

Operation School Bell[®] Client Protection Policy

Assistance League of Greater Cincinnati believes that every person should be treated with dignity and respect. It is also crucial to the Assistance League of Greater Cincinnati philosophy that every reasonable effort be made to ensure that no child or adult be harmed in any way in the course of our services. To ensure that this philosophy is carried out in a consistent and comprehensive manner, Assistance League of Greater Cincinnati adopts and enacts the following procedures:

- All chapter members and community volunteers attending Operation School Bell[®] will be required to attend training on the initial day of their participation.
- A permission slip signed by a parent or legal guardian must be obtained for all children attending Operation School Bell[®] and remain on file.
- For privacy reasons, personal information about the recipients of our services may be solicited and collected by designated Assistance League members only. No Assistance League member may disclose personal information regarding any recipient of our services absent written authorization from the recipient or, in the case of a child, the recipient's parent or legal guardian.
- Photographs, written statements and interviews may not be used in chapter publicity or promotions absent written authorization from the individual or, in the case of a child, the individual's parent or legal guardian.
- Designated school representatives shall assist a child when he/she physically needs help or is having difficulty dressing or undressing. The designated school representative shall never enter a dressing room.
- No Assistance League member or Community Volunteer shall assist or physically touch children when they are dressing or undressing in the assigned dressing area. However, a member and community volunteer may have minimal physical contact with a child for sizing of shirts, pants or shoes. The guidelines for this will be part of the required training session.
- No Assistance League member or Community Volunteer shall take children to and from the restroom. School representatives shall be responsible for escorting children to and from the restroom but may not enter the restroom with a child absent extraordinary circumstances.
- No Assistance League member, Community Volunteer or School Representative shall be in a room with a child without a second adult present.
- All community volunteers who work in any capacity that interface with the children shall be accompanied by a chapter member at all times.
- If you witness any adult violating the above procedures or otherwise behaving inappropriately or are informed that a violation or inappropriate behavior has occurred or is occurring, you must first stop the inappropriate behavior if possible; and then report that activity immediately to the Program Chairman or a Board member.

- Should any member or community volunteer observe any signs of physical abuse or hear a child state anything that might be deemed abuse that member or community volunteer shall immediately bring said information to the attention of the designated school representative and also notify the program chairperson who shall notify the appropriate county agency.
- All members of Assistance League of Greater Cincinnati represent Assistance League and our chapter. Therefore, members shall not provide services to clients that are not approved by the Board and the membership.
- Under no circumstances shall an Assistance League member or Community Volunteer transport any recipient of our services in their personal automobile at any time, including before, during, or after a philanthropic program.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Operation School Bell® Client Protection Policy — and** have read and understand its terms. I understand that I am responsible for complying with this policy.

I further understand, however, that the terms contained in the Policy are subject to change and that Assistance League of Greater Cincinnati cannot anticipate every issue that may arise during the provision of services. Accordingly, if I have any questions regarding any aspect of the Policy or other issues that may arise, I should consult the Vice President of Philanthropic Programs.

I understand and agree that my participation in the services provided by the Assistance League of Greater Cincinnati may be subject to termination if I violate this or any other policies of Assistance League of Greater Cincinnati and that Assistance League of Greater Cincinnati reserves the right to remove me from the program if it determines, in its sole discretion, that I have failed to exhibit appropriate behavior.

INSTRUCTIONS:

- ✓ Read the Client Protection Policy
- ✓ Sign and Print the Acknowledgement where indicated below
- ✓ Date of Training _____
- ✓ Bring this acknowledgement to: _____
PROGRAM CHAIRMAN

Dated

Signature

Printed Name

