Child Abuse.** Staff and primary volunteers will be trained to recognize and report suspected child abuse, via online training available at <https://www.preventchildabusenc.org/recognizing-responding-online-course/> Note: in North Carolina, all adults may be considered mandated reporters.
- **Staff/ Volunteer Screening.** If staff and primary volunteers plan to interact with children with no parents present, they will be subject to a background check, per the instructions provided by the NC Judicial Branch online here: <https://www.nccourts.gov/help-topics/court-records/criminal-background-check>. Additionally, we require confirmation that staff and key volunteers are not currently on the NC State Bureau of Investigation's Sex Offender Registry (<http://sexoffender.ncsbi.gov/search.aspx>) prior to beginning of program; presence on the sex offender registry may result in dismissal.