



NO!

GO!

TELL!

Child Safety Handbook

Good Touch/Bad Touch:

Your Body Belongs to You!

Your body is your own and you have the right to know ALL of the safety rules about your body.

THERE ARE TWO TYPES OF TOUCHES:

SAFE TOUCH: These touches make you feel safe, cared for, and important.

UNSAFE OR UNWANTED TOUCH: These touches hurt you, make you feel you in a way that makes you uncomfortable, hurts your feelings, or hurts



NO!

Say NO if something is making you uncomfortable.

GO!

GO find a trusted adult who can help you.

TELL!

TELL a trusted adult who can help you.



Safe touches include hugs, pats on the back, or an arm around the shoulder. uncomfortable, sad, or scared. You can tell people NO when they touch your body.

What can I do if someone touches me in a way that makes me feel uncomfortable or unsafe?

HERE ARE SOME SAFETY RULES FOR PROTECTING YOUR BODY!

If someone touches me in an uncomfortable way I can say STOP! No one should touch your private parts or ask you to touch their private parts. No one should ask to look at your private parts or ask you to look at their private parts.

- **It is MY body and I have the right to feel safe!**
- **If something doesn't feel right, I can say NO and then I can GO and TELL an adult that I trust.**
- **I know I can tell my parents or another trusted adult if I am feeling uncomfortable, scared, confused or anxious. If that adult cannot help me, I can tell another adult until someone can help!**

What is a trusted adult?

Someone who will protect you and make you safe such as your parents, your mentor, a teacher or a family friend.

What are your private parts?

Anything that is covered by your swimsuit is a private part.

Trust your gut

If you are uncomfortable and it feels wrong, it probably is.



Child Safety and Youth Protection

Child abuse is a serious problem in our society and it can occur anywhere. At Club M, child safety is our number one priority. What would you do if your child disclosed to you that he or she had been abused?

WHAT IS CHILD ABUSE?

Three of the most common types of child abuse are:

PHYSICAL ABUSE: defined as the non-accidental trauma or physical injury caused by punching, beating, kicking, biting, burning or otherwise harming a child. Physical abuse is the most visible form of child maltreatment.

NEGLECT: Defined as the failure of the parent, guardian or other caregiver to provide for a child's basic needs.

SEXUAL ABUSE: An adult or older adolescent using a child for sexual stimulation. Forms of child sexual abuse include asking or pressuring a child to engage in sexual activities, indecent exposure to a child, physical sexual contact with a child or using a child to produce child pornography.

WHAT TO DO IF A CHILD DISCLOSES ABUSE:

Support their decision to talk with you and reassure them that you are a safe person to talk with.

- Be aware of your own reaction to their report.
- Remain calm and receptive to what they have to share.
- Clearly document exactly what the child has told you.

DETERMINE WHAT HAPPENED:

- Who was involved (the alleged perpetrator) and how did they know them?
- Where did it happen?
- When did it happen?
- Were there any other children/victims involved?

REPORT THE INCIDENT:

- Contact the Club M Youth Mentoring Program Coordinator within 24 hours of the child's report of abuse to you.
- Document all conversations regarding the disclosure in full detail.
- Continue to be a supportive person in the life of the child who disclosed to you.

THINGS NOT TO DO WHEN TALKING WITH A CHILD REGARDING THEIR REPORT OF CHILD ABUSE:

- Do not question the child regarding the incident of abuse; instead give them opportunities to bring it up to you. Repeated questioning can be detrimental to the child.
- Avoid leading questions.
- Avoid expressing negative emotions regarding the incident of abuse. It is important to be aware of your own reactions and biases.

A report of child abuse is made every 10 seconds

1 in 5 children are sexually solicited while on the internet

1 out of every 4 children will experience some form of sexual abuse before the age of 18



Choose Safe Meeting Places

COMMUNITY MENTORS:

- Public areas are great locations to meet (libraries, movie theater, plays, restaurants, parks)
- If you take the youth to your home stay in the open areas of the home where doors are not closed, never be alone with the child in a closed door room. Do not be with the child in a room that contains a bed.

ALL MENTORS:

- Do not take the child into the restroom. Instead, stand outside the restroom door and wait for them in the hallway of the building.
- If you go to a Rec Center, or anyplace with a locker room, do not be alone with the child in the changing area.

YOUTH MENTORING PROGRAM GUIDELINES AND BOUNDARIES

HEALTH AND SAFETY POLICIES

Protect the health and safety of your youth—when in doubt about the appropriateness of an activity, call the program and ask.

**DO
NOT:**

- Do not use (or wear clothing promoting) alcohol, tobacco or drugs with or around your youth.
- Do not have firearms or weapons present with your youth.
- There are no overnight stays.
- Mentor and Mentee will not be “friends” on a social network site (Facebook).

ACTIVITIES:

- Do not leave youth alone with strangers—even your spouse. They have not been background screened by the program staff.
- Always return youth home at agreed upon time or call if you’re running late.
- Have approval from a parent/guardian prior to activity. Ensure that the parent/guardian approves of the activity you are participating in with their child.
- Due to a conflict of interest, mentors are not allowed to date immediate family members of the youth.

GIFTS:

- Gift giving is only allowed on the youth’s birthday or holiday (Christmas). Gifts must be under \$25.
- Youth may not be hired for a task by the mentor or family (example: leaf raking for \$10 or mowing lawns, cleaning barn).

SCHOOL/SITE BASED MATCHES

Meetings/activities take place at a school and approved by the Club M Program Staff and School Administration

- While on school grounds, participants must adhere to all school policies concerning dress code and building rules.
- Mentor meets an average of 3 times per month for the school year.
- If Mentor cannot make the scheduled meeting time, Mentor will contact School or Program Staff two hours prior to the event.
- Mentor cannot arrange to meet the youth outside of the school grounds unless they have prior approval of the Parent and Program Staff.

HITTING THE ROAD (COMMUNITY MENTORS) TRAVEL RULES

Do not travel beyond your town with any youth you have not met with at least four times. When meeting with your mentee have:

- Parent/Guardian consent to be together.
- Mentor or youth must have a working cell phone.
- Both must wear seat belts in the car.
- Always return youth home at the agreed time or call if you are running late.

For our purposes, out-of-town travel is beyond Burlington or Iowa City. Traveling out-of-town is permitted after four months of consistent participation in the program with your mentee. The following is required:

- Mentor or youth must have a working cell phone.
- Parental/Guardian consent to travel together.
- Program consent for anything outside of a 90 miles radius of the child's home.
- Complete itinerary including map for the trip, if applicable.
- Contact information shared with all parties.
- Mentor needs a copy of the youth's health insurance card.
- If you call the program far enough in advance, we will try to get free or discounted tickets for the activity.
- Always wear seatbelts in the car.
- There are no overnight stays.



CONFIDENTIAL COMMUNICATIONS

Building trust is a core part of the relationship—and that includes a certain level of confidentiality that should be respected between the Mentor and the youth. What is said is confidential unless:

- There may be danger of harm to the youth or others.
- There is suspected abuse or neglect.

If there is suspected abuse, neglect, or harm to the child or others, contact the Club M Program Staff and write up a report in an e-mail within 24 hours to a Program Staff Member.

Henry County Resources

Mississippi Valley Child Protection Center: 563-264-0580

YWCA Women's Resource Center: 319-752-0606

Families First: 1-888-316-3025

Child Help-National Child Abuse Hotline: 1-800-422-4453

National Sexual Assault Hotline: 1-800-656-4673

Sam Reighard, Truth Foundation, Inc.: 319-931-7169

Optimae LifeServices: 319-385-8051

Mid-Iowa: 319-385-1919

Young House Family Services: 319-752-4000

Family Behavioral Healthcare of Iowa: 319-752-7300

CHILDREN'S BOOKS ON ABUSE

Your Body Belongs to You by Cornelia Spelman

Scoop by Julia Cook

I Said No by Zack and Kimberly King

I Can Play it Safe by Alison Feigh

Do You Have a Secret? By Jennifer Moore-Mallinos

IMPORTANT NUMBERS:

DHS Report Hotline: 1-800-362-2178

Mt. Pleasant Police: 319-385-3511

Wayland Police: 319-256-3277

Winfield Police: 319-257-6661

New London Police: 319-367-7700

Henry County Sheriff: 319-385-2712



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