

HOH Child Harm or Abuse Policy

Young Person:

Tell a trusted adult

First Adult to be Told of Incident:

Contact local police

Stay with victim in safe location until police arrive.

Let police do the investigating and see to victim care.

Notify lead SoSA staffer at event.

Take notes of what you heard/saw and how you responded.

Lead SoSA Staffer at Event:

Isolate accused abuser until police arrive.

Check in with police.

Cooperate with all directives from them.

Call SoSA Executive Director ASAP

Take notes of what you heard/saw and how you responded.

If an allegation of abuse or molestation is made at a Harvest of Hope Event, the following steps shall be taken:

1. If a victim reports an incident to a young person, the young person should encourage them to report the incident to a safe, trusted adult leader at the Harvest of Hope event.
2. All adult leaders at Harvest of Hope events, whether SoSA staff members or volunteers/congregational employees who have accompanied youth to Harvest of Hope events, are mandatory reporters and must immediately report to local law enforcement any incidents or allegations of abuse or molestation that they observe or that is reported to them.
3. Any adult leader who observes or to whom an incident is first reported shall ensure the safety of the victim. This adult leader shall immediately contact the local police department to report the incident, including reporting potential medical issues for the victim.
4. The reporting adult and others who later are made aware of the event shall follow all directives of the police and other responding authorities.
5. Once police have been notified, first reporter should also notify the appropriate SoSA staff member at the event (HoH Director or lead staffer). In the event a SoSA staff member is the accused abuser, the first reporter should notify the most senior non-accused SoSA staffer at the Harvest of Hope event.
6. The HoH Director or lead staffer should isolate the accused abuser from other camp participants, without discussion, so that risk of further harm is reduced and so that the accused abuser is accessible for police investigation.
7. Both adult initially reporting and Harvest of Hope Director shall create contemporaneous written documentation of the allegations reported to them and follow-up procedures

**HoH Director/SoSA
Executive Director:**

Don't notify parents or guardians of either victim or accused (or youth group leaders of either) unless or until requested/cleared for this by the police investigating the matter.

Notify SoSA's insurance agent and Board of Directors at earliest possible opportunity.

Determine whether camp should continue or be terminated.

Craft public statements to be shared with camp participants and leaders and with the general public. Seek approval for these from police PR staffer and SoSA insurance agent.

Cooperate fully with all investigators, both external and for SoSA.

Take notes of what you heard/saw and how you responded.

undertaken by them. This is narrative, not investigative documentation. "I was told this at this date/time, and I responded by taking these actions at these dates/times. The Harvest of Hope Director shall use the Harvest of Hope incident form, updating it as follow-up steps are taken.

8. The SoSA staff leader/HoH Director will notify the Executive Director of the Society of St. Andrew by phone at the earliest possible opportunity after police are involved and medical treatment (if necessary) for the victim has been sought.
9. Steps of notifying parents/guardians of the victim and the victim's group leaders at Harvest of Hope will be determined by the police investigating the allegations. The Harvest of Hope Director and the Executive Director of SoSA shall be available to make any notifications requested by the police investigators.
10. The Harvest of Hope Director, working with the Executive Director of the Society of St. Andrew, shall decide whether to terminate the current HoH event or continue it in light of the allegation made and together craft necessary statements sharing essential information only with other participating groups.
11. The Executive Director shall notify the Society of St. Andrew's insurance company and the Executive Committee of the Board of Directors that an allegation of abuse or molestation has been made at a Harvest of Hope event at the earliest possible opportunity.
12. Any SoSA staff members, to whom an allegation of abuse or molestation is reported or who are involved in follow-up steps after initial reporting, shall cooperate fully with law enforcement, family services, SoSA's insurance company, SoSA's legal counsel, SoSA's Executive Director, and SoSA's Board of Directors through any further investigation, questions, or legal actions arising from the allegation.
13. The Society of St. Andrew's Executive Director shall be the sole person authorized to make statements to the public or media, if needed. All requests for comment should be directed to them.

Child Protection Policy

The care and safety of children and young people in our midst is one of the Society of St. Andrew's paramount concerns. We welcome the participation of children and young people in field gleanings, crop drops, produce distribution, and Harvest of Hope mission retreats.

All Society of St. Andrew staff members will have a national criminal background check prior to their first day of employment. National background checks will be repeated for all staff every three years.

Every new employee of the Society of St. Andrew shall receive Child Protection Policy orientation and child safety training prior to assuming any Society of St. Andrew-related responsibilities that would bring them in contact with children.

In order to participate in any event with the Society of St. Andrew, each child or young person under age 18 must be accompanied by a parent or legal guardian. The parent or guardian must execute a liability waiver (Society of St. Andrew's form) on the child or young person's behalf, and must agree to provide direct, personal supervision for the child or young person throughout the Society of St. Andrew event.

If a parent or legal guardian will not be present, the child or young person must be part of an organized group, club, or team that, with its adult leaders/sponsors, is taking part in the Society of St. Andrew event that day. Each child must have submitted an event participation permission form (the group/club/or team's form) signed by his/her parent or legal guardian, as well as a liability waiver form (Society of St. Andrew's form), also signed by his/her parent or legal guardian.

Each child or young person within a particular group, club, or team is the sole responsibility of his/her group, club, or team leaders while participating in a Society of St. Andrew event. The group leaders are responsible for transportation, behavior, and safety of each member of their group. They must also ensure that all children and young people follow the specific gleaning and field care instructions provided by the Society of St. Andrew gleaning coordinator or field supervisor.

No young person or vulnerable adult shall be transported in any passenger vehicle by adults not leaders of their own group.

Each participating group, club, or team must be accompanied by at least two unrelated adults, with a ratio of 7 youth: 1 adult for the group maintained throughout the group's participation in the event. Every participating group must affirm to Society of St. Andrew staff that their group's leaders, staffing, and practices conform to their organization's established Child Protection Policies, and that each adult leader has had a criminal background check as well as child safety and protection training. Group leaders, in order to meet the youth:adult ratio, must be at least 25 years of age.

No young person shall be alone with any adult who is not their parent or guardian at any time during a Society of St. Andrew event. During waking hours, room doors should be left ajar. Bathing and changing facilities must provide separate rooms or times for young people and adults, and should be designated by gender.

Overnight participation of gender non-conforming or non-binary individuals shall be addressed on a case-by-case basis, and may be dependent on space availability at a given camp or conference center. We welcome and affirm all to participation, but in renting spaces that do not belong to the Society of St. Andrew we sometimes have limited accommodation options. The health and safety of each participant is critical to us.

If overnight facilities are configured in such a way that young people and adults will be sleeping in the same rooms, at least two unrelated adults must be in each room, of gender corresponding to the young people in that room.

Conversations of a sexual nature are inappropriate at all times and between any and all participants in any Society of St. Andrew event.

Any allegation of inappropriate conduct must be taken seriously. Bullying, name calling, shaming, and calling out are never acceptable behavior. Any participant engaging in such unacceptable behavior will be immediately separated from other participants and sent home from the event.

Fighting, drinking alcoholic beverages, smoking, and possession, use, or distribution of firearms, weapons, or illegal substances is also conduct subject to immediate dismissal from the event.

Allegations of abuse or molestation must be immediately reported to the local police. The **Harvest of Hope Child Harm or Abuse Policy** provides a process for addressing such an allegation in the context of a Harvest of Hope event. The Harvest of Hope incident policy's action steps are equally applicable to any other SoSA event.

This policy will be reviewed and updated annually by a Participant Safety task group comprised of SoSA board members and staff.

Approved by the Executive Committee of the Board of Directors of the Society of St. Andrew, 6/1/2023