



## 2021-2022 CAPA MARQUEE AWARDS Conduct Policy for Youth Interactions

This Policy establishes how the CAPA Marquee Awards will prevent the physical, emotional, and sexual abuse of youth by its employees and representatives. The CAPA Marquee Awards seeks to create a welcoming and nurturing environment and has zero tolerance for those whose actions may jeopardize the safety, health, or innocence of a minor.

Scope: For the purposes of the Policy, except where noted, the word “adult” is used to define not just employees, but anyone engaged or utilized by the CAPA Marquee Awards to work with or around youth. This includes directors, choreographers, teaching artist, volunteers, parent chaperones, interns, and anyone else who routinely works with youth as a representative of the CAPA Marquee Awards.

### Definitions

Abuse - Because it takes many forms, abuse can be broken down into the following subtypes, all of which are prohibited within the scope of this Policy.

- Physical abuse - Injury inflicted on a youth.
- Sexual abuse - Contact or activity of a sexual nature between an adult and a youth.
- Emotional abuse - Mental or emotional injury inflicted on a youth by the actions of an adult.
- Neglect - Failure to provide adequate care for a youth.
- Economic abuse - Deliberate misuse of the money or belongings of a youth.

Youth - A youth is defined as anyone between 12 and 18 years of age.

### Personnel Screenings

Safeguards in the hiring and volunteer selection process will be used to eliminate from consideration any candidates who display characteristics that could classify them at a high risk for violating this Policy. The required screenings and background information will depend on the positions and level of involvement with youth.

All information collected about a candidate will be reviewed and used to determine if he or she is appropriate for the respective position.

Candidates for paid positions that involve *regular and frequent interaction* with youth will be screened and selected using the following:

- In-person interview of the candidate
- A signed authorization to perform necessary background checks.
- Criminal background checks in all states where the candidate has lived in the past 7 years.
- Sexual offender registry checks in all states where the candidate has lived for the last 7 years.
- FBI/BCI Fingerprint background check within 30 day of hire date.
- A signed Conduct Policy Acknowledgement form.

Candidates for paid contracted positions that involve *regular but infrequent interaction* with youth (either limited or ongoing) will be screened and selected using the following:

- In-person interview of the candidate.

- A signed authorization to perform necessary background checks.
- FBI/BCI Fingerprint background check before any work with youth is permitted.
- Sexual offender registry checks in all states where the candidate has lived for the last 7 years.
- A signed Conduct Policy Acknowledgement form.

Candidates for contracted positions that involve *limited and infrequent interaction* with youth will be screened and selected using the following:

- Supervision by a CAPA employee for the duration of the CAPA Marquee Awards activity.
- In-person interview of the candidate (when possible).
- A signed Conduct Policy Acknowledgement form (when possible).

### Structural Guidelines for Programs

All CAPA Marquee Awards programs are designed to encourage safe interaction between adults and youth. The following guidelines are meant to keep established safeguards effective:

- Adults are prohibited from being alone with a youth where they cannot be easily observed by others.
- Adults who are responsible for developing and implementing new programs for youth must ensure this Policy is followed and obtain management consent for any new program or activity that is outside their customary scope of duties.

### General Conduct

To provide a safe and healthy environment for both mind and body, the following guidelines are meant to guide CAPA Marquee Awards adults during their interactions with youth. These guidelines do not and cannot outline every situation that may be encountered while on the job, requiring adults to act with a certain degree of personal discretion. Because a certain action is not prohibited in this section does not mean it is acceptable behavior. The CAPA Marquee Awards reserves the right to take disciplinary action against adults whose actions are found to be inappropriate regardless of whether they appear in this section.

- All youth will be treated with respect and consideration. Treatment must be fair and equal and must not be based on gender or gender-identification, race, religion, ability or disability, economic or social status, or sexual orientation. All effort must be made to avoid favoritism or the appearance of favoritism.
- While representing the CAPA Marquee Awards, adults must not possess, distribute, use, or allow others to use any alcohol or drugs.
- Harsh or inappropriate language, degrading punishment, or any type of restraining device in the name of behavior management must not be used.
- Adults must not participate in or allow others to engage in any form of hazing.
- Adults must not have sexual contact with youth.
- Adults must not dress, undress, shower, or bathe with or in the presence of youth (who are not their own children).
- Adults must not use physical punishment in any form. The only time physical force is allowed to be used against a youth is when their actions are placing others at an immediate risk for serious harm.
- Adults are prohibited from sharing sleeping locations with youth (who are not their own children). This includes beds, tents, hotel rooms and other similar areas.
- Adults must not discuss their own sexual history, preferences, or fantasies nor their use of illicit or pornographic materials while in the company of youth.
- Adults are not allowed to possess any sexually oriented materials (digital media, videos, books, magazines, clothing, etc.) when conducting business in the name of the CAPA Marquee Awards.
- When one-on-one discussion or counseling is warranted, adult interaction with youth will take place in an area that allows for private conversation while remaining easily observed by others.

- Adults must not interact or socialize with youth outside scheduled CAPA Marquee Awards activities without sending prior written notice to the Program Manager, unless the adult is related to the youth or has a pre-existing relationship with the family of the youth (and that relationship has previously been disclosed in writing to the Program Manager).
- Adults should not have private written, electronic, or digital correspondence with a youth unless the adult is relaying program information related to the CAPA Marquee Awards Program, the adult is related to the youth, or the adult has a pre-existing relationship with the family of the youth (and that relationship has previously been disclosed in writing to the Program Manager).

If, for any reason, an employee feels there is a need to make an exception to these guidelines, they must submit to the Program Manager a written description of the incident and why their actions were necessary. Their report will be reviewed for propriety.

### **Fraternization with Minors**

The CAPA Marquee Awards is very protective of its reputation as a safe and educational environment for youth. Fraternization between adults and youth is strictly prohibited. The relationship between adults and youth must be kept as a strictly professional, working relationship. Social contacts must be limited to CAPA Marquee Awards-sanctioned and chaperoned events and may require written parental permission, depending upon the type of event or activity.

If you are the object of “inappropriate” attentions from a youth, please notify the Program Manager.

Adults must remember the CAPA Marquee Awards is an educational program providing learning and enrichment activities for the community with an emphasis on youth, therefore, adults must uphold the same standards as expected of other educational institutions.

### **Reporting Violations**

Adults who violate these guidelines may be removed from their responsibilities and role with the CAPA Marquee Awards. Serious violations will result in the adult being banned from attending or participating in any CAPA Marquee Awards activities and may result in a criminal complaint to law enforcement.