

Child Protection Policies and Procedures

Both parents' signatures required. One form per family

Print, sign and send to **BYA Registration, 13800 Biola Avenue, La Mirada, CA 90639**

OR scan and email to youth.registration@biola.edu

Location(s) _____

Student's full name _____

Student's full name _____

Student's full name _____

I. Overview

Biola Youth Academics offers a supplementary education program at campuses and extension sites throughout Southern California and online for youth whose population consists of students, ages four to eighteen. Students are instructed in the disciplines of Bible, Humanities, Mathematics, Science, Foreign Language, Electives, and Athletics. It is the commitment of the staff that the students are taught in an environment where they can receive a quality learning experience while being adequately supervised. The purpose of this document is to define terms, describe policies, and clarify procedures that will both enhance the learning environment and provide quality supervision of the student population.

II. Definitions

- Biola Youth Academics student: a student between the ages of four and eighteen who is enrolled in the Biola Youth Academics program.
- Staff: full-time and part-time paid office, extension site, and campus staff including instructors, tutors, and substitutes.
- Parent Volunteer: a parent or adult relative whose student is enrolled in Biola Youth Academics and includes extension site and class coordinators, who have regular contact with students.
- Parent Participant: a parent or adult relative whose student is enrolled in Biola Youth Academics who has casual contact with students. Casual contact with students generally means those Parent Participants who do not have regular contact with students and who are satisfying the requirement of attending the classroom in which their student is enrolled which involves one time per semester for

junior high, Star Academics electives and Torrey Academy classes, and two times per semester for other classes.

III. Selection Guidelines

- Application forms are required for all Staff and Parent Volunteers. These forms must be filled out in their entirety and include references.

IV. Parent Volunteers and Staff over 18 who work directly with students must fill out a form authorizing Biola Youth Academics to perform a background check.

- Background checks are completed on Staff and Parent volunteers who work directly with students.

V. Post Selection Guidelines

- Training is completed for all Staff. The training consists of the following:
 - How to approach and talk to a student when giving instruction or addressing behavioral issues.
 - Safety policies and procedures.
 - Emergency preparedness, which includes a communication protocol.
 - Obligations under the California Child Abuse and Neglect Reporting Act.
- Supervision
 - Students are to be supervised by at least one adult at all times. Students under the age of 16 may not work alone with minors.
 - No Staff member is ever allowed to transport or be alone with a student.
 - An adult Staff member will supervise all Parent Participants.
- Student Workers and Instructor Assistants
 - An adult Staff member will supervise all student workers and instructor assistants.
- Violations
 - Upon the first violation of a policy or procedure, the Staff member, Parent Participant or Parent Volunteer will receive a verbal warning and/or additional consequences depending on the nature of the violation.
 - The second violation will be documented in writing and may result in removal of the Staff member, Parent Participant, or Parent Volunteer from their specific job.

VI. Policies

- It is forbidden for an adult to be alone with one student. There should be other students, an unrelated adult, or a Staff member present.
- Open Door Policy: doors of classrooms or offices where meetings with students are taking place should remain open unless there is a window in the door or a side window beside it. Doors should never be locked during class time except during an emergency.
- Adults who have access to student areas must wear specific name badges at all times (Biola University name badge, instructor or tutor nametag, Parent Volunteer lanyard, Parent Participant lanyard, visitor nametag).
- Restroom visits: Staff, Parent Volunteers, and Parent Participants should not be alone with a student in a bathroom with the door closed and should never be in a closed stall with a student.

VII. Reporting Guidelines

According to the California Child Abuse and Neglect Reporting Act, certain individuals, including educators and educational administrators, are required to report known or suspected child abuse or neglect. All Biola Youth Academics Staff, instructors, and tutors are considered mandated reporters under this law. Child abuse or neglect must be reported when one who is a legally mandated reporter "...has knowledge of or observes a child in his or her professional capacity, or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse or neglect..." (Penal Code 11166(a)). Allegations of suspected child abuse or neglect will be reported immediately to law enforcement and/or child abuse authorities according to California State Law and to the Biola Youth Academics administration.

VIII. Sexual Misconduct Guidelines

Any allegations of sexual misconduct will be handled in accordance with Biola University's Sexual Misconduct Policy. "Sexual misconduct" can include sexual harassment and sexual violence. Sexual harassment is generally defined as unwelcome or offensive sexual advances, requests for sexual favors, unwanted or uninvited verbal suggestions or comments of a sexual nature, or objectionable physical contact. Sexual violence refers to physical sexual acts perpetrated without the affirmative consent of the

parties or where a person is incapable of giving consent. For more information, please refer to the [University's Sexual Misconduct Policy on Biola's website.](#)

IX. Signed Statement of Policies

A signed and dated form indicating that Staff, Parent Volunteers, and Parent Participants have read and understand the policies will be used and kept as part of Biola Youth Academics records. I have read and understand the above Biola Youth Academics Child Protection Policies and Procedures.

Father/Legal Guardian

I have never been convicted of or pleaded guilty or "no contest" to a felony or any other criminal offense involving a minor, including child abuse or child neglect, and I have not been arrested for any such crime for which a trial is now pending.

If this is not the case, please attach a separate sheet giving complete details.

Printed name _____

Signature _____ Date _____

Mother/Legal Guardian

I have never been convicted of or pleaded guilty or "no contest" to a felony or any other criminal offense involving a minor, including child abuse or child neglect, and I have not been arrested for any such crime for which a trial is now pending.

If this is not the case, please attach a separate sheet giving complete details.

Printed name _____

Signature _____ Date _____

Other than Parent or Guardian

Printed name _____

Signature _____ Date _____