



## Community Building Services (CBS)

Established September 12, 2019

### Safety Guidelines (Effective from February 15, 2025)

#### Purpose

The purpose of the Safety Guidelines for Dance and Language Class is to ensure a secure and supportive learning environment for all participants. These guidelines help prevent injuries, promote cultural respect, and maintain discipline during sessions. They outline proper conduct, emergency procedures, and the responsibilities of instructors and students. By following these guidelines, CBS fosters a safe, inclusive, and enjoyable educational experience for the youth and community.

#### General Policies and Procedures

There must be at least one CBS staff member and another CBS staff member or partner on site in order to open the Center.

**TWO-DEEP POLICY:** Any activity or program requires the presence of two (2) or more people at all times.

★ All home visits and community outreach should be conducted in teams of two or more. Prior notice of a home visit should be made to a supervisor or site coordinator.

Children aged 12 and under must be supervised by an adult at all times. Avoid situations where an adult is alone in a locked room with a child; encourage the child to come back later, inform another adult that the child is present, and/or keep doors open.

It is the responsibility of each partner present at the Columbus Center to check in with the Coordinator when they arrive on-site.

#### Dance Program Registration Requirements

All program participants, especially children of age between 6 and 17 should be registered with their guardians' signature and consent.

#### Program Fee

There are no fees for the program. All costs are covered by CBS.

#### Special Events

Cultural events, parties, educational trips, community festivals, off-site games, and more may also be part of the youth program.

#### Hours

Program hours are as follows (Subject to change with notice):

All Saturdays: 11 am - 2:00 pm (Nepali Class: 11:00 am - 12:00 pm) & (Dance Class: 12:00 pm - 2:00 pm)

Location: 1860 S 300 E Columbus Center

Program Incharge: Gyamphu Rai and Instructor: Gyani Rana & Rajani Thapa

#### Sakela Program

All Saturdays: 5:00 pm - 7:00 pm

Location: 1578 W 1700 S UNP, Hartland Partnership Center

Program Incharge: Buddha Rai and Instructor: Aiti Rai

#### General Policies and Procedures

- Youth shall only be allowed in the youth center under the supervision of two adults, such as a staff person, a partner, or a parent.
- Meals will not be served.

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- Program Coordinators are responsible for checking in and checking out all youth in the youth program. Any youth participating in dance activities must be registered prior to participating in the youth program.
- Parents of youth participating in the program are welcome to visit the programs at any time.

### Supervision and Protection of participants

#### Supervision Policies and Guidelines

- Only qualified staff and volunteers should supervise youth. Any adult who is not a relation of one of the youth, not a staff or partner, or not clearly identified as a "guest" shall not have any unsupervised access to the youth.
- "Two Deep" Policy: two or more adults should be with the youth at all times. In addition to the "Two Deep" policy, the required supervision ratio for on-site programs is one staff or partner for every ten youths (1:10). The recommended supervision ratio for off-site events is one staff or partner for every eight youths (1:8).
- Staff should avoid situations where they are alone with an unrelated youth. Another staff and/or partner should be made aware prior to an unavoidable one-on-one situation.
- Staff and/or volunteers leading an activity assume full responsibility for youth in that activity. Youth should ask for permission if they need to use the restroom, get a drink, or call home. Youth are required to stay inside the center at all times when not participating in activities outdoors. Youth who are caught leaving the center without permission may be dismissed and sent home for the day.
- Youth should be within visual and/or hearing supervision of staff or partners at all times. Staff and volunteers charged with supervising a group of youth will remain in sight and sound supervision of that group until relieved by another staff or partner. Exceptions to visual supervision include bathroom or changing room use. Under these circumstances, staff or volunteers should respect youth privacy but remain within hearing distance by waiting nearby.
- Observe the physical and emotional state of youth each time they participate in a program. Signs of injury or suspected child abuse must be reported. ( See "Crisis Management")
- Bullying, hazing, or secret initiations should never be allowed. To avoid youth-on-youth abuse, youth should not be left alone with another unrelated youth for more than a few minutes. For example, avoid prolonged periods in bathrooms or changing rooms or situations where youth are not under visual supervision.

It is recommended to avoid placing youth of widely differing ages (the CBS program accepts youth 6 and above years old) in the same group. If this is not possible, closely supervise the group for appropriate interactions.

- Create an open, welcoming environment. Programs should be held in open spaces where others may observe (through windows when indoors) and feel welcome to enter easily (not behind closed or locked doors).

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- A buddy system should be implemented any time youth leave one space to go to another. Youth should have a buddy when they are not with the main group, such as if they are going from an outdoor space to an indoor space and vice versa. However, avoid prolonged periods where youth are alone without adult supervision.
- Staff shall actively supervise youth while in the activity spots. Staff will set clear boundaries and expectations. During unstructured court time, staff will remain on their feet and actively walk through the sports court area. Staff will quickly intervene if youth are engaging in unsafe behavior in the sports court.
- Staff should be aware of every single person who enters the center. If the staff person does not know the person by name, he/she should find out the name of the person and the reason they are at the center. If the staff person is unsure of a person's reason for being in the center, he/she should contact their supervisor or the Coordinator.
- Staff will actively monitor the students' activities.
- Use age-appropriate media.

### Supervision during Off Site-Activities

- Staff shall provide active supervision during all off-site activities. Staff-to-youth ratios must be maintained during off-site activities. During off-site activities, staff will establish boundaries and ensure that youth stay within boundaries.
- Off-site activities will be planned with youth ages and ability levels in mind.
- Staff must carry a copy of emergency contact information for each youth participating in an off-site activity.
- A first aid kit must be taken on all off-site activities or one must be readily available.
- At least one off-site staff must be CPR certified.
- If youth participate in off-site swimming activities, they will be required to have a parental permission form. Staff must remain by the poolside or in the pool with the children during all swimming activities.

### Attendance Tracking

- Attendance is tracked for every youth participating in activities at the Youth Center. As youth enter the center, they are required to be checked in or checked out by a staff person or partner. In addition, periodically throughout the day, staff will verify that all youth are present and accounted for.

### Releasing Children to Authorized Individuals Only

- Registration forms include a section where parents/guardians can list those individuals authorized to pick up their child(ren). When a youth leaves the center, a staff person will ensure that the youth does not leave with anyone who is not on the authorized pickup list. If the staff does not recognize the person picking up the child, he/she should ask for the ID of the person and compare it against the authorized pickup list.
- Staff should check the ID of every person who picks up a child unless the following are true:
- Staff recognizes the person picking up the child.

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- The staff knows the name of the person picking up the child.
- Staff is 100% positive that the person picking up the child is on the authorized pickup list for that child.

### Confidentiality and Release of Information

- Information regarding youth center participants shall be considered confidential and shall be discussed only with those directly concerned with their care. Only the Executive Director/Coordinator shall release any information. All youth and family records are kept in a locked file cabinet.
- Youth and family information should never be given out to anyone without written authorization by the parent or legal guardian. Written authorization should be kept in the family file as documentation.
- If police request family or youth information without the knowledge of the family, the police must have a letter from the police chief or a warrant for the information. The letter or warrant must be kept on file.

### Appropriate Boundaries between Adults and Youth

Below is a list of frequently encountered areas of concern related to appropriate boundaries. None of these areas is always a definite indication of a problem. In fact, when done publicly and with proper supervisor approval, many would be considered well-intentioned and positive. However, when done without proper consideration and approval, they can be indicative of an adult or youth forming the beginnings of an inappropriate relationship. One goal of training should be to clearly define safe and respectful relationships and discuss potential areas for concern as listed below. Training should also ensure that supervisors are equipped to be on the lookout for these indicators and know when to look more closely at a situation that has the potential for inappropriate boundary crossing.

- Avoid social media communication with youth. This includes Twitter, Facebook, etc. This also includes cell phone communication, including texting.
- Avoid outside-of-work interaction. Including babysitting, providing transportation, taking youth for a soda/treat as a reward, etc.
- Avoid discussing personal issues and information with youth or within earshot of youth. This includes any subject that one would normally discuss with a same-age friend: i.e. relationships, finances, family, gossip-type information, etc.
- Avoid using coarse or foul language around youth. Youth should be protected from inappropriate adult conversations and topics, including but not limited to adult-oriented jokes or discussion of sexual interactions.
- Repeated use around youth can be a signal to youth that the adult is not concerned with social norms. In the extreme case, this is a method in which a perpetrator will "cast a wide net" to elicit a response from a vulnerable youth.
- Avoid "holding contracts" with youth. Holding a contract with a youth means agreeing to keep a secret with a youth, however innocuous it may seem. Example: Staff A observes Youth X taking an extra snack despite instructions that it is one snack/camper. Staff A responds by saying "It's a good thing only I saw you, Staff B would be really mad." Two things happen as a result. First, Staff A now has leverage with which to manipulate Youth



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X and Youth X now knows that Staff A is willing to operate outside the authority of the other staff. This is one of the most common precursors to deviant behavior by adults and youth.

- Avoid physical contact. Personal space should be respected for all participants. Appropriate touching is always visible, open, and not secretive. Appropriate touching avoids contact with private body parts. Touching should be in response to the needs of the child and the needs of the adult. This issue has a great deal of complexity and requires some training. Training points should include public/private contact, gender awareness, age awareness, frequency and the "needy" youth, awareness of one's own needs, the role of horseplay, etc.
- The need for privacy should always be respected. Specifically, when youth are changing clothes or bathing.
- The appropriate adult action is to turn your back, provide a visual barrier (e.g. hold up a towel or blanket), or step out of the room but remain within hearing distance.
- Use consistent application of authority among youth. It is human nature to relate more closely to some youth than others. However, it becomes a boundary issue when adults apply their authority inconsistently and some youth receive consideration not available to others.
- Disciplinary measures should never include the use of physical punishment or failure to provide necessities of care, such as food, water, or shelter. Nor should punishments single out an individual for group ridicule.

### Facilities and Equipment

#### Computer Lab/Computers/Electronics **(Not Applicable at this time)**

- All desktop computers must be shut down at the end of each day. Laptops should be locked up in their designated places. Projectors, projector screens, and speakers shall be locked up as well.
- Youth Center participants under the supervision of a staff person or partner. When not in use, the gate, basketball net, and equipment lever must be kept locked up at all times.
- As a general rule of safety, no one should stay outside or use undesignated spaces for any reason.

#### Equipment/Tools/Supplies

- All tools, spaces, equipment, etc. must be checked at the end of each use period to ensure none is missing. Any shortage or broken equipment must be reported to the coordinator/building owner as soon as it's discovered. Center equipment, tools, and supplies shall not be used as personal property by staff or partners nor shall they be provided to others outside of the youth program without consent of the site coordinator.
- Staff shall be held responsible for the damage or loss of any center equipment as a result of personal negligence. Damaged or unsafe equipment should be reported to the appropriate supervisor and discarded right away.

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- All doors and windows shall be locked and all necessary lights turned off when rooms are not in use. At the end of every program day, staff shall be responsible for securing his/her area before leaving. The Coordinator shall be responsible for space security.

### Clean Up

- After all activities are done, all used areas must be left clean. Materials used during programming should be cleaned up and returned to their designated areas. In case of a mess, please take action to clean it immediately and not leave it overnight. All meeting rooms and offices shall be left neat and clean at the end of each day. Ensure that restrooms are thoroughly cleaned each morning during the week.

### Media Policy

Advances in technology are enabling new forms of social interaction that may extend beyond the appropriate use of cameras or recording devices. The following policies are meant to ensure the appropriate use of digital media:

- Inappropriate use of cameras, imaging, cell phones, or digital devices is prohibited. It is inappropriate to use any device capable of recording or transmitting visual images in showers, restrooms, changing rooms, or other areas where privacy is expected by participants.
- Participants must sign a media release form before pictures or videos can be used for reports, advertising, or promotional materials.

### Board Members and Officers

Mr. Tek Neopany	CEO/Executive Director
Chandra Sapkota	Life Skills Coordinator
Mr. GP Rai	Youth Program Coordinator
Mr. Sanit Gautam	Board Member
Mr. Yadu Mishra	Language Instructor
Mrs. Gyani Rana	Choreographer
Mrs. Rajani Thapa	Choreographer
Ms. Sarita Subba	Administrative Assistant

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