



PEF Volunteering

Sexual Abuse and Molestation Prevention Policy (Effective January, 2020)

The Philadelphia Education Fund (PEF) seeks to provide a safe and secure environment for the students who participate in our programs and activities. By implementing this policy, our goals are to protect the students engaged with our organization from any harm and to provide a clear path of response for all staff and volunteers in the event of suspected abuse.

The Philadelphia Education Fund does not permit or allow sexual abuse or molestation to occur in the workplace or at any activity sponsored by or related to it. In order to make this “zero tolerance” policy clear to all employees and volunteers, we have adopted mandatory procedures that employees and volunteers must follow when they suspect or witness sexual abuse or molestation.

Sexual abuse takes the form of inappropriate sexual contact or interaction for the gratification of the offender. It does not include sexual harassment, which is another form of behavior prohibited by the Philadelphia Education Fund.

Sexual Misconduct

The Philadelphia Education Fund requires volunteers to maintain a professional and appropriate relationship with students. Employees and volunteers may not engage in any form of sexual misconduct. This may include, but is not limited to, any verbal, nonverbal, written or electronic communication or physical activity directed toward or with a student that is designed to establish a romantic or sexual relationship with the student. Such acts include, but are not limited to:

- (1) Sexual or romantic invitation, it is not appropriate for employees/volunteers to kiss students.
- (2) Dating or soliciting dates.
- (3) Engaging in sexualized or romantic dialogue.
- (4) Making sexually suggestive comments.
- (5) Self-disclosure or physical exposure of a sexual, romantic or erotic nature.
- (6) Any sexual, indecent, romantic or erotic contact with the student.

Reporting Procedure

There are a number of “red flags” that suggest someone is being sexually abused. They take the form of physical or behavioral evidence.

Physical evidence of sexual abuse includes, but is not limited to:

- Sexually transmitted diseases;
- Difficulty walking normally;
- Stained, bloody or torn undergarments;
- Genital pain or itching; and
- Physical injuries involving the external genitalia.

Behavioral signals suggestive of sexual abuse include, but are not limited to:

- Fear or reluctance about being left in the care of a particular person;
- Recoiling from being touched;
- Bundling oneself in excessive clothing, especially night clothes;
- Discomfort or apprehension when sex is referred to or discussed; and
- Nightmares or fear of night and/or darkness.

If an employee/volunteer believes that an assault has occurred, s/he should call the police and make a report of suspected child abuse. There are two ways to report:

1. Call PA ChildLine at 800-932-0313
2. Make a report online at <https://www.compass.ste.pa.us/cwos/public/home>

If employee/volunteer makes a report by calling ChildLine, s/he must also complete a Report of Suspected Child Abuse (CY47) form to the investigating agency within 48 hours (form can be found at www.keepkidssafe.pa.gov under forms.)

Immediately report any suspected abuse to the President and CEO of the Philadelphia Education Fund (representative). If the victim is an adult, the abuse will be reported by this representative to the local or state authority. If the victim is a student, this representative will report it to the local or state authority, and appropriate family members of the victim.

Investigation and Follow Up

The Philadelphia Education Fund takes allegations of sexual abuse seriously. Once the allegation is reported we will promptly, thoroughly and impartially initiate an investigation to determine whether there is a reasonable basis to believe that sexual abuse has been committed. Our investigation may be undertaken by either an internal team or we may hire an independent third party. We will cooperate fully with any investigation conducted by law enforcement or regulatory agencies and we may refer the complaint and the result of our investigation to the appropriate agencies. To the fullest extent possible, but consistent with our legal obligation to report suspected abuse to appropriate authorities, we will endeavor to keep confidential the identities of the alleged victims and of the subject under investigation. If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including but not limited to termination of the offender's relationship with our organization.

Retaliation Prohibited

We prohibit any form of retaliation against anyone, including an employee or volunteer, who in good faith reports sexual abuse, alleges that it is being committed or participates in the investigation. Intentionally false or malicious accusations of sexual abuse are prohibited. Anyone who retaliates improperly against someone who has made a good faith allegation of sexual abuse, or who intentionally provides false information to that effect, will be subject to discipline, up to and including termination.

Disqualification

No person may be entrusted with the care and supervision of minors or may directly oversee and/or exert control or oversight over minors who has been convicted of the offenses outlined below, been on a probated sentence or received deferred adjudication for any offense outlined below, or has presently pending any criminal charges for any offense outlined below until a determination of guilt or innocence has been made, including any person who is presently on deferred adjudication. The following offenses disqualify a person from care, supervision, control, or oversight of minors:

- Any offense against minors as defined by state law.
- A misdemeanor or felony offense as defined by state law that is classified as sexual assault, indecency with a minor or adult, assault of a minor or adult, injury to a minor or adult, abandoning or endangering a minor, sexual performance with a minor or adult, possession or promoting child pornography, enticing a minor, bigamy, incest, drug related offenses, or family violence.
- A prior criminal history of an offense against minors.

[SIGNATURE PAGE – RETURN TO PEF]

ACKNOWLEDGING RECEIPT AND UNDERSTANDING OF SEXUAL ABUSE AND MOLESTATION PREVENTION POLICY

I acknowledge that I have received, read and understand the sexual abuse and molestation prevention policy. I understand that The Philadelphia Education Fund will not tolerate any individual who commits any form of sexual abuse.

Disciplinary actions, if warranted, will be taken and enforced for such violation.

I understand: (1) My responsibility to abide by all rules contained in this policy, (2) How to report incidents of suspected sexual abuse, (3) I shall not retaliate against any individuals exercising their rights under this policy, (4) I shall not make false and/or malicious sexual abuse allegations, or deliberately provide false information during an investigation, and (5) that violation of this policy can lead to disciplinary action by The Philadelphia Education Fund, up to and including termination of association with The Philadelphia Education Fund.

Volunteer

Printed Name: _____

Signature: _____

Date: _____