

YOUTH SAFETY

EVERYDAY STANDARDS FOR OUR SPACE, PROGRAMS, AND ACTIVITIES

CHILD SAFETY COMES FIRST. No mission objective, leader, donor, reputation concern, or personnel need takes priority over a child's safety or a lawful report.

BEFORE YOUTH ARRIVE Plan the people, space, movement, and records.	DURING EVERY ACTIVITY Keep care visible, appropriate, and accountable.
1. APPROVED ADULTS. Only screened, trained, authorized personnel may supervise youth or have recurring access.	7. VISIBLE INTERACTIONS. Keep interactions observable and interruptible. Use two screened adults whenever practicable.
2. PLAN AND STAFF. Confirm the leader, roster, staffing ratio, supervision zones, emergency contacts, and approved exceptions.	8. ONE-ON-ONE LIMITS. Allow only when necessary and authorized, with parent awareness, visibility, time limits, and documentation.
3. PREPARE THE SPACE. Secure hidden or unused areas. Check sight lines, doors, bathrooms, tools, equipment, and visitor access.	9. CLEAR BOUNDARIES. No secrecy, favoritism, sexualized conduct, coercion, humiliation, substantial gifts, or emotional dependency.
4. CHECK IN AND RELEASE. Record attendance, conduct head counts, and release youth only to an authorized person.	10. APPROPRIATE CONTACT. Physical contact must be public, youth-centered, developmentally appropriate, nonsexual, and welcome.
5. PLAN TRANSPORTATION. Use approved, licensed, insured drivers; seat belts; direct routes; and passenger logs.	11. APPROVED DIGITAL AND MEDIA. Use visible, record-preserving channels and required consent. No secret accounts or disappearing messages.
6. KNOW YOUR RESPONSIBILITY. Know which youth you supervise and maintain line of sight or an approved accountability method.	12. SPEAK UP. Interrupt unsafe conduct, report concerns, and preserve records. Retaliation, interference, and concealment are prohibited.

STOP AND RESET THE ACTIVITY if staffing, supervision, space, transportation, communication, or boundaries no longer meet these standards.

WHEN SOMETHING FEELS WRONG

RESPONDING TO A DISCLOSURE, CONCERN, INCIDENT, OR BOUNDARY VIOLATION

DO NOT WAIT FOR CERTAINTY. A good-faith concern, disclosure, pattern, observation, or circumstance may require immediate action and reporting.

1 PROTECT Address immediate danger. Call 911 for an emergency. Separate people when necessary and maintain supervision.	2 LISTEN Stay calm. Use only minimal open prompts. Do not interrogate, lead, press for details, or require repetition.
3 REASSURE Say: "I'm glad you told me. This is not your fault. I need to tell people who can help keep you safe."	4 REPORT EXTERNALLY Make the required report immediately. In Tennessee, call DCS at 877-237-0004. Internal notice does not replace this duty.
5 NOTIFY TDI After or alongside the external report, notify the FlaxCo Safeguarding Lead and TDI Safeguarding Officer. Do not delay.	6 DOCUMENT AND PRESERVE Record exact words, observations, date, time, actions, and report confirmation. Preserve relevant records.

NEVER

Promise secrecy • Confront the accused person • Investigate on your own • Delay a report • Circulate details casually

REPORTING AND INTERNAL CONTACTS

EMERGENCY 911	TENNESSEE DCS CHILD ABUSE HOTLINE 877-237-0004
FLAXCO SAFEGUARDING LEAD _____	TDI SAFEGUARDING OFFICER _____

WHEN IN DOUBT: CHOOSE SAFETY, REPORT PROMPTLY, AND LET THE PROPER AUTHORITIES DETERMINE WHAT HAPPENED.