



## Philadelphia Yearly Meeting *of the Religious Society of Friends*

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### Procedures in the Event of Alleged Child Endangerment in PYM Youth Programs and at PYM-sponsored events

In the event that an adult is accused or suspected of molesting or otherwise hurting a child, or that a volunteer or staff person suspects that a child might be being hurt in another context, the following steps should be taken:

1. Immediately the parents should be notified of the concern, even in the case where the parent is the suspected adult, and the child's needs attended to in any way necessary.
2. The PYM staff person with care of the program affected, the Director of Education of PYM and the Clerk of the Education Standing Committee must be informed immediately. They will decide who else needs to be included in any relevant decision-making.
3. If the suspected perpetrator is part of the PYM community, he or she will immediately not be allowed to teach or provide childcare for the children. The individual will be asked not to be near any children who are not the individual's own children, unless another adult is present. The individual may be asked to leave the program site. If the suspected perpetrator is related to the child, PYM will comply with the laws of the state in which the incident occurs in terms of contact between the individuals involved.
4. PYM staff must report the incident to the legal authorities according to the laws of the state in which the incident occurs.
5. A care committee will be set up for the child and the child's family. A separate committee will be arranged for the suspected perpetrator if that person is a member of the PYM community.
6. An incident report must be completed. Include the names of all involved in the incident and any witnesses. Describe the events alleged to have occurred. Document all actions taken by PYM staff and volunteer child care workers, including dates and times that the actions were taken.
7. The insurance company should be informed of the events, for reporting purposes only.
8. The General Secretary of PYM or his/her designee is the only person responsible for speaking with the media if that becomes an issue.