

**Shea Fashion
Child Protection Policy**

- I. Introduction
 - A. Shea Fashion has a zero-tolerance policy for incidents of child abuse. We understand that protecting children is our most important responsibility, and that our programs serve no positive purpose if we do not ensure their safety. In EVERY case, the report of molestation and abuse, or suspected molestation or abuse, will be treated with absolute priority, and Shea Fashion will do everything in its power to ensure the successful prosecution of the perpetrator to the fullest extent of the law. This document provides guidelines and establishes procedures for employees, board members, volunteers, consultants, or anyone conducting or involved (defined as “Individuals”) in youth programming on behalf of Shea Fashion . Note that such “Individuals” do not include outside vendors, contractors, or service providers, unless they are directly involved with Shea Fashion programming
- II. Compliance
 - A. Shea Fashion, as part of its Child Protection Policy, is responsible for appointing a Compliance Officer. The Compliance Officer ensures the organization is acting in accordance with any requirements outlined in the policy. The Compliance Officer ensures that any reports/incidents are handled appropriately and in a timely manner, and responds to requests for information from internal and external clients. Other duties of the Compliance Officer include but are not limited to:
 1. Conducting orientation and training of internal new hires
 2. Ensuring that annual background checks are conducted internally and externally
 3. Notifying President and/or COO of any incident reports
- III. Orientation and Training of Internal New Hires All internal new hires will be provided with training during their new hire orientation within one month of hire, but always prior to working directly with children.
 - A. Orientation/Training will cover:
 1. Employee’s obligations with regard to reporting incidents of child sexual molestation and abuse
 2. The proper care for a victimized child
 3. NATIONAL CHILD PROTECTION POLICY
 4. The process for reporting to the proper authorities and notification of the Compliance Officer and Shea Fashion.
 5. Understanding what signs to look for in a child who may have been abused
- IV. Background Checks
 - A. All Shea Fashion “Individuals” will be subject to national name-based criminal background check on an annual basis. All background checks resulting in a

positive finding of sexual abuse or molestation will result in that individual being permanently banned from working or volunteering in the organization.

- B. Shea Fashion “Individuals” are defined as follows:
 - 1. All employees of Shea Fashion
 - 2. Any volunteer working directly with children on behalf of Shea Fashion
 - 3. All interns or others who may conduct youth programming on behalf of the Shea Fashion
 - 4. Any Individual who may be affiliated with a Shea Fashion sponsored activity in any capacity and who is in regular contact with young people involved in Shea Fashion programming
- C. Background checks will be conducted by an approved Background Check Provider. Checks will include, at a minimum: National Criminal File National Sex Offender Registry Social Security Number Verification County and municipal hand checks, where deemed necessary

V. Incident Reports

- A. The Compliance Officer will have a form that MUST be filled in the event an incident is reported or occurs. The report will be submitted to senior staff and all appropriate authorities will be contacted. This form should be completed and submitted to the Compliance Officer immediately and no more than 24 hours after the incident occurs or is brought to the attention of the Individual.
- B. Individuals must immediately report any and all incidents, suspected incidents, or allegations of molestation or abuse in accordance with the governing state law.
- C. Individuals will immediately report any and all incidents, suspected incidents, or allegations of molestation or abuse to the proper local authorities and the Compliance Officer.

It is not the responsibility of the individual to decide if an incident is valid, truthful, or worth reporting. This determination will be made by local authorities.

Any adult who has reason to suspect that abuse, neglect, or exploitation of children or youth has taken place, is strongly encouraged, and all mandated reporters are required to contact the state’s Child Protective Services.

In addition, anyone who has reason to suspect that abuse, neglect, or exploitation of children or youth has taken place within the program should immediately inform one of more or the following:

The director, head, or other governing officer of the organization;
and/or The Shea Fashion Board in case a member of the organization is suspected of abuse, neglect and/or exploitation.

Chairwoman:
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Pawtucket, RI 02660

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