



book harvest

Child Safeguarding Policy and Code of Conduct

Adopted by the Book Harvest Board of Directors, 08/11/16

Introduction

Book Harvest is a nonprofit organization based in Durham, North Carolina. Our mission is to provide books to children who need them and to engage families and communities to promote children's lifelong literacy and academic success.

In the course of fulfilling this mission, Book Harvest interacts with children in a variety of settings: in homes, in schools, at partner organizations such as health centers and social service agencies, and in our office. In addition, we interact with children in a wide variety of roles; children are book recipients, book donors, and volunteers.

Book Harvest is committed to keeping children safe from abuse through awareness raising, prevention, responding and reporting, and the implementation of Book Harvest's Child Safeguarding Policy and Code of Conduct. Book Harvest believes that every child has the right to respect and protection, regardless of gender, gender identity, race, ethnicity, religion, sexual orientation, and whether or not they have a disability.

This policy is based on trainings and resources from the London-based organization Keeping Children Safe (KCS) and on the UN Convention on the Rights of the Child, 1989 (and its optional protocols); and the Keeping Children Safe Standards. More can be learned about KCS at <http://www.keepingchildrensafe.org.uk/>.

For the purpose of this policy, a child is anyone under the age of 18 years old.

The four main objectives of the policy are to:

- Keep children safe;
- Ensure all representatives of Book Harvest abide by a code of conduct designed to safeguard children and understand state laws regarding the reporting of child abuse;
- Protect the reputation of Book Harvest; and
- Prevent infiltration of the organization by child abusers.

This policy is binding upon the staff and Board of Directors of Book Harvest, hereinafter referred to as "Book Harvest Representatives." Although not binding on others in the Book Harvest community (including regular volunteers, consultants, interns, and contract workers), Book Harvest Representatives will make reasonable efforts to share this policy and its code of conduct with its larger community and to encourage adherence to it.

This policy and the accompanying Code of Conduct are designed to provide guidance to all Book Harvest Representatives regarding the importance of child safeguarding issues as well as representatives' legal, ethical and policy responsibilities in this context, both within and outside working hours.

Book Harvest is committed to preventing and protecting children from all forms of physical, emotional, and sexual abuse.

Definitions of Harm

It is difficult to define "harm" to children because children can be abused in so many ways depending on the context and culture. They may be abused in a family, an institution, community or faith setting, or via social media/internet. They may be harmed by an adult or adults or another child or children. Examples of various types of harm to children follow:

Physical abuse: actual or potential physical harm perpetrated by another person, adult or child. It may involve hitting, shaking, poisoning, drowning and burning. Physical harm may also be caused when a parent or caregiver fabricates the symptoms of or deliberately induces illness in a child.

Sexual abuse: forcing or enticing a child to take part in sexual activities, including but not limited to, rape, oral sex, penetration, or non-penetrative acts such as masturbation, kissing, rubbing and touching. It may also include involving children in looking at or producing sexual images, watching sexual activities and encouraging children to behave in sexually inappropriate ways.

Child sexual exploitation: a form of sexual abuse that involves children being engaged in any sexual activity in exchange for money, gifts, food, accommodation, affection, status, or anything else that they or their family need. It usually involves a child being manipulated or coerced, which may involve befriending children, gaining their trust, and subjecting them to drugs and alcohol. The abusive relationship between victim and perpetrator involves an imbalance of power where the victim's options are limited. It is a form of abuse that can be misunderstood by children and adults as consensual.

Child sexual exploitation manifests in different ways. It can involve an older perpetrator exercising financial, emotional or physical control over a young person. It can involve peers manipulating or forcing victims into sexual activity, sometimes within gangs and in gang-affected neighborhoods.

Emotional abuse: persistent emotional maltreatment that affects a child's emotional development. Emotionally abusive acts include restriction of movement, degrading, humiliating, bullying (including cyber bullying), and threatening, scaring, discriminating, ridiculing or other non-physical forms of hostile or rejecting treatment.

Commercial exploitation: exploiting a child in work or other activities for the benefit of others and to the detriment of the child's physical or mental health, education, moral or social-emotional development. It includes, but is not limited to, child labor.

Neglect and negligent treatment: allowing for context, resources and circumstances, neglect and negligent treatment refers to a persistent failure to meet a child's basic physical and /or psychological needs, which is likely to result in serious impairment of a child's healthy physical, spiritual, moral and mental development. It includes the failure to properly supervise and protect children from harm and provide for nutrition, shelter and safe living/working conditions. It may also involve maternal neglect during pregnancy as a result of drug or alcohol misuse and the neglect and ill treatment of a disabled child.

Working with Partners

Book Harvest expects its partners to be committed to safeguarding children. To promote safeguarding children as the organizational and individual responsibility of everyone, we encourage our personnel, partners and all others associated with Book Harvest to participate actively in building and maintaining a child-safe environment.

Child safeguarding is an integral part of Book Harvest's partnership concept, and we encourage our partners to either have or to develop a Child Safeguarding Policy and Code of Conduct, or to have similar arrangements that are in line with the UN Convention on the Rights of the Child.

If any incident involving alleged or actual physical, sexual, or emotional abuse of a child occurs within a partner organization, Book Harvest expects to be informed at the earliest possible point in time about any such incident and about any and all remedial measures implemented. Should the partner not take appropriate action, or ignore the case, Book Harvest may terminate the partnership.

Preventive Measures

Book Harvest employs a number of preventive measures in a holistic manner to protect children from abuse. These include: safe recruitment and hiring practices; a code of conduct outlining acceptable and unacceptable behaviors; education and training programs; safe program design; risk analysis; and specific reporting protocols.

Safe Recruitment and Hiring Practices

Book Harvest uses recruitment and hiring practices designed to maximize safety of children. In order to ensure that all Representatives safeguard children, candidates for employment and recurring volunteers are examined regarding their suitability and fitness for working with children and their understanding of child protection.

Book Harvest adheres to the following practices when hiring staff or engaging recurring volunteers as specified in Item 4 below:

1. Background checks are required and conducted by the organization for all paid full-time and part-time staff; staff are hired contingent upon a background check that comes back clean in relation to all interactions with children. Items that are revealed by a background check that do not relate to children (speeding tickets, minor drug charges) will not necessarily affect hiring decisions.
2. With all hiring of staff, Book Harvest checks at least one reference.
3. All prospective volunteers for ongoing roles with Book Harvest, except for book sorting roles, must fill out the organization's volunteer application and attend an orientation with the staff person who trains and coordinates volunteers. This orientation includes a review of this policy and code of conduct.
4. Background checks are required and conducted by the organization for all volunteers who serve with the organization more than three times per quarter in roles other than sorting books and/or who have an ongoing assigned role with the organization. Volunteers who attend Book Harvest's twice-monthly volunteer book sorts and do not have any other volunteer role are not required to have a background check. Affected volunteers will only be retained contingent upon a background check that comes back clean in relation to all interactions with children.
5. Book Harvest staff and volunteers may never be alone with a child in unsupervised one-on-one situations. If it is found that a staff person or volunteer is alone with a child, such contact will be grounds for dismissal.

6. All regular volunteers with the organization must be at least 16 years of age. Anyone serving as an occasional volunteer -- at a volunteer book sort or one-time event, for example -- who is under the age of 16 must be accompanied by a parent, guardian, or adult chaperone.

Code of Conduct

All Book Harvest Representatives are required to understand their responsibility to keep children safe and must abide by the following Code of Conduct.

This Code of Conduct is designed primarily to protect children. However, it also serves to guard representatives from false accusations and to protect the name and reputation of Book Harvest.

All Book Harvest staff members are responsible for encouraging and promoting the dissemination of this Code of Conduct. Book Harvest staff who work closely with partners are also urged to encourage these partners to adhere to the standards set in the Code of Conduct and to join Book Harvest's staff in upholding them.

In line with the Book Harvest Child Safeguarding Policy, the adherence to this Code of Conduct is mandatory for all Book Harvest Representatives. Any violation of the Code of Conduct may result in disciplinary procedures or, where applicable, legal action.

Acceptable Behavior and Conduct

Book Harvest Representatives should:

- Raise and discuss all child protection concerns, and report all abusive behavior;
- Listen to and respect children as individuals in a safe, positive and encouraging environment;
- Follow the "Two Adult Rule" when interacting with children, pursuant to which an adult may never be alone with a child while acting on behalf of Book Harvest;
- Ensure physical contact is at all times appropriate and not an invasion of the child's privacy;
- Use positive, non-violent methods to manage children's behavior;
- Respond to all concerns, allegations or disclosures according to the reporting protocol described below; and
- Comply with any investigation (including interviews) and make available any information necessary for completion of the investigation.

Unacceptable Behavior

Book Harvest Representatives must not:

- Hold, fondle, kiss, cuddle or touch children in inappropriate ways;
- Act abusively or place a child at risk of abuse;

- Make sexually suggestive comments or actions to a child, even as a joke;
- Assist a child in typically private tasks that he or she can do unaided (such as taking them to the toilet, bathing or changing clothes), unless help is requested, in which case the “Two Adult Rule” applies;
- Hit or otherwise physically assault or physically abuse children. Disciplinary measures should not be violent or degrading;
- Shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse;
- Discriminate against or favor particular children to the exclusion of others;
- Develop exploitative or abusive relationships with children;
- Spend time alone with a child, away from others, behind closed doors or in a secluded area (see “Two Adult Rule” above);
- Take a child to the Representative’s home or visit a child at the child’s home where the Representative may be alone with that child, or sleep in the same room, without another adult present;
- Sleep in the same bed as a child or allow a child to stay overnight at their home unsupervised, when not related to that child;
- Condone or participate in behavior with children that is illegal, unsafe or abusive;
- Exploit children for their labor (e.g., domestic servants) or for sexual purposes (e.g. prostitution) or trafficking of children. The definition of child domestic work (house help) does not include occasional babysitting, gardening, help during school holidays or out of school time; however, the “Two Adult Rule” should be applied;
- Take a child alone in a vehicle.

Education/Training

All staff are required to attend a “Darkness to Light” training or an equivalent training as approved by the Executive Director regarding child abuse prevention. Darkness to Light is an organization whose programs raise awareness of the prevalence and consequences of child sexual abuse by educating adults about the steps they can take to prevent, recognize and react responsibly to the reality of child sexual abuse. To learn more, visit www.d2l.org.

All staff members will receive training on child protection within Book Harvest, and a review of this policy and the code of conduct when they begin working with the organization. They will also be given a copy of this policy (either printed or electronic).

Book Harvest will make this policy available on our website and upon request. We will share when appropriate our commitment to child protection.

All staff are aware of the designated Child Protection Officer on staff who is responsible for receiving reports of concerns in line with Book Harvest’s policy and code of conduct.

Safe Program Design

Book Harvest is dedicated to designing and delivering programs that are safe for children. Our programs and projects will be risk-assessed for safety, and where needed, safe strategies will be developed.

Risk Analysis

A risk assessment of all Book Harvest's operations, programs and project activities has been conducted in consultation with the organization Keeping Children Safe. Risk mitigation strategies will continue to be developed and incorporated into the design, delivery and evaluation of programs, operations and activities that involve or have an impact upon children.

Reporting Procedures

Book Harvest has reporting and incident management procedures for handling reports related to Child Abuse. The goal of these procedures is to enable an appropriate and swift investigation of any given case and to identify cases of abuse and maltreatment early. All Book Harvest staff are informed of Book Harvest's Child Safeguarding Reporting and Incident Management Procedures in their introductory training. The welfare and safety of the child serve as the foundation for all the decisions made during the management of an incident or suspected case.

All reports and the information herein provided will be treated and managed with the strictest confidentiality to protect the identity of the child concerned, informer and accused appropriately.

Reporting and Incident Management Procedures

Designated Child Protection Officer

Book Harvest has a designated Child Protection Officer on its staff.

People who receive a report of abuse or observe abuse must refer the incident within 24 hours to the designated Child Protection Officer within Book Harvest. *See Addendum.*

When a concern is raised, the designated Child Protection Officer will promptly document the suspected child abuse in writing.

The Child Protection Officer will promptly notify the Executive Director about the complaint or concern and will work with the Executive Director to make decisions based on the information provided. The Executive Director shall notify the Board Chair immediately as to any such complaint or concern, and the Board Chair may work with the Executive Director to take the appropriate actions, including:

- a) Reporting to relevant local law enforcement agencies or any other external body if the matter is criminal in nature;
- b) Referring or connecting support services to the child/ren involved and their families;
- c) Determining if the matter is in breach of this Policy and therefore requires further inquiry.
- d) Monitoring the progress of the investigation and give guidance as appropriate.

In the event that the Executive Director is the subject of the concern, the Child Protection Officer shall report the concern directly to the Board Chair.

Responding to Internal Reports of Abuse

Identifying information about children will be shared on a “need to know” basis only. Any staff member who raises concerns of serious malpractice will be protected as far as possible from victimization or any other detrimental treatment if she comes forward with serious concerns, provided that concerns are raised in good faith. Deliberate false allegations are a serious disciplinary offence and will be investigated.

The subject of the complaint (alleged perpetrator) and all witnesses must cooperate fully and openly with internal and statutory investigations and hearings. Their confidentiality will be protected, and information that could identify them will be shared on a “need to know” basis only.

Allegations against a staff member will normally result in suspending the staff member from their employment immediately subject to investigation of the issue. If the allegation is a criminal issue, this shall be reported to formal authorities such as the police before taking action or informing the alleged perpetrator.

Internal investigations shall be conducted by person(s) with the skills to do so. The investigation shall involve interviews of all parties involved including witnesses to gather all relevant details of the allegation.

Appropriate disciplinary measures shall be taken in the event that the allegation is found to be true. If the allegation is found to be baseless, appropriate steps shall be taken to minimize damage to the reputation of the individual accused.

Internal investigations related to allegations of criminal behavior shall be discussed with formal authorities such as the police prior to embarking on this course of action to ensure that the organization does not compromise the formal investigation.

Support and counseling shall be made available for those involved in the report and response.

Compliance Measures

Any Book Harvest Representative who has “cause to suspect” child abuse, neglect and/or dependency is required by state law to make a report. Because Book Harvest’s work brings Book Harvest Representatives into contact with children in their homes and in schools, Representatives may become aware of suspected abuse or neglect situations. North Carolina law governs Representatives’ conduct in such situations.

Reporting to Durham County Child Protective Services:

Anyone who has “cause to suspect” child abuse, neglect and dependency is required by state law to make a report. According to NC General Statute §7B-301, any person or institution that suspects child abuse or neglect must report. Any person or institution that fails to report or prevents another person from reporting is guilty of a Class 1 misdemeanor.

To report suspected abuse, neglect and/or dependency contact **Durham County Child Protective Services** at 919-560-8424 from 8:15 am until 5:30 pm, Monday-Friday. Ask to make a report to a CPS Intake Social Worker. Reports can be made after hours, weekends, and holidays by calling 911 and asking for the After-hours CPS Social Worker. Reporters should provide all relevant information that they have regarding the family and their concerns about child safety.

If it is an emergency situation or if the report involves a non-caretaker, call 911.

Responding to All Reports of Abuse: Best Practices

Whether Book Harvest Representatives are dealing with accusations regarding staff or volunteers or are fielding concerns more largely, we will work to protect children to the best of our abilities.

Book Harvest will receive disclosures from or about children with sensitivity and will strive not to re-traumatize children in their handling of complaints.

If a child or young person tells Book Harvest staff or volunteers they are being, or have been, abused, the Book Harvest Representative should:

- Ask another staff person to be present during any further conversation with the child.
- Listen to and accept what the child or young person says but do not press for information.
- Let the child or young person know what you are going to do next and that you will let them know what happens.
- Not investigate and not inform, question or confront the alleged abuser.
- Take the alleged abuse seriously.
- Record carefully what you have heard in writing and share it with the Child Protection Officer.

Any report will be treated seriously and with confidentiality. The priority will always be the safety and best interests of the child.

Monitoring and Review

This policy will be reviewed at a minimum of every three years or when it is shown necessary that additional issues need to be identified and addressed through this policy.

For further information, please contact Book Harvest Executive Director Ginger Young at ginger@bookharvestnc.org.

Book Harvest
2501 University Drive
Durham, NC 27707
252 497 BOOK
www.bookharvestnc.org

Book Harvest's Policies on Communication and Use of Images Regarding Representation of Children

Photo and Video Policy

In our use of visual images, both photographic stills and video, our overriding principle is to maintain respect and dignity in our portrayal of children, families and communities.

Pictures, materials and personal information regarding children are held in a secure area where practicable, and every caution is exercised to ensure its security.

This document sets out the principles Book Harvest employs to regulate our use of images of children and their families. The guidelines that follow will be of particular use to staff in the field in contact with children and families.

In our use of visual images we adhere to the following principles:

1. Book Harvest will respect the dignity of the subject.

Book Harvest will always seek permission when taking official photographs or video footage of individuals during our Book Babies and Books on Break programs.

Whenever possible, consent for taking and using photographs and testimonials will be sought from parents and those with parental responsibility, or from the children directly when they are of sufficient age and understanding.

In all cases and at all events, if Book Harvest is taking photos or videos, staff will post notices that photos or videos will be taken and will offer attendees the opportunity to contact us if they object to the public use of those images.

Wherever possible, Book Harvest will explain to the subject the likely use of the images.

Book Harvest will never take pictures of people who say they don't want to be photographed.

2. Book Harvest will not exploit the subject.

Book Harvest will not manipulate the subject in a way that distorts the reality of the situation (e.g., we will not ask them to cry for the camera).

If necessary to protect confidentiality, the names of children and families will be changed or omitted.

Book Harvest will never publish a child's full name or contact details.

3. Book Harvest aims to provide a balanced portrayal of reality.

Book Harvest will make its best effort to avoid stereotypes.

4. Book Harvest will use images truthfully.

Case histories/descriptions will not be fabricated, although they may be adapted or edited to preserve the dignity and confidentiality of the subject.

Book Harvest will not use an image of one thing and describe it as, or imply it is, an image of another (e.g., we do not use an image of one project to illustrate the work of another).

Where possible, Book Harvest will use a balance of images (e.g., positive and negative) to reflect the reality of a situation.

Book Harvest will not use an image in a way that deliberately misinterprets the true situation.

If an image represents an exceptional situation, Book Harvest will not use it in a way that suggests it is generally true.

Book Harvest aims to be confident that, to the best of its knowledge, the subject would regard the image and its use as truthful if s/he saw it.

5. Book Harvest will maintain standards of taste and decency consistent with its values.

6. Book Harvest will respect the views of its partner organizations.

Book Harvest will be sensitive to the concerns and advice of its partner organizations in our gathering and use of visual material.

7. Book Harvest will maintain high technical standards.

Book Harvest aims to use only high-quality images.

Book Harvest may use digital manipulation of images for creative or iconic effect, but not in a way that deliberately and misleadingly distorts the reality of the situation depicted.

Book Harvest will not crop an image in a way that misleadingly distorts the reality of the situation.

In video editing, Book Harvest will not misleadingly distort the reality of the situation.

Social Media Policy

Book Harvest recognizes that social media is a vehicle for outreach and communication with its entire community. Book Harvest commits to adhering to a social media code of conduct that does not exploit or compromise its children's safety and privacy.

Book Harvest expects adherence to this policy from all Book Harvest staff and volunteers.

Failure to adhere to this policy will result in disciplinary action.

Book Harvest expects all staff and volunteers to make their best efforts to comply with the Photo and Video Policy in the context of using social media.

Rules for the use of social media for staff and volunteers:

- Always write in the first person.
- Never upload or post any defamatory, obscene, abusive or harmful content.
- Inform either the designated Child Protection Officer or the Executive Director if you observe another staff member uploading this type of content.
- Do not share any sensitive information such as the full name or location of a child.
- Always comply with the site/services terms of use.

- Always think about what you are posting and sharing. Staff members are personally responsible for the content that they share.
- Be aware that social media sites will be monitored. If staff are found in breach of the rules, staff are subject to disciplinary procedures.
- Know that misuse could have serious implications and could break the law, especially in the case of child abuse images, defamation, harassment and bullying.

Book Harvest
2501 University Drive
Durham, NC 27707
252 497 BOOK
www.bookharvestnc.org

###

EMPLOYEE RECEIPT AND ACCEPTANCE

I hereby acknowledge receipt of the Book Harvest Child Safeguarding Policy and Code of Conduct. I understand that this policy applies to all employees. I understand that it is my continuing responsibility to read and know its contents.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the policy may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I have read, understand and agree to all of the above. I have also read and understand the Book Harvest Child Safeguarding Policy and Code of Conduct.

Signature: _____ Print Name: _____

Witnessed by: _____ Date: _____

NOTE: FAILURE TO RETURN THIS RECEIPT AND ACCEPTANCE WILL NOT RELIEVE AN EMPLOYEE FROM BEING RESPONSIBLE FOR KNOWING OR COMPLYING WITH THE RULES CONTAINED WITHIN THIS POLICY.

Addendum 1 – August, 2016

Book Harvest's Child Protection Officer, to whom all reports should be made, is:

Charlia Vance, Executive Assistant

charlia@bookharvestnc.org

919 672 4691

Additional resources:

24 Hour Crisis Line:

Durham Crisis Response Center

919 403 6562

www.durhamcrisisresponse.org

Resources for Prevention and Treatment:

Allied Behavioral Healthcare

800 510 9132

www.alliancebhc.org

Center for Child and Family Health

919 419 3474

www.ccfhnc.org

Exchange Family Center

919 403 8249

www.exchangefamilycenter.org

Prevent Child Abuse NC

919 829 8009

www.preventchildabusenc.org

Statewide Advocacy:

NC Victim Assistance Network

919 831 2857

800 348 5068

www.nc-van.org

NC Coalition Against Sexual Assault

919 871 1015

www.nccasa.org

Internet Safety:

National Center for Missing and Exploited Children

www.ncmec.org

Enough is Enough

www.enough.org