

# Job's Daughters International Youth Protection Program & Policy

## United States of America



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# JOB'S DAUGHTERS INTERNATIONAL

## UNITED STATES YOUTH PROTECTION PROGRAM

Contact Job's Daughters International Headquarters for updated materials, and be sure to visit the website [www.iojd.org](http://www.iojd.org) for the latest version of this document.

### INTRODUCTION

Job's Daughters' goal is to help young women grow and prosper through their teen years so that they may develop into successful and responsible adults. Job's Daughters members experience a wide variety of activities while they learn leadership, responsibility, civic awareness and important life skills. Job's Daughters leaders foster an environment that is safe and supportive; filled with quality role models and positive experiences. The purpose of this program is to provide an environment to support the growth and safety of the young women in Job's Daughters. To help create this environment, adult volunteers will be provided with detailed training and pass a screening process to help ensure the safety of our youth.

Job's Daughters International (JDI) deeply appreciates the adult volunteers and their service to the youth in our organization. We have confidence in their ability to serve as excellent role models for these young women. The important key to Job's Daughters' success has been, and always will be, the quality of our adult leadership. Throughout our long history, Job's Daughters has attracted the highest caliber of adult volunteers. Adult volunteers, Majority Members, parents and family of Job's Daughters members all share responsibility for positively affecting the lives of our members.

The policies and procedures contained in this document have been created for the safety of our youth and include a certification process for the adults working with them. All adult volunteers are required to meet and abide by the policy and program guidelines contained in this document.

### OVERVIEW

There are 2 parts to the JDI Youth Protection Program:

1. The **JDI Youth Protection Policy** outlines:
  - The requirements for becoming a Certified Adult Volunteer (CAV),
  - Insurance requirements for Job's Daughters members,
  - The official policies regarding drugs and alcohol, illicit media and appropriate activities and

- The official reporting policy for Job’s Daughters International in the United States.
2. The **JDI Youth Protection Program Guidelines** outline best practice principles in key areas of:
- Accommodations,
  - Activities,
  - Chaperones and
  - Transportation.

The Job’s Daughters Youth Protection Program and Policy was designed with the following objectives in mind:

1. Provide a healthy environment for youth and prevent any incidents of child abuse in Job’s Daughters.
2. Demonstrate Job’s Daughters resolve to protect the rights of young people to live and mature normally in a nurturing environment.
3. Encourage Job’s Daughters members and adults to properly report any situations that result in probable abuse.
4. Ensure all adult leaders become Certified Adult Volunteers.
5. Maintain the reputation of Job’s Daughters and retain community support.
6. Serve as a model among youth-serving organizations for youth protection efforts.

Youth Protection is an ongoing process, and this document represents our efforts to provide the best and safest possible environment for our members. Any questions or concerns should be directed to the Executive Manager at the Supreme Guardian Council Headquarters.

## SECTION 1

### JDI YOUTH PROTECTION POLICY

The Job’s Daughters International Youth Protection Policy requires all adults serving in leadership positions be a **Certified Adult Volunteer (CAV)**. To become a CAV an applicant must complete a background investigation and training program. Upon successful completion of the program requirements the applicant will be issued a CAV acceptance letter and card by JDI.

**Certified Adult Volunteer** requirements:

#### 1. **Nationwide Background Investigation**

- Complete Certified Adult Volunteer Application and Profile Form (YPP 001).
- Pay the initial application processing fee.
- Complete renewal paperwork (Form YPP 002) and pay renewal fee annually.

- Applicant must submit applications and fees to the office of the Executive Manager.

## **2. Adult Volunteer Training**

- Attend initial training session provided by a Certified Adult Volunteer Trainer.
- Attend supplemental trainings as deemed necessary by the JDI Board of Trustees.

An adult volunteer will be known as a Certified Adult Volunteer (CAV) upon successful completion of the training requirements and a cleared background investigation. CAV status is granted for one year and is official when issued an acceptance letter and card. An adult cannot serve in a CAV capacity until their status is official. In order to maintain CAV status the renewal paperwork and the renewal fee must be submitted prior to any lapse in their CAV status. If there is a lapse in CAV status, an applicant must start the CAV process from the beginning. Renewal applicants will be subject to random background screenings and supplemental training as deemed necessary by the JDI Board of Trustees. A list of Certified Adult Volunteers is maintained by the Executive Manager's Office at the Supreme Guardian Council Headquarters.

Individuals in the following positions must have CAV status prior to assuming the position:

- ▲ Executive Members of a BGC
- ▲ Associate Members of a BGC
- ▲ Chairman/Committee Members of a BGC
- ▲ Officers/Committees of a JGC
- ▲ Officers/Committees of a GGC
- ▲ Members of the Board of Trustees of a GGC
- ▲ Members of the JDI Board of Trustees
- ▲ Officers/Committees of the SGC
- ▲ Supreme and Assisting Supreme Deputies that reside in or work with Bethels in the USA
- ▲ Grand and Assisting Grand Deputies and Deputy Grand Guardians
- ▲ Grand/Jurisdictional Bethel members who are Majority Members of JDI
- ▲ Primary Chaperones

### **Insurance requirement**

Sexual Misconduct insurance is required and obtained by Job's Daughter International. This insurance is incorporated into the United States JDI liability policy. All US jurisdictions are covered under this policy so there is no need for individual jurisdictions to secure insurance on their own. The insurance premium is divided up on a member per capita basis and is due at the time of the annual report for each United States Bethel.

## **BACKGROUND INVESTIGATION**

The Job's Daughters adult volunteer screening process is designed to maintain the high quality of our adult volunteer leaders and to eliminate applicants who do not meet our leadership standards. The primary purpose of our screening process is to improve the safety of our members. To ensure the privacy of our volunteers the Certified Adult Volunteer Application and Profile forms (YPP 001 and 002) are submitted directly to the office of the Executive Manager by the applicant. All background investigations will be conducted through the JDI contracted

background investigation firm. **At no time should applications and background investigation paperwork be handled at the Jurisdiction or Bethel level.** References may be checked and past associations with Job's Daughters verified by the Supreme office as needed.

The conviction for a crime unrelated to the applicant's responsibilities for Job's Daughters will not automatically result in disqualification from service as a CAV. Job's Daughters International will consider all factors available when evaluating criminal history records. The totality of the record will be evaluated to determine if an applicant should be disqualified. The Board of Trustees of Job's Daughters International will have the final authority to accept or reject applicants.

## **Exclusion Criteria**

In addition to the legal matters listed in this section, an individual who was terminated from a paid or volunteer position due to misconduct with a child shall be excluded from working with Job's Daughters in any way regardless of the amount of time since offense. Additionally, falsification or omission of any criteria on the application forms (YPP 001 or YPP 002) is grounds for exclusion.

An applicant will have the opportunity to give information and explanation of any item found during the background investigation through the Denial Notification and Appeal Process as outlined at the end of this section.

A person may be prohibited from serving as a CAV of JDI if the person has been found guilty of the following crimes:

*Guilty* means that a person was found guilty following a trial, entered a guilty plea, entered a no-contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.

### **SEX OFFENSES**

**All Sex Offenses** - *Regardless of the amount of time since offense.*

**Examples include, but are not limited to:** *child molestation, child pornography issues, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure.*

### **FELONIES**

**All Felony Violence** – *Regardless of the amount of time since offense.*

**Examples include, but are not limited to:** *murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary.*

**All Felony offenses (other than violence)** within the past 10 years.

**Examples include, but are not limited to:** *drug offenses, theft, embezzlement, fraud, child endangerment.*

### **MISDEMEANORS**

*Only those with misdemeanors that would be considered a potential danger to children or those directly related to the functions of that volunteer will be excluded.*

**Misdemeanor Violence Offenses** - *within the past 7 years.*

*Examples include, but are not limited to: simple assault, battery, domestic violence, hit & run.*

**Misdemeanor Drug & Alcohol Offenses** - *within the past 5 years or multiple offenses in the past 10 years.*

*Examples include, but are not limited to: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia.*

**Any Other Misdemeanor Offenses** - *within the past 5 years.*

*Examples include, but are not limited to: contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies.*

### **DRIVING INFRACTIONS**

**Any record or convictions in the past five (5) years** that would be considered a potential danger to children or those directly related to the functions of that volunteer:

*Examples include, but are not limited to: DUI, driving with a suspended or revoked license or reckless driving.*

### **PENDING CASES**

Anyone who has been charged for any of the disqualifying offenses or for cases pending in court will not be permitted to volunteer until the official adjudication of the case.

The background investigation process is an ongoing process and may be subject to review and change at any time. This process is based upon industry practices in private, public and non-profit areas. For additional information regarding background investigation practices, visit the National Association of Professional Background Screeners at [www.napbs.com](http://www.napbs.com).

## **DENIAL NOTIFICATION & APPEAL PROCESS**

In the event a CAV Application or Renewal is denied the Executive Manager will notify the applicant in writing within 15 working days. The denial notification will include instructions on the process for appeal. The applicant may file a written appeal with the Board of Trustees of Job's Daughters within 30 days from the date of the denial. The appeal must be mailed to the Chairman of the JDI Board of Trustees with a copy to the Executive Manager. The Board of Trustees will investigate the reason for denial and make a final decision on the Application. The decision of the Board of Trustees is final.

## **ADULT VOLUNTEER TRAINING**

JDI Adult Volunteer Training is designed to provide adult volunteers knowledge and skills to better work with Job's Daughters members. An initial full training is required for all CAV applicants. Continuing education may be required periodically at the discretion of the JDI Board of Trustees. Contact your Grand/Jurisdictional Secretary or the Executive Manager of JDI for a schedule of Adult Volunteer Training classes.

Training topics will include basic JDI instruction, JDI Youth Protection Policy, Youth Protection Guidelines, general youth protection information and a review of reporting laws and resources in each jurisdiction. Trainings are conducted by Certified Adult Volunteer Trainers.

## **CERTIFIED ADULT VOLUNTEER TRAINERS (CAVT)**

The role of a Certified Adult Volunteer Trainer (CAVT) is to train CAV applicants according to JDI standards and certify that they have been fully briefed on the JDI Youth Protection Policies and Guidelines. A CAVT is an officially recognized trainer for the JDI Youth Protection Program and has been issued and instructed on the officially recognized training materials. A CAVT must maintain continual CAV status and re-certify/renew their CAVT status every five years. Additionally, they must conduct a minimum of three trainings during those five years. To become a CAVT, application must be made on Form YPP 003 with applicable fees sent to the Executive Manager of JDI, an authorized Trainer Training session successfully completed and an Adult Volunteer Training session successfully conducted and observed by an authorized CAVT.

A master list of Certified Adult Volunteer Trainers (CAVTs) is maintained by the Executive Manager in the Supreme Office. CAVTs will be issued a special card showing their CAVT number. Only those Adult Volunteer Training sessions conducted by a CAVT will be recognized.

## **ANNUAL CAV RENEWAL**

Job's Daughters requires each Certified Adult Volunteer to renew his or her registration materials annually using the appropriate form (YPP 002). Recertification as a CAV is not automatic and must be completed prior to the expiration of the current certification. Both periodic and random background investigations are performed on each Certified Adult Volunteer by Job's Daughters International. Should CAV status lapse, an applicant must begin the process again with an initial application form.

## **DRUGS AND ALCOHOL, ILLICIT MEDIA AND APPROPRIATE ACTIVITIES POLICIES**

### **Drugs and Alcohol**

The use or possession of illegal drugs or alcohol, or the abuse of over-the-counter or prescription drugs, or any other substance for non-medicinal purposes while serving in a CAV capacity of Job's Daughters or by members during Job's Daughters activities is strictly prohibited.

### **Illicit Media**

Sexually oriented videos, magazines, photographs, games or other media are not permitted as part of any Job's Daughters activity.

### **Appropriate Activities**

Job's Daughters engage in activities that are positive and foster growth and development at age appropriate levels. Activities involving group nudity, such as "skinny dipping", or public exposure, such as "mooning", etc. are not permitted as part of any Job's Daughters activity.

## **OFFICIAL REPORTING POLICY**

When an incident of child abuse is suspected or disclosed it must be reported to the proper authorities as outlined by your individual state requirements. Each state has unique abuse reporting standards and laws. The Youth Protection Training conducted will be modified for each jurisdiction. Child abuse includes emotional and verbal abuse as well as physical abuse.

No state requires that a person making a report have proof that the abuse occurred. The only requirement for reporting is that it is suspected. All states provide immunity from liability to reports of suspected child abuse, provided that the report is made in good faith.

Suspicious, allegations and disclosures of child abuse that directly involve JDI volunteers or occur at JDI activities must be reported as soon as possible to the Executive Manager. The CAV who notifies the Executive Manager of the incident will need to provide a written report of the suspected abuse. The report is a timely documentation of all factual information reported and the allegations that have been made. The CAV's written report should state the allegations, suspicions and disclosures of child abuse that are the basis of the report. The report should also state all factual information a CAV has gathered that supports or ore rebuts the allegations, suspicions and disclosures. For example, if the allegation is that 'Volunteer A inappropriately touched a child,' the report should state the facts that tell who, what, when, where and how the CAV came to this conclusion. It is not appropriate for a CAV to fully investigate an issue, but to document suspicions, allegations and disclosures. The Executive Manager will make a complete and confidential report to the Board of Trustees.

Suspicions, allegations and disclosures of child abuse that directly involve a Job's Daughters member but are in no way related to a JDI volunteer or activity must be reported to the local law enforcement agency or Department of Social Services Agency as per that agency's guidelines. These incidents need not be reported to the Executive Manager.

It is not appropriate for volunteers or members to discuss suspected or reported abuse with other people outside of this policy process.

JDI will not tolerate any form of child abuse in any of its programs. JDI will take necessary steps to remove offenders from adult leadership, and to prohibit them from any participation in the Job's Daughters program. Further, JDI will not tolerate any attempt to cover up abuse, attempts to discourage proper reporting, or failure to report disclosed abuse.

Reporting an incident of suspected abuse can be difficult. If there is ever a question as to whether or not something needs to be reported, please contact the Executive Manager or call the state's abuse reporting hotline for guidance.

## **SECTION 2**

### **YOUTH PROTECTION PROGRAM GUIDELINES**

These Youth Protection Program Guidelines are best practices designed not only to protect Job's Daughters members, but also to protect adult volunteers from unfounded allegations of abuse. All adults have the responsibility to observe the boundaries between acceptable and unacceptable behavior. JDI has taken great care to prevent even the appearance of impropriety between adult volunteers and youth members. Strict adherence to these Guidelines will help assure that Job's Daughters Bethels will be able to conduct their programs safely.

First and foremost it is imperative that adult volunteers present themselves as positive role models for JDI members. Positive role models are respectful of themselves and others at all times. They are responsible and reliable, and serve as examples to our members. A Certified Adult Volunteer should always be conscious of their responsibility as a role model.

#### **1. Accommodations Guidelines**

Adults should sleep in separate quarters from youth except in genuine emergencies when the health or well being of a Job's Daughter may be at risk, when the ages of the Daughters involved make this a justifiable condition or when travel accommodations necessitate room sharing. Job's Daughters members should not be housed with adults other than their family members. Housing younger Job's Daughters members with significantly older Job's Daughters members should be considered carefully prior to making room assignments. In no circumstance should unrelated adult males stay alone with Job's Daughters members or other youth.

If a Daughter will be traveling alone with one CAV who is not a member of her family (e.g. Miss IJD or SBHQ traveling with the Supreme Guardian), the Daughter must have her parent's or legal guardian's written permission to stay in overnight accommodations in the same room with a female CAV who is not a family member.

If the parent or legal guardian's written permission has not been obtained before hand, and if in the CAV's best judgment it is safer to share a room with the Daughter than to have separate rooms for the Daughter and the female CAV under the circumstances of the particular trip, the two may share the same room. The CAV shall immediately contact the Daughter's parent(s) to let them know that this decision was made.

## **2. Activity Guidelines**

- ***Weapons***

Weapons are not appropriate at any Job's Daughters function.

- ***Ceremonies***

Only ceremonies published in the Job's Daughters Ritual or SGC/GGC Book of Ceremonies or those approved in writing and in advance by the Supreme/Grand/Jurisdictional Guardian, may be performed. "Secret" activities, unofficial organizations and unsanctioned ceremonies outside of Job's Daughters are not authorized or condoned by Job's Daughters International. Hazing is not a part of Job's Daughters ceremonies and is not permitted. "Hazing" is defined as activities which endanger the physical, mental and/or emotional well-being of a member or other youth or adult; violates local, state or federal law; or is mentally or physically degrading.

- ***Private Homes***

It is recommended that all Job's Daughters activities, including those in private homes be approved by the Executive Bethel Guardian Council and notice provided to the members' parents. As with all Job's Daughters activities, proper chaperoning guidelines should be followed.

- ***Co-ed Activities***

For activities involving both male and female participants, both male and female CAVs should be present.

- ***Parental Notification of Activities***

Parental notification of official Job's Daughters activities should communicate the date, place, beginning and approximate ending times for the activity. Parents are always welcome and should be encouraged to participate in Job's Daughters activities.

- ***Organization/Club Standards***

Activities of organizations such as Supreme/Grand/Jurisdictional Bethels and other Job's Daughters affiliated organizations (Parent's Clubs, PHQ Clubs, Alumni groups) must meet the same standards of conduct expected of Job's Daughters Bethels.

### **3. Changing Room Guidelines**

The privacy of Job's Daughters members in the changing room should be respected by all adult volunteers. Health and safety needs may require the presence of a female CAV.

### **4. Chaperone Guidelines**

- ***Safety Rule of Three and Two-Deep Leadership***

For the safety of our Daughters Bethels should implement the "safety rule of three" which recommends that no fewer than three individuals (two Adult Volunteers, one of which is a CAV and one Daughter OR one Certified Adult Volunteer and two Daughters ) go on trips and outings. Make sure there is the capability to communicate either via cell phone or other communication device, in case of accident.

Best practice recommends a practice of 'two-deep leadership'. Two Adult Volunteers, one of which is certified and one of which is a female, accompany Job's Daughters members on all trips, outings and Job's Daughter Bethel activities. Additional CAVs may be required depending on the size of the group and the event. One CAV for every five youth is recommended to be in attendance at all times

- ***One-on-One Contacts***

One-on-one activities are discouraged. If a conversation between a CAV and a Job's Daughters member needs to be confidential, the CAV should speak with the Job's Daughters member in an open setting where they are out of hearing range, but can still be seen by others.

### **5. Photos, Video, and Media Guidelines**

Photographs and videos of Job's Daughters activities should be representative of the values of the organization. In the case of minors, a written release of the subjects should be obtained from their parents or legal guardian before being published. No Daughter's personal info shall appear

on any Bethel's website, including but not limited to: last names, addresses, phone numbers, cell phone numbers or email addresses.

## **6. Physical Contact Guidelines**

Adults should avoid inappropriate physical contact with Job's Daughters members. Inappropriate physical contact includes, but is not limited to, placing hands on legs, tickling, wrestling, and patting backsides/buttocks. Additionally, males should avoid full 'bear' hugs.

## **7. Transportation Guidelines**

It is recommended that at least one adult in a vehicle be a CAV. No male should drive Daughters without an adult female in the car, unless they are members of the same family or emergency circumstances dictate this is the only safe course of action.

A Job's Daughter should obtain her parent or legal guardian's written permission to drive to and from meetings and activities. She may drive herself and other family members, but she should not transport any other youth.

All drivers shall have a current driver's license and insurance.

# **FORMS**

Contact Job's Daughters International Headquarters or the website [www.iojd.org](http://www.iojd.org) for current forms related to the Youth Protection Program and Policy.